



## **New Employee Checklist**

*Print this form and use it as a resource during your first few days of employment at Appalachian State University.*

On or before your first day of employment you will need to visit the following offices:

<b>Office of Human Resources</b>	
<b>Be sure to bring the required I-9 Documents that are listed on the I-9 form. Examples are original Social Security Card or official proof of application for a Social Security Card, and a picture ID (such as a driver's license) or a valid Passport, or a picture ID (such as a driver's license) or certified birth certificate.</b>	
	I-9 Employment Eligibility Verification
	Form W-4; Employee's Federal Withholdings
	Form NC-4; Employee's State Withholdings
	New Employee Biographical Sheet
	Direct Deposit Form (bring Voided check or documentation for your bank with routing and account #)
	APPCard /Parking Permit employee identification document

<b>Benefits Office, Office of Human Resources (if benefit eligible)</b>	
	Receive your Benefit's packet
	Schedule your attendance at a Benefits' orientation

<b>AppCard Office, Trivette Hall</b>	
	Present APPCard document containing Banner ID that was received in Human Resource and
	have photo taken for University ID card

<b>Parking and Traffic Office, River Street Parking Deck</b>	
To park on campus employees must pay a fee. This can be payroll deducted as pre or post tax (Temporary employees are not eligible for payroll deduction). You may be ask to pay for the first month.( Parking Office accepts cash and checks only)	
	Present parking permit document that was received in Office of Human Resources.
	Provide automobile license tag number, year, and model of vehicle