

CODL & Human Resources Checklist

- Complete I-9 requirements by going to HR
 - Complete W-4 requirements
 - Activate NetID
 - Pay acknowledgment
 - Set up direct deposit
 - Complete tax withholding information
 - Voluntary self-identification of disability
 - Obtain an SU ID card photo
 - Complete compliance training: <https://inclusion.syr.edu/training-development/>
1. Preventing Harassment and Discrimination (2 hours) (Email sent within 2 weeks)
 2. Basic Hazard Communication (1 hour) (log into [EHSS Training](#) using NetID and password to complete the online training)
 3. Sexual Harassment Prevention (30 min)
- Complete any other benefits requirements: <https://hr.syr.edu/benefits>