
EMPLOYEE NEW HIRE INFORMATION

HUMAN RESOURCES
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(Employee should retain for his or her records)

EMPLOYEE “TO DO” LIST

(New Employee Checklist is available online at <http://www.hr.arizona.edu>)

- As an employee of the University of Arizona you are **required** to complete the attached official University of Arizona New Employee Packet *in advance of your official hire date*. Immigration & Naturalization Services (INS) regulations require that the I-9 form included in the packet be signed *on or before* your start date.
- Return your signed letter of offer to your hiring department prior to your start date, if you are an Appointed Personnel employee
- To help you better understand your benefits and retirement options, confirm with your hiring department whether you are a Classified Staff or Appointed Personnel employee and whether or not you are benefits and retirement-eligible.
- Return your completed New Employee Packet to your departmental payroll representative in advance of your official hire date. Check to see that you have signed all the documents in your New Employee Packet that require an employee signature. *Failure to complete and sign all forms may delay your paycheck and your access to university services.*
- You should attend a New Employee Orientation session within one week of your official hire date. Registration is completed through the Human Resources website at <http://www.hr.arizona.edu>. New faculty members should also register for the Faculty Instructional Resources Orientation offered during the summer. Arizona Health Sciences Center (AHSC) Faculty, Residents and Fellows should contact the AHSC Benefits Coordinator at 626-2600, regarding AHSC orientation programs.
- In accordance with A.R.S. 15-1823, all University employees are electronically assigned an Employee Identification (EID) number when hiring documents have been processed through the appropriate University service units. The EID will be used as your personal identifier for university business systems and transactions. You will receive written notification of your Employee Identification (EID) number through your home department.
- Go to the CatCard Office (626-9162) located in the Student Union to obtain your University identification card (CatCard) after your hiring documents have been properly processed. You will need the number located on your CatCard in order to obtain access to Employee Link.
- Identify your transportation options and apply for a parking permit if necessary (626-7275).
- Ask your departmental representative what building keys or other access tools you will need for your work area.
- Ask your department representative if you have been assigned a university e-mail account.
- If your job duties require access to any university business systems, ask your supervisor if access has been requested and if you are scheduled for training classes.
- If at any time during your employment you anticipate driving a university-issued vehicle (or driving your own vehicle on University business), you will be required to have a valid Arizona driver’s license and you may be subject to a driver’s record check and/or required to attend driving training courses.

BENEFITS ENROLLMENT

Employees who are employed at .50 FTE (twenty (20) hours per week or more for six (6) months or longer) are eligible for benefits. A complete list and description of benefits plans and programs is available on the Human Resources website at <http://www.hr.arizona.edu>. *Medical, dental, vision, life insurance, disability and flexible spending plans require enrollment within thirty-one (31) days of your official hire date. Enrollment is completed online through Employee Link. Note: College of Medicine faculty with University Physicians Inc. (UPI) must contact the AHSC Benefits Coordinator at 626-2600 to coordinate UA/UPI benefits.*

- Carefully review the benefits information packet provided by your hiring department to help you and your family make thoughtful and informed decisions.

RETIREMENT ENROLLMENT

Employees who meet the criteria and requirements of an approved retirement plan are required by law to enroll and participate in one of the plans for which they are eligible.

Classified Staff Employees who are eligible under A.R.S 38-781.01 (employed for twenty (20) hours or more for a minimum of twenty (20) weeks in a fiscal year) are required by state law to enroll in and contribute to the Arizona State Retirement System (ASRS).

If you are a retirement-eligible Classified Staff employee, complete the ASRS enrollment and beneficiary forms located at http://www.hr.arizona.edu/07_sep/retire/asrsElectPacket_clas.pdf. Forms must be received by Human Resources *within thirty (30) days of your official hire date.*

Appointed Personnel Employees who are eligible under A.R.S. 38-781.01 may elect to participate in either the Arizona State Retirement System (ASRS) or an Optional Retirement Program (ORP) as designated by the Arizona Board of Regents. Retirement-eligible appointed personnel are automatically enrolled by default in the ASRS. You may opt out of this plan and elect participation with the ORP within thirty (30) days of your official hire date.

If you are a retirement-eligible Appointed Personnel employee, select your retirement plan and complete the applicable enrollment process. To enroll in the ASRS, complete the ASRS enrollment packet located at http://www.hr.arizona.edu/07_sep/retire/asrsElectPacket.pdf. To enroll in the ORP, select the vendor of your choice (AIG Retirement, Fidelity, or TIAA-CREF) and visit http://www.hr.arizona.edu/07_sep/retire/retEnroll_appt.php. Enrollment in the ORP must be completed *within thirty (30) days of your official hire date or your retirement plan enrollment will irrevocably remain with the ASRS for the duration of your continuous employment within the university system.*

Temporary Employees who are not benefits-eligible, but are employed to work at least twenty (20) hours per week for a minimum of twenty (20) weeks in a fiscal year, are required by state law to enroll in and contribute to the Arizona State Retirement System (ASRS). To enroll in the ASRS, complete the ASRS enrollment and beneficiary forms which are located at http://www.hr.arizona.edu/07_sep/retire/asrsElectPacket_clas.pdf.

PAY AND PAID LEAVE PROCEDURES

Paychecks: Paychecks and notifications of deposit (for employees using the direct deposit option) are distributed to the home department every other Friday and represent earnings for the two-week pay period that ended at midnight on the prior Sunday.

Direct Deposit: You may arrange for a direct deposit of your net pay by completing an enrollment form available in Financial Services, Payroll Office or by downloading a form from <http://w3.arizona.edu/~ops/payroll/forms/univform.html>. You may also sign up for direct deposit service online through Employee Link by selecting "Payroll Info".

Reviewing Your Paycheck Information: You should review and confirm that the information on your paycheck or pay advice is accurate, including the spelling of your name and address, social security number, the amount and type of earnings, and tax deductions. If you are a benefits-eligible employee, you are encouraged to review your paycheck the pay period following benefits enrollment to ensure that the appropriate amounts are being deducted based on your benefits selections. Errors or discrepancies should be reported immediately to your departmental payroll representative.

Paycheck Deductions: Mandatory paycheck deductions are subtracted from your gross pay in accordance with federal and state laws. The amount of federal and state tax deductions withheld are based on state and federal tax withholding laws unless you take action to complete a Form W-4 or Form A-4 to voluntarily elect to change your withholding amounts. FICA will be withheld from all wages earned at the University except for those employees exempted by law from FICA withholding.

Vacation: Benefits-eligible administrative, professional and *fiscal-year* faculty employees are entitled to twenty-two (22) paid vacation days per year. Classified Staff Employees employed for up to two years accrue eleven (11) vacation days per year, staff employees employed from two to four years accrue sixteen (16) days per year, and staff employees employed five years and longer accrue twenty-two (22) days per year.

Vacation must be pre-approved by an employee's supervisor. An employee may not earn paid vacation during unpaid leave of absences or sabbatical leaves. Note: *Faculty members employed on an academic year basis are not eligible for paid vacation.*

Holidays: The President of the University designates ten official paid university holidays each year. To receive compensation for a holiday, an employee must be at work or on an approved leave with pay on the normal workdays preceding and following the holiday. You can view the current schedule of holidays on the Human Resources website at <http://www.hr.arizona.edu/>.

Sick Leave: Sick leave hours shall accrue at the rate of 3.69 hours per 80-hour pay period for full-time employees, or .046125 hours for each paid hour up to 80 hours. Employees shall not accrue sick leave while in an unpaid status or for overtime hours worked.

Administrative Leaves: Employees with a regular schedule of work may be granted leave with pay for designated administrative leave days such as jury duty or material witness service; voting leave, military active duty leave and bereavement leave.

Leave of Absence: A leave of absence is an extended absence from work, with or without pay. Examples include Family Medical Leave, personal leaves, and approved sabbatical leaves. Supervisors and Human Resources representatives can answer questions regarding the use of leave. Leave policies are also referenced in the Classified Staff Human Resources Policy Manual (<http://www.hr.arizona.edu/intro.htm>) and University Handbook for Appointed Personnel (<http://www.arizona.edu/~uhap/>).