

New Employee Orientation and Benefit Review Session

New employees will be scheduled for a one-on-one Orientation and Benefit Review Session with the Benefits Manager. During this orientation session, new employees will complete their benefit and payroll forms. To schedule your orientation, please contact the Benefits Manager at 989-964-7100.

New employees should bring the following information to the orientation:

- Information about family members to be included in insurance coverage (spouse/dependents), including name, Social Security Number, and date of birth
- Xerox copy of marriage license or birth certificate(s) of dependents
- Beneficiary information including name, address, Social Security Number and date of birth
- Personal identification for completing the I-9 Form (The complete list of approved documents, is available at <http://www.uscis.gov/files/form/i-9.pdf>)

Benefits will be effective the first day of the month following your effective date of employment.

A complete summary of benefits, can be found on the HR website, Benefits at http://www.svsu.edu/fileadmin/websites/ecs/Open_Enrollment/Benefit_Enrollment_Guide_All_Employees.pdf

We look forward to welcoming you to Saginaw Valley State University during your Orientation and Benefit Review Session. If you have any questions, please contact Human Resources at 989-964-4108.