<table>
<thead>
<tr>
<th>ITEM TO COMPLETE</th>
<th>INFORMATION</th>
<th>OFFICE TO CONTACT</th>
<th>CHECK WHEN DONE</th>
</tr>
</thead>
</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. | 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 BL001  
Telephone: 765-285-2273  
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   | 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 Marketing and Communications)  
Office location: West Quad, Room 304  
Telephone: 765-285-1560  
http://cms.bsu.edu/about/administrativeoffices/marketing-communications/profile-photos | ✗               |
<table>
<thead>
<tr>
<th>Insurance and Retirement Plans</th>
<th>New faculty will be able to sign up for insurance benefits and retirement plans. You must have insurance and benefits</th>
</tr>
</thead>
</table>
| EMPLOYEE BENEFITS            | Office location: Administration Building, Room G-29  
TelephoneNumber: 765-285-8461  
[http://cms.bsu.edu/about/administrativeoffices/payrolleb/](http://cms.bsu.edu/about/administrativeoffices/payrolleb/)  
Payroll and Employee Benefits will send an email to new faculty with the benefit presentations and instructions for enrollment in August. |

<table>
<thead>
<tr>
<th>Direct Deposit Form for Paycheck</th>
<th>This form is available through Human Resources</th>
</tr>
</thead>
</table>
| HUMAN RESOURCES                  | Office location: Administration Building, Room 350  
TelephoneNumber: 765-285-1834  
[https://www.bsu.edu/about/administrativeoffices/humanresources/forms-policies-guides#accordion_payrollforms/](https://www.bsu.edu/about/administrativeoffices/humanresources/forms-policies-guides#accordion_payrollforms/) |

<table>
<thead>
<tr>
<th>All Faculty Convocation</th>
<th>Opening convocation for all faculty, Chairs, and Deans. Welcome remarks given by President Mearns.</th>
</tr>
</thead>
</table>
| FACULTY CONVOCATION     | Friday, August 19, 2022  
Convocation begins at 9:00 a.m. and will be held virtually this year. An email will be sent by President Mearns inviting you to the virtual event or you can contact your department. |

<table>
<thead>
<tr>
<th>Tenure Line Faculty (Only)</th>
<th>New tenure line faculty will participate. Sessions are scheduled for Fall Semester.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW FACULTY ACADEMY</td>
<td>Director: Dr. Thalia Mulvihill – <a href="mailto:tmulvihi@bsu.edu">tmulvihi@bsu.edu</a></td>
</tr>
</tbody>
</table>