



## New Faculty Orientation Checklist

Welcome to Saginaw Valley State University!

This checklist will assist you in obtaining information about your benefits as a new Cardinal. To ensure you have all of your necessary paperwork, please refer to this checklist.

### **Register for Orientation:**

- Visit our website at [www.svsu.edu/hr/newfacultyorientation](http://www.svsu.edu/hr/newfacultyorientation) to view the orientation dates and times.
- Register for orientation (locations are listed next to the orientation dates and times, please refer to the campus map for assistance).

### **Download Pre-Employment and Benefit Forms:**

- Read the enclosed Benefits Overview Guide prior to downloading and completing your benefit forms. Go to [www.svsu.edu/hr/newfacultybenefit-enrollment](http://www.svsu.edu/hr/newfacultybenefit-enrollment) to download the pre-employment and benefit forms.
- As part of the pre-employment forms, gather the verification/identification documents you will need to complete the I-9 Verification Form. (A list of approved documents is listed on page four of the I-9 form.)
- As soon as possible, mail your completed tax forms (except the I-9 Verification Form) to: SVSU; HR; 7400 Bay Road; University Center, MI 48710 or fax them to: 989-964-7066.
- You must bring ALL other completed forms with you to the orientation, including the I-9 Verification form and approved documents.
- Attend orientation on your scheduled date so that you receive important information about benefits and enrollment deadlines that effect coverage.

### **Other information to Consider:**

- To view a copy of the latest Faculty contract, go to our website at <http://www.svsu.edu/hr/contracts.html> (please note: the current contract has expired and is under negotiation).
- Upon arrival to the campus for orientation, you MUST park in the free lots. For locations of the free lots, please consult the campus map located on our website (<http://www.svsu.edu/campustour/campus-maps.html>).
- After orientation, go to the Cashier's office (Wickes Hall, Room 166) and get the following:
  - SVSU Employee ID Card. Bring driver's license or other photo ID.
  - Parking permit application, if choosing to purchase one.

If you have any questions before your orientation, please do not hesitate to contact our office at (989) 964-4108 or email us at [hr@svsu.edu](mailto:hr@svsu.edu).

Again, welcome to the SVSU family!