

New Faculty Orientation Step-by-Step Checklist

Step 1: Fill out Paperwork from Human Resources	
	1. Review the proper identification form to complete the verification process of employment, and bring to Human Resources
	2. Complete I-9 Employment Eligibility Verification
	3. Complete Form W-4: Employee's Federal Withholdings
	4. Complete Form NC-4: Employee's State Withholdings
	5. Complete New Employment Biographical Sheet
	6. Complete Direct Deposit Form (bring voided check or documentation for your bank routing # and account #)
	7. Complete APPCard/Parking Permit Employee Identification Document

Step 2: Obtain Your App Card (Trivette Hall)	
	1. Present AppCard document containing Banner ID that was received in Human Resources
	2. Have photo taken for University (Banner) ID

Step 3: Obtain Your Parking Pass (River Street Parking Deck)	
	1. Present parking permit document that was received in the Office of Human Resources
	2. Provide automobile license tag number, year, and model of vehicle
	3. Pay for parking permit (cash and checks ONLY; debit/credit cards not accepted)

Step 4: New Faculty Orientation Registration

	1. Register for New Faculty Orientation
	2. Review and Print off Schedule (PDF) for Day One (August 4th) and Day Two (August 5th)
	3. Review the Introduction of Speakers Videos for New Faculty Orientation
	4. Learn about Appalachian State University (Mission, History, and Resources)
	5. Learn about the Boone Community
	6. Meet the Offices of the Virtual Educational Mall of ASU in Preparation for the Face-to-Face Educational Mall
	7. Register for the Face-to-Face Educational Mall (September 1, 2016; 12:00-3:00PM)

Please contact Crystal Weisner with any questions, comments, or concerns at weisnercm@appstate.edu or (828) 262-6154