









New Faculty Checklist

ITEM TO COMPLETE	INFORMATION	OFFICE TO CONTACT	CHECK WHEN DONE
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, Lower Level, Room G008 Telephone: 765-285-1834 https://www.bsu.edu/about/administrativeoffices/humanresources/forms-policies-guides/i-9-verification	
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 https://www.bsu.edu/about/administrativeoffices/parking-services	
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 https://www.bsu.edu/about/administrativeoffices/uts	
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 Marketing and Communications) Office location: West Quad, Room 304 Telephone: 765-285-1560 https://www.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.	EMPLOYEE BENEFITS Office location: Administration Building, Lower Level, Room G-29 Telephone: 765-285-1834 https://www.bsu.edu/about/administrativeoffices/payrolleb/health-and-wellness-benefits Payroll and Employee Benefits will send an email to new faculty with benefit information for enrollment in August and will also be present on the second day of orientation.	
Direct Deposit Form for Paycheck	This form is available through Human Resources	HUMAN RESOURCES Office location: Administration Building, Lower Level, Room G008 Telephone: 765-285-1834 https://www.bsu.edu/about/administrativeoffices/humanresources/forms-policies-guides#accordion_payrollforms	
All Faculty Convocation	Opening convocation for all faculty, Chairs, and Deans. Welcome remarks given by President Mearns.	FACULTY CONVOCATION Friday, August 18, 2023 Convocation begins at 9:00 a.m. in Emens Auditorium. An email will be sent by President Mearns inviting you to the event or you can contact your department.	
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	