

# New Hire Faculty Checklist

Completed	Document	Link	Method to return	Instructions
<input type="checkbox"/>	Appointment Letter		email, fax, or mail	Sign and return within two weeks to Faculty Personnel Services.
<input type="checkbox"/>	<b>Employment Eligibility Verification (Form I-9)</b> <b>*IMPORTANT*</b> <b>Must be completed no later than 1st day of hire;</b> <b>click on link for acceptable documents</b>	<a href="#">LINK</a>	Must be completed in person	This document must be completed in person in the Faculty Personnel Services office prior to or by the first day of employment to verify your eligibility to work at Central Michigan University. Click on link to view list of acceptable documents to bring. In the event you are working off campus and need to complete the I-9 form remotely, please contact <a href="mailto:fps@cmich.edu">fps@cmich.edu</a> as soon as possible.
<input type="checkbox"/>	Faculty Personal Data Sheet		fax or mail	Complete and return as soon as possible. Social security number must be provided to prevent delay of your first paycheck. <b>DO NOT</b> email this document as email is not a secure form of communication. <b>Most email today!</b>
<input type="checkbox"/>	Educational Transcript - Highest Degree Earned		email or mail	An official transcript must be sent directly to <a href="#">Central Michigan University, Faculty Personnel Services, Warriner Hall 308, Mt. Pleasant, MI 48859</a> or electronically, via email to <a href="mailto:fps@cmich.edu">fps@cmich.edu</a> directly from your institution. The transcript must be presented to the office of Faculty Personnel Services no later than one month following your date of hire.
<input type="checkbox"/>	Faculty Self-Identification Form		email, fax, or mail	Complete and return within two weeks to Faculty Personnel Services.
<input type="checkbox"/>	MI-W4 - State of Michigan Tax Form	<a href="#">LINK</a>	fax or mail	If you have questions regarding these forms, contact the CMU Payroll Office, Warriner Hall 204 or 989-774-3481. Complete and return within two weeks to Faculty Personnel Services.
<input type="checkbox"/>	W-4 - Federal Tax Form	<a href="#">LINK</a>		
<input type="checkbox"/>	Curriculum Vitae/ Resume		email, fax, or mail	Furnish to Faculty Personnel Services if you have not provided this through the CMU online applicant portal.
<input type="checkbox"/>	18/24 Pay Plan Selection - <i>Must obtain Global ID and password</i>	<a href="#">LINK</a>	Submit via online form	Full-time, 9/10 month faculty appointed for the entire academic year are eligible to receive their annual salary in either 18 equal pays made semi-monthly over the academic year or 24 equal pays made semi-monthly over a 12-month period. The pay cycle begins August 16 <sup>th</sup> with either selection. Your pay will default to the 18 pay plan if no selection is made. Once a plan is chosen or assigned, it remains in effect for the entire year and will continue into future years unless you initiate a change. Changes to pay plan selections can be made up to August 15 <sup>th</sup> for the following academic year.

## Additional Actions Required

<input type="checkbox"/>	Online New Faculty Orientation	You are required to complete the Online New Faculty Pre-Orientation. To complete the online pre-orientation, please click <a href="#">here</a> .		
<input type="checkbox"/>	Access Your CMU Global ID	A CMU global ID and password are required to access CentralLink (CMU's intranet), email, blackboard, etc. Your CMU global ID, password and email account are assigned automatically when you are entered into the CMU payroll system. This may take a couple of weeks after you return your signed appointment letter and personal data sheet. Click <a href="#">here</a> to activate your CMU global ID, password and email account. You may also activate these accounts by calling the CMU Information Technology Help Desk at 989-774-3662 for assistance.		
<input type="checkbox"/>	Online Benefit Enrollment - <i>Must obtain Global ID and Password</i>	If you are benefit eligible, please refer to the attached CMU Choices Benefit Enrollment sheet. You must enroll in benefits no later than 30 days from the start date of your employment or you will be automatically enrolled in specific benefits that may generate a payroll deduction to you. You are unable to change your benefit elections during the plan year unless you have a qualifying status change event. For more information click <a href="#">here</a> .		
<input type="checkbox"/>	Required Meetings/Activities	You are required to attend certain activities that occur during Faculty Preparation Week, the week immediately preceding classes each semester. You will receive a schedule of the activities you are required to attend.		
<input type="checkbox"/>	Changing Your Address	Once you have obtained your Global ID and password, you may change your address. Please log on to <b>CentralLink</b> and select " <b>My Profile</b> ".		
<input type="checkbox"/>	Direct Deposit	Once you have obtained your CMU Global ID and password, it is strongly recommended you sign up to have your pay directly deposited to a financial institution of your choosing. Do this by logging on to CentralLink <a href="#">here</a> . Under <b>My Account</b> --> <b>My Work Day</b> , there is a direct deposit link. Note: If you do not sign up for direct deposit, your pay will automatically be deposited onto a CMU Money Network Card.		

**Faculty Personnel Services**  
308 Warriner Hall, Mt. Pleasant, MI 48859  
fps@cmich.edu \* phone: 989-774-3368 \* fax: 989-774-4250 \* www.fps.cmich.edu