<table>
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<th>ITEM TO COMPLETE</th>
<th>INFORMATION</th>
<th>OFFICE TO CONTACT</th>
<th>CHECK WHEN DONE</th>
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</table>
| I-9 Verification | This site provides a list of accepted documents that must be presented in person at Human Resources. | HUMAN RESOURCES  
Office location: Administration Building, Room 350  
Telephone: 765-285-1834  
https://www.bsu.edu/about/administrativeoffices/humanresources |   |
| Parking Permit   | Purchase your parking permit on or before your first work day after you have been given your employee ID. You may elect to pay for your permit or use payroll deduction. You can purchase your permit online. | PARKING SERVICES  
Office location: Student Center, Lower Level, Room L1  
http://cms.bsu.edu/about/administrativeoffices/parkingservices |   |
| ID Card          | The ID card is required to obtain parking permits, to take advantage of the resources in Bracken Library, recreational facilities, and bookstore discounts. | ID CARD OFFICE  
Office location: Bracken Library, Room 001  
https://www.bsu.edu/about/administrativeoffices/information-technology/services/bsu-id-cards |   |
| Email            | E-mail accounts are the gateway to many Ball State resources. Employees must have a user name, password, and e-mail account in order to access Self-Service Banner (SSB) and other systems. | UTS (Unified Technology Support) Help Desk  
Office location: Bracken Library, Room 101  
Telephone: 765-285-8324  
http://cms.bsu.edu/about/administrativeoffices/uts/forfacultyandstaff |   |
| Communication Center Photograph | This photograph is used for the Ball State Web Page and for recognitions. Please check their web site for available portrait days. | PHOTO SERVICES  
(Division of Strategic Communications)  
Office location: West Quad, Room 304  
Telephone: 765-285-1560  
http://cms.bsu.edu/about/administrativeoffices/marketing-communications/profile-photos |   |
| **Insurance and Retirement Plans** | New faculty will be able to sign up for insurance benefits and retirement plans. This session begins at 8:00 a.m. on Tuesday, August 17, 2021. You must have insurance and benefits. | **EMPLOYEE BENEFITS**
Office location: Administration Building, Room G-29
Telephone: 765-285-8461
http://cms.bsu.edu/about/administrativeoffices/payrolleb/
You will be able to complete this paperwork at the orientation session currently scheduled for Tuesday, August 17, in Student Center Cardinal Hall, 8:00 a.m. – Noon. |
|---|---|---|
| **Direct Deposit Form for Paycheck** | This form is available through Payroll and Employee Benefits | **EMPLOYEE BENEFITS**
Office location: Administration Building, Room G-29
Telephone: 765-285-8461
http://cms.bsu.edu/about/administrativeoffices/payrolleb/ |
| **All Faculty Convocation** | Opening convocation for all faculty, Chairs, and Deans. Welcome remarks given by President Mearns. | **EMENS AUDITORIUM**
Friday, August 20, 2021
Convocation begins at 9:00 a.m. – 11:00 (approximate ending time) * This is subject to change given current circumstances * |
| **Tenure Line Faculty (Only)** | New tenure line faculty will participate. Sessions are scheduled for Fall Semester. | **NEW FACULTY ACADEMY**
Director: Dr. Thalia Mulvihill – tmulvihi@bsu.edu |