

# **DRAKE UNIVERSITY**

## Full Time New Hire Checklist

- \_\_\_ **I-9 & W-4 Forms:** Forms must be completed on or before the first date of employment at the Human Resources Department. Identification is required for the I-9. To make a change, contact Human Resources to request a new W-4 form. (271-3133)
- \_\_\_ **Benefits Orientation:** Orientations are held on the second and fourth Tuesday of each month, in Human Resources. New hires are scheduled for their appointment upon completion of their I-9 and W-4's. Benefit Packets are given to new employee and should be brought to the orientation.
- \_\_\_ **Direct Deposit:** Forms are provided by HR to the new employee. To make a change, contact Payroll to request a new form. (271-2804)
- \_\_\_ **Banner access and login:** Requested by the hiring department (DSAP) when new hires begin employment. Contact the Help Desk (271-3001) with questions and training schedule.
- \_\_\_ **Keys:** Issued by Facility Services upon receipt of a Key Request Form. The request must be authorized by the department head, who's Key Request Approval must be on file at Facility Services. A separate Key Request Form is required for each key. New employees must pick up their own keys; identification may be required. All forms must be obtained from Facility Services. (271-3775)
- \_\_\_ **My DUSIS and blueView:** Issued by Campus Information Systems. Contact the Help Desk for access questions. (271-3001)
- \_\_\_ **Office Phone Number:** Authorized by department head and issued by Bill Jensen at Telecommunications. (271-3065) D-Books are provided by Human Resources at the Benefits Orientation.
- \_\_\_ **(Note: automation of the E-mail process is currently under review and testing.)**  
**E-mail Address:** Obtained via the Drake web page. New hires must apply for an e-mail address online (<http://www.drake.edu/it/emailapp.html>). Employees will need to input the following information: name; Drake ID number; department name; job classification; and office telephone number. (All fields of the form must be completed before an address can be issued.)
- \_\_\_ **Drake ID number:** Provided by Human Resources during the Benefits Orientation. New hires must present this number to the Student Life Center at the Olmsted Center. **The Permanent ID card** authorizes access to the facilities at the Bell Center and Cowles Library. It may also be used to obtain discounts on Athletic and Fine Arts tickets, as well as on merchandise at the D-Shoppe and University Book Store.
- \_\_\_ **Signature Authorization:** Department head must complete a Signature Authorization Form and forward it to Accounting & Purchasing. Forms may be obtained from Accounting & Purchasing. (271-4509)
- \_\_\_ **Parking Sticker, Hang-tag:** Obtained at Student Accounts, the D-Shoppe or the University Book Store. Required for parking in Drake parking lots.
- \_\_\_ **Drake Purchasing Card:** Must be requested by the department head. Contact Accounting Department to obtain a request form.
- \_\_\_ **Drake Calling Card:** Authorized by department head; issued by Telecommunications. Contact Stephanie Griffin to obtain request form. (271-1811)