

New Hire Resources Guide

Purpose: Provide new hires with the key information and set-up instructions to help you have a smooth transition to your new role.

Instructions: Follow the checklist below as you begin your work as a new employee of the University. Should you have any questions or require any assistance please contact your manager or the HR employee that sent your offer letter.

- Employee ID, NetID and Email and my.emich:
 - Once your ID and email address have been generated a member of the HR team will share it with you via email
 - The generation of your IDs and email address are dependent on the completion of your new hire paperwork and the verification of your I9 documents
- [Set-up your my.emich employee portal:](#)
 - You will gain access on your first day of employment. This is where you can check your benefits, your accrued vacation and if you are an hourly employee enter your hours on your timesheet
 - Note: Please make sure to finish your new hire paperwork prior to your start date to ensure your access will be available on your first day
- Parking:
 - You can [sign up for parking](#) on your first day of work. Follow the link provided and find the image shown to the right and click *Register*
 - On your first day, find the closest visitor parking lot to your office. Your manager will provide you with a voucher for your first day. Here is the [link to parking on campus](#)
- Staff and Faculty ID Badge:
 - Email eagleonecard@emich.edu to get your ID badge
 - Your ID card will give you access to swipe into buildings after regular business hours
 - For more information visit the [Eagle One Card Office](#).
- Benefits Sign-up:
 - [Overview of our benefits packages](#)
 - [Guide to benefits enrollment](#)
 - A member of the Total Rewards team will reach out to you during your first week to give you more information
- Direct Deposit Sign-up:
 - [Visit the Office of the Controller website](#)
 - Then **Under Forms** - Click on link "[Authorization For Direct Deposit \[NG\]](#)"
- [Interactive Campus Map](#): Explore many of the wonders of our campus
- Dining On and Off Campus:
 - As an employee at a University you have a multitude of on campus and off campus options for eating:
 - [On Campus Dining Options](#)
 - [Off Campus Dining Options](#)



2020/2021
Academic Year
Staff/Faculty
Permit Details
Valid 8/17/2020-8/31/2021

Register ID

- Requesting a vacation day:
 - To request a vacation day, fill out the this [form](#) and send it to your supervisor for approval
- Taxes:
 - Fill out your Federal W4 form through the my.emich employee portal
 - [Federal W4 Access Directions](#)
- EAP:
 - The University's Employee Assistance Program (EAP) is available for expert advice and support. EAP provides free, confidential help with personal and work-related issues, 24/7. The EAP is available to employees and their family members. Additional information can be found at the [EMU Employee Assistance Program webpage](#)
- Learn more about the University and our shared purpose:
 - [Meet our Executive Leadership Team](#)
 - [View the University's Org Chart](#)
 - [Read the University's Strategic Plan, Mission, Vision, and Core Values](#)
- Have an IT issue: [Here is where you create a help desk ticket](#)