

DRAKE UNIVERSITY

Part 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)

- _____ **Direct Deposit:** Forms are provided in the Benefit Packets. To make a change, contact Payroll to request a new form. (271-2804)

- _____ **PIN Number:** Generated automatically when new hires begin employment. Contact the Help Desk (271-3001) or Student Records (271-3901) with questions.

- _____ **Keys:** Issued by Facility Services upon receipt of a Key Request Form. The request must be authorized by the department head, whose 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:** Issued by Campus Information Systems. The department head must request access from their department manager, and training from Susan Ladd. (271-3048)

- _____ **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.

- _____ **E-mail Address:** Only those part-time employees identified by the department, on an “as needed” basis will be issued an e-mail address. Obtained via the Drake web page, by the department manager. 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:** The part-time employee 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.

- _____ **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:** Obtained at Student Accounts, the D-Shoppe or the University Book Store.

Web page address: **www.drake.edu**