



Welcome,

Congratulations on your new position, and welcome to Eastern! We are excited to have you join our team. As a new member of the EMU community, you might have a lot of questions and be eager to get started. We hope the information throughout this checklist will help you to get started and find the resources you need to adjust to your new role and surroundings.

Important Steps for New Hire Paperwork

- New Hire Paperwork:** Eastern Michigan has launched a new paperless Onboarding system which will enable you to complete all your new hire forms electronically from any computer with an internet connection.
You will soon be receiving an email from NEOGOV that will contain a link to the NEOGOV onboarding system. The activation email will be sent to the email address you provided on your job application. Please check your spam folder if you do not receive the email. If you still did not receive it, please contact EMU Human Resources at 734.487.3430.
It is important that you activate your account immediately as the activation link will expire. Please log in to complete the new hire checklist items as soon as possible as this allows us time to ensure you have appropriate access to needed systems on your first day of work.
- Offer Letter:** Sign and email a scanned copy or image of your completed offer letter to cdotson@emich.edu.
- I-9:** Prior to your first day of work, a member of the HR team will reach out to you about completing your I-9 and answering any questions you might have about documents needed. A list of acceptable documents is listed on the I-9 form in your new hire checklist. **Note: For all external new hires – your I9 must be completed before you will be issued an Eastern Michigan University Email, NetID and Employee number.** It is helpful to complete this documentation prior to your start date.
- Orientation:** Orientation occurs three times annually in August, January and May. You will be assigned Orientation information in the Learning Management System once your new hire paperwork is completed.
- Parking:** Sign up for your parking pass using the following link:
<https://www.parkemu.com/permits/stafffaculty-permits-20182019/>
 - NOTE:** You will complete this on your first or second day of work
 - Click Register under Staff/Faculty and follow the instructions

About EMU

Please visit [About EMU](#) and check out the available resources to help get you acquainted with EMU.

Why EMU

There are numerous reasons why Eastern Michigan University is a premier employer to work for. We make a difference in the lives of over 17,000 students, 2,000 employees, and the growing community within Ypsilanti and Washtenaw County. Listed below are just a few of the many things Eastern has to offer.

- Excellent work/life balance, with [vacation](#) and [holiday](#) time
- Opportunities for professional growth and development through the [tuition waiver program](#), [online training offerings](#), and in-person workshops
- Excellent [benefit](#) options including the choice of PPO, HMO, HSA, life insurance, and pet insurance
- [Retirement plan](#) with a very competitive employer contribution and match
- Health and Wellness services including an on campus [fitness center](#), [primary care with IHA](#), [counseling services](#), [nutrition services](#) and [daycare](#)
- Networking and relationship building opportunities with colleagues
- Flexible and supportive managers/supervisors that attempt to align their values with YOUR values
- Outstanding work culture founded on the values of Respect, Integrity, Inclusiveness, Responsibility, and Excellence. View the University's mission, vision and core values [here](#)

More details about our employee benefits:

[Tuition Waiver Program](#)

- You're eligible to use the tuition waiver benefit for any undergraduate, graduate or doctoral level courses at Eastern. Tuition waiver applies to tuition only and not fees and is based upon successful completion of classes. Full-time employees can waive up to six credit hours for fall and winter semesters and twelve for summer. If you're part-time, waive up to three credit hours for fall and winter and six for summer!
- **Spouses and Dependents**
 - Your spouse and/or dependents can use the tuition waiver beginning the first semester after your hire date. 50% of all undergraduate courses can be waived (tuition cost only), based on successful completion of classes!
 - 4WARD offers students free tuition for their final two years if he/she lives on campus for all four years.

[Retirement Savings Plan](#)

- We want you to enjoy your retirement. Planning ahead is the first step in retirement success.
 - [TIAA-CREF](#) is for all employees of Eastern.
- How Healthy Are You, Financially?
 - Keeping fiscally fit is more important than ever before. TIAA offers a personal financial organizer which includes financial wellness tips, tools and checklists to help you organize your finances and plan for your future. Get yourself a financial checkup and [download your personal financial organizer](#).

- In addition, TIAA-CREF comes to campus twice a month for individual counseling sessions to help you with your account. To make an appointment, visit the [TIAA schedule site](#) or call 800.732.8353.

Wellness Programs

- Whether it's getting help to take your fitness to the next level, change your eating habits, or quit smoking, Eastern cares about your wellness and work-life balance.
 - [EMU Eagle Nutrition Services \(ENS\)](#) - ENS offers a variety of services aimed at improving overall health and restoring or maintaining vitality. In addition to these services, ENS offers advice from qualified nutrition experts to assist in your overall health and well-being. Services include weight management counseling, specialized diet counseling, and other nutrition counseling services. ENS also offers body composition analysis that allows clients to get an idea of what lean muscle mass and fat mass percentages are, as well as bone mineral density.
 - Lifeworks, our employee assistance program, is available 24/7 to provide articles, information and counseling on topics including money management, health, and personal issues.
 - Discount membership program at our on-campus [fitness center](#).
 - [Tobacco cessation resources](#) available
 - To register for any of our wellness events, visit our [events registration page](#).
 - View the current [wellness calendar](#) for an overview of our events.

Professional Growth and Training Opportunities

- The Learning and Organizational Development team helps Eastern employees develop their skills and competencies through training, professional development and consulting services. Our workshops, eTraining, toolkits and customized consultations help improve performance while supporting EMU's mission, vision, and core values.
- Eastern's [eTraining library](#) features free, go-at-your-own-pace, online courses, videos and books available to EMU employees.
- We offer a variety of training and performance improvement services as well as interventions (planned measures designed to overcome job-related challenges).

University Governance

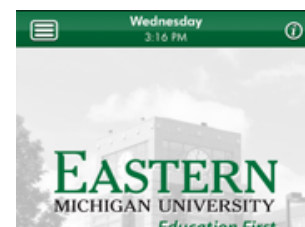
- President, Dr. James Smith
- The Board of Regents is the governing body of the University
- Comprised of 8 Regents
- Regents appointed to 8-year terms by the Michigan Governor



Campus Conveniences

- | | |
|--|--|
| <ul style="list-style-type: none"> • Dining Options • Bookstore • Pharmacy • Health Clinic • Credit Union and ATM Machines • Postal Services | <ul style="list-style-type: none"> • Indoor track • Amazon Pickup • Fitness Program and Fitness Rooms • Climbing Wall and Golf Simulator • Rec/IM Complex - Onsite Fitness Center • Pool, sauna, and whirlpool |
|--|--|

Campus Communications



- [EMU Today](#): EMU news website that provides updates on all campus happenings.
- [University App](#): Download to your device from [Google Play](#) or [Apple Store](#) to have access on the go!
- [WEMU FM 89.1](#): Your community NPR Station! (Download the WEMU app from [Google Play](#) or [Apple Store](#) today!)
- [Rave Text Messages](#): [Sign up](#) to receive emergency text alerts.

Getting Around Campus

- **Virtual Tour**: Check out the [virtual campus tour](#) to help you navigate your new surroundings!
- **Parking Map**: Here is a [map](#) that can be used to locate staff parking lots.

Payroll Calendar / Employment Classifications

Unit	Employment Classification	Pay Frequency	Bargaining Unit
AC	Athletic Coach	Semi-Monthly	n/a
AP	Administrative Professional	Semi-Monthly	n/a
AH	Administrative Hourly	Bi-Weekly	n/a
CA	Confidential Assistant	Bi-Weekly	n/a
CP	Campus Police	Bi-Weekly	POAM
CS	Clerical/Secretarial	Bi-Weekly	UAW Local 1975
FM	Food Service/Maintenance	Bi-Weekly	AFSCME Local 3866
PS	Police Sergeant	Bi-Weekly	COAM
PT/PE	Professional Technical	Bi-Weekly	UAW Local 1976
FA	Faculty	Semi-Monthly	AAUP
LL/LE	Lecturers	Semi-Monthly	EMUFT

Depending on your employee classification, please select the appropriate [payroll calendar](#) in order to review pay period begin and end dates, time card submission due dates, and check payroll dates.