

iSchool Orientation

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Orientation Checklist for All New Hires

IT Services

- SU ID / NetID
 - Help ticket
- Computer/printers set-up
- Keys - [Roger Merrill](#)
- Listservs—[Monya Ghabarou](#)
- G drive Access—[Roger Merrill](#)
- [Email](#)

Human Resources – [Maureen O'Connor Kicak](#)

(Tasks in parenthesis are taken care of by central Human Resources)

- [MySlice](#)
 - Payroll
 - Time entry
 - Leave accruals
- iSchool [login](#)
 - Profile - create profile
 - A professional head shot is required for all new iSchool faculty and staff. To schedule a head shot, please contact [Ginger Lee Howlett](#) at Syracuse University Photo and Imaging Center. The Photo and Imaging Center is located in the [Nancy Cantor Warehouse](#) accessible by [The Connective Corridor](#).
- (Complete I-9 paperwork at either Human Resources on Skytop Drive or the Student Employment office in 210 Steel Hall)
 - Identification is needed. A list of Acceptable Documents is below
- Obtain an identification card from the [Office of Housing, Meal Plan and I.D. Services](#) at 206 Steele Hall
- Complete your Pay Notice Acknowledgment in the Employee Services section on [MySlice](#) homepage
- Sign up for direct deposit and update your federal and/or state tax withholding status and allowances on [MySlice](#) under Employee Self-service Payroll component
- Schedule your Hazard Communication Training [online](#)
- Complete a TIAA waiting period [waiver form](#), if applicable
- (Attend new Employee Orientation, scheduled by Human Resources - Goldstein Student Center Room 201A, B and C - South Campus on Skytop Drive)
- [2020 Benefits Guide](#) - for additional information
- Procurement Card, if applicable - [Alicia Madden](#)

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
OR		AND
1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	4. Voter's registration card	
	5. U.S. Military card or draft record	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	5. Native American tribal document
	8. Native American tribal document	6. U.S. Citizen ID Card (Form I-197)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	9. Driver's license issued by a Canadian government authority	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	For persons under age 18 who are unable to present a document listed above:	
	10. School record or report card	8. Employment authorization document issued by the Department of Homeland Security
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

iSchool Tour—

Staff - Supervisor/manager will complete your tour

Part-Time (Adjunct) instructors - FCTL team will complete your tour

Full-time instructors - Dean's Suite, Academic Affairs or Faculty Mentor will complete your tour

New Faculty On-boarding Checklists

To view full new faculty on-boarding [checklists](#) for both full-time and part-time instructors

- [Full-Time Instructor Orientation](#)
- [Part-Time \(Adjunct\) Instructor Orientation](#)
- [PhD Student Orientation](#)
- [Staff Orientation](#)
- [Support For New Hires](#)