



## EMPLOYEE CHECKLIST

# New Benefits-Eligible Employee

### New Hire Paperwork

Complete your **Payroll Forms** and your **I-9 verification** and submit to the Office of Human Resources or your campus contact **no later than** your first day of employment. You then will be assigned an ASU Employee ID number.  
[asu.edu/hr/forms/payrollpacket.pdf](http://asu.edu/hr/forms/payrollpacket.pdf)

### Orientation

Attend **New Employee Orientation** on or near your first day of ASU employment.  
**Register:** [cfo.asu.edu/orientation](http://cfo.asu.edu/orientation)

### ASU Computer Account

Use an on-campus computer to log on and activate your unique ASURITE UserID and obtain an ASU e-mail account after you receive your **Employee ID** number. You need an ASURITE UserID to access services at ASU.  
[asu.edu/asurite](http://asu.edu/asurite)  
**Need help?** Call the ASU Help Desk at 855.278.5080

### Sun Devil Card Services

Bring your ASU ID number and a photo ID to the Sun Devil Card Services Office on your campus to get your official **ASU photo ID**. Choose either the basic Sun Card or the new Pitchfork ID MasterCard® Check Card.  
[cfo.asu.edu/cardservices-suncard](http://cfo.asu.edu/cardservices-suncard)

### Parking Permit

Purchase a parking permit online if you plan to drive to campus. You must have a valid ASU ID number and license plate information.  
**Parking rates and locations** [cfo.asu.edu/pts](http://cfo.asu.edu/pts)  
**Alternative commuter options** [cfo.asu.edu/transit](http://cfo.asu.edu/transit)

### Benefits Enrollment

Review your options and complete the benefit enrollment forms/process within **30 calendar days** of your hire/eligibility date. (**Faculty and academic personnel:** Your 30-day enrollment period might start before your contract date; see your offer letter or hiring manager for your enrollment deadline.)  
[cfo.asu.edu/benefits-enrollment](http://cfo.asu.edu/benefits-enrollment)

**Note:** If you **fail to enroll** within the 30-day enrollment period, you waive your right to enroll in the health, life and disability plans until the next open enrollment period unless a qualified life event occurs.

### Retirement Enrollment

**Classified Staff** (except Corporals, Lieutenants, Police Officers, Recruits and Sergeants) and **University Staff Category 01** are automatically enrolled in the Arizona State Retirement System (ASRS).  
**Instructions:** [cfo.asu.edu/asrs-enrollment](http://cfo.asu.edu/asrs-enrollment)

**Faculty, Academic Professionals, Administrators and University Staff Category 02, 03 and 04** should review their options and complete the mandatory retirement enrollment process within **30 calendar days** of their hire/eligibility dates.  
**Instructions:** [cfo.asu.edu/retirement-enrollment](http://cfo.asu.edu/retirement-enrollment)

**Important:** If you **fail to complete** the two-step ORP election process within your 30-day enrollment period, you waive your right to choose the ORP and will be enrolled by default into the ASRS. Your election is irrevocable for the duration of your continuous employment within the Arizona University System, as long as you remain enrolled in an ORP-eligible position.

**Corporals, Lieutenants, Police Officers, Recruits and Sergeants** who became PSPRS members before July 1, 2017 are automatically enrolled in the Public Safety Personnel Retirement System (PSPRS) defined benefit plan. Those who became PSPRS members on or after July 1, 2017 can choose either the PSPRS defined benefit or defined contribution plan.  
**Instructions:** [cfo.asu.edu/retirement-enrollment](http://cfo.asu.edu/retirement-enrollment)

**Postdoctoral Scholars and non-resident aliens with F1/J1/M1/Q1 Visa status** are not eligible to participate in a mandatory retirement plan.

### Mandatory Training

To comply with state and federal laws, all staff, faculty and student employees **must:**

- Review the **Arizona Public Service Policy**  
[cfo.asu.edu/public-service-policy](http://cfo.asu.edu/public-service-policy)
- Complete the online **ASU Information Security Training** within 30 days and then a refresher annually  
[getprotected.asu.edu/Security\\_Training](http://getprotected.asu.edu/Security_Training)
- Attend an instructor-led **Fire Safety & Prevention Training** within 90 days and then a refresher annually  
[cfo.asu.edu/ehs-training](http://cfo.asu.edu/ehs-training)
- Complete **Title IX and Your Duty to Report**, a 15-minute training module that explains university policy and provides information to report incidents of unwanted sexual conduct and other inappropriate behavior.  
[cfo.asu.edu/titleIX](http://cfo.asu.edu/titleIX)
- Complete **Online Workplace Behavior Training** within 90 days of hire and then a refresher every two years  
[cfo.asu.edu/workplacebehavior](http://cfo.asu.edu/workplacebehavior)