



New Employee Orientation for Benefits-Eligible Faculty and Staff

New Employee Orientation (NEO) sessions for new **benefits-eligible** staff and faculty are held on Mondays (except holidays) in the **University Services Building, room 1302** from **8am-12:30pm**.

During New Employee Orientation, new benefits-eligible employees will learn more about:

- The New American University concept
- ASU as One University in Many Places
- Perks of working for ASU
- The mandatory Public Service Orientation that addresses critical policies and procedures
- Environmental Health and Safety at ASU
- Their medical, life insurance and retirement options.

Services offered between 7:35-8:25am

New benefits-eligible employees registered for orientation will be able to:

- Submit **payroll forms** and complete **I-9 verification**
- Receive a **temporary ASU ID** card
- Receive a **free 2-week temporary parking permit** for parking in Lot 45 and other specified lots on campus.

New benefits-eligible employees who have an **ASU ID number** may also:

- Obtain a **Sun Card** (permanent ASU ID card)
- Activate their **ASURITE UserID** to get a computer account

A new employee is assigned an ASU ID number in HRIS **after** the employee's department submits the Hiring Process Report to HR and the employee submits payroll forms and completes I-9 verification.

At all times other than Orientation, new employees should be referred to **Parking and Transit Services, Computer Accounts** or **the Sun Card office** for these services.

REVIEW THE CHECKLIST

www.asu.edu/hr/new_employee/checklist

LOCATION

University Services Building

1551 S. Rural Rd.
(SE corner of Rural Rd./Spence Ave.)
www.asu.edu/map

PARKING

Park FREE in any numbered space in Lot 45 behind USB

Get a **temporary parking permit** in USB 1202 when you arrive.

REGISTER FOR ORIENTATION

lms.asu.edu/stc/orientation

NOTE: Either the Hiring Manager or the new employee can complete the registration process online.

QUESTIONS?

NEW EMPLOYEE ORIENTATION

Leadership and Workforce Development
480.965.4751
lwd@asu.edu

BENEFITS

HR Employee Service Center
480.965.2701
askhr@asu.edu
www.asu.edu/hr/benefits

WEST CAMPUS ORIENTATION

Human Resources
602.543.8401
Carolyn.A.Fritz@asu.edu