Employee Checklist
New Benefits-Eligible Employee

☐ Payroll 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.
www.asu.edu/hr/forms/payrollpacket.pdf

☐ Orientation
Attend New Employee Orientation on or near your first day of ASU employment.
REGISTER: cfo.asu.edu/hr-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.
www.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

☐ 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
Alternative commuter options cfo.asu.edu/pts-commuter

☐ 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/hr-benefitsenrollment

IMPORTANT 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 or until you have a Qualified Life Event.

☐ Retirement Enrollment
Classified Staff (except Police Officers and Recruits) and University Staff Category 01 are automatically enrolled in the Arizona State Retirement System (ASRS).
Instructions: cfo.asu.edu/hr-asrsenrollment

Faculty, Academic Professionals, Administrators and University Staff Category 02, 03 and 04 should review their options and complete the retirement enrollment forms/process within 30 days of their hire/eligibility dates.
Instructions: cfo.asu.edu/hr-enrollmentpackets

IMPORTANT NOTE: If you fail to complete the 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 employed in an ORP-eligible position.
Police Officers and Recruits are automatically enrolled in the Public Safety Personnel Retirement System (PSPRS).
Postdoctoral Scholars 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/hr-publicservicepolicy

- Complete the online ASU Information Security Training within 30 days and then a refresher annually
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

- 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/hr-titleIX

ALL SUPERVISORS, STAFF AND STUDENT WORKERS
Must also take:

- Online Workplace Behavior Training within 90 days of hire and then a refresher every two years
cfo.asu.edu/hr-workplacebehavior

ASU Office of Human Resources
Employee Service Center 855-278-5081
Faculty Services 480-727-9900
cfo.asu.edu/hr-askhr
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