

# Bradley Employee Checklist

For new BU Employees



**From the Office of Human Resources:**

*Bradley University Human Resources*

Dear New Bradley University Team Member,

Welcome! We are excited you have chosen Bradley! This checklist will play an important role in ensuring you have all you need for a seamless onboarding experience with Bradley. If you have any questions as you move through the onboarding process, please see the list of contacts below. As always, our Human Resources team is happy to assist you as you become acclimated to your new role!

For questions related to:

**Your position and/or department**, please contact your direct supervisor:

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*Supervisor Name*

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*Contact Information*

**Exempt Staff and Faculty onboarding, policies, and procedures**, please contact our Human Resources Business Partner, Sarah Bollman, [sbollman@bradley.edu](mailto:sbollman@bradley.edu).

**Non-Exempt and Union onboarding, policies, and procedures**, please contact our Human Resources Administrator, Karen Sorrel, [ksorrel@bradley.edu](mailto:ksorrel@bradley.edu).

**Benefits**, please contact a member of our Benefits team, Dayna Fico, Benefits Manager, [dfico@bradley.edu](mailto:dfico@bradley.edu) or Mary Scheffert, Benefits Specialist [mscheffert@bradley.edu](mailto:mscheffert@bradley.edu).

**General HR Inquiries** can also be sent to [buhr@bradley.edu](mailto:buhr@bradley.edu).

Again, welcome to the Bradley Team! We are so glad to have you here!

BU Human Resources

## New Employee Checklist

This checklist is to ensure you have everything you need as a new Bradley University Employee. Your supervisor and your team are well-prepared to assist you with the following items.

### **Your first day:**

- Obtain a BU ID from Cullom-Davis Library (you will need a photo ID to do this).
- Obtain a BUNetID from Cullom-Davis Library (this is your computer logon and password).
- Obtain office and building keys from MacMillan Hall.
- Ensure that all onboarding is completed through ADP. Please refer to your HR Onboarding email for further instructions.
- Bring your I-9 documentation to Human Resources in Sisson Hall, second floor, to be copied for verification. Please refer to the following page for lists of acceptable documentation. You can also find this information in your HR Onboarding email.
- Ensure you are familiar with your pay schedule, job classification, and terms of employment. Please refer to your offer letter for this information.

### **Your first week:**

- Login to your computer, BU Network, and Bradley email to ensure it is working properly.
- Check your Bradley email for an invitation to your New Hire Orientation Session and confirm attendance.
- Purchase a parking pass from the Bradley website and follow directions for pick-up.  
<https://www.bradley.edu/offices/business/parking/regulations/>
- Read through the university's policy handbook. Be sure to access the handbook specific to your job classification. <https://www.bradley.edu/offices/business/human-resources/employee-info/>
- Complete the attached Recognition Profile (optional) and submit to your supervisor.

### **First 30 Days:**

- Attend your scheduled New Hire Orientation.
  - Orientation Date \_\_\_\_\_
  - Orientation Will Cover: *Bradley Leadership, Employee Resources and Services, ADP & Training, BUPD & Campus Security, Campus Information Security, Library Services, and Benefits.*
- Enroll in Benefits.
- Complete Human Resources and IT training modules via [Canvas](#).
- Spend some time to become acclimated to the hardware and software you will be using in your position (i.e. Canvas, Acquire, Slate, etc.).

### **First 90 Days:**

- HR will contact you to schedule a brief New Hire Check-In.

## LISTS OF ACCEPTABLE DOCUMENTS

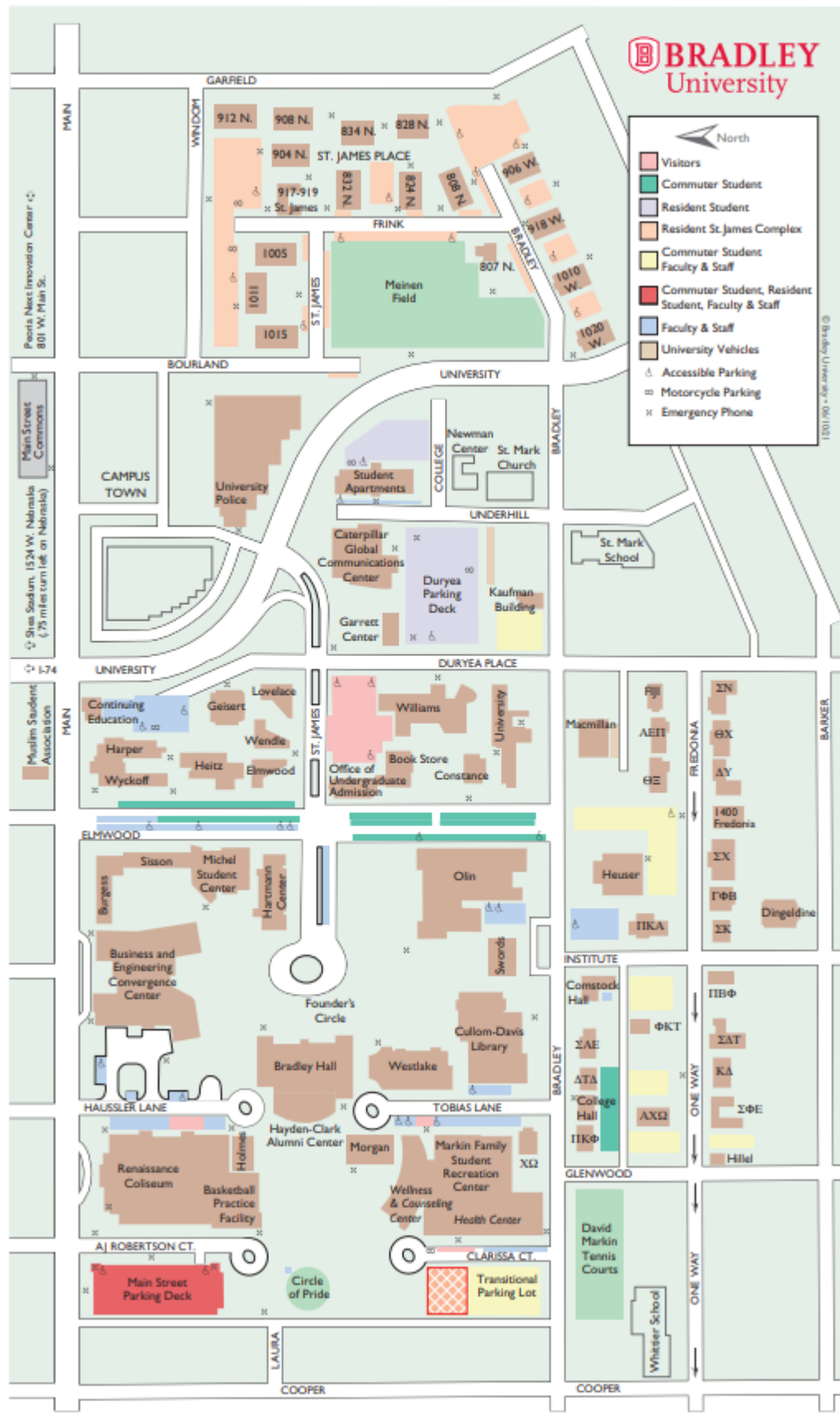
All documents containing an expiration date must be unexpired.

\* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

**Examples of many of these documents appear in the Handbook for Employers (M-274).**

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>	OR	<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	AND	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security                 For examples, see <a href="#">Section 7</a> and <a href="#">Section 13</a> of the M-274 on <a href="http://uscis.gov/i-9-central">uscis.gov/i-9-central</a>.                 The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.</li> </ol>
<p><b>Acceptable Receipts</b></p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List A document.</li> <li>• Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.</li> <li>• Form I-94 with "RE" notation or refugee stamp issued to a refugee.</li> </ul>	OR	<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List B document.</li> </ul>	AND	<ul style="list-style-type: none"> <li>• Receipt for a replacement of a lost, stolen, or damaged List C document.</li> </ul>



**Bradley University Recognition Profile**

BeYou! And tell us some of your favorite things! (This form is optional)

Name \_\_\_\_\_ Title/Department \_\_\_\_\_

Start Date \_\_\_\_\_ Birth Month and Day \_\_\_\_\_

Sport or Hobby \_\_\_\_\_

Salty Treat \_\_\_\_\_

Sweet Treat \_\_\_\_\_

Team \_\_\_\_\_

Music \_\_\_\_\_

Scent \_\_\_\_\_

Beverage \_\_\_\_\_

Season/Holiday \_\_\_\_\_

Book/Author \_\_\_\_\_

Store \_\_\_\_\_

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Pets \_\_\_\_\_

Restaurant \_\_\_\_\_

*What makes you feel valued as an employee? What type of recognition is most meaningful to you (public, private, written, verbal, formal, etc.?)*

*What non-monetary form of recognition do you prefer (treats, notes, flexibility, time off, etc.)*