

NEW FACULTY APPOINTMENT CHECKLIST

Please use this checklist as a guideline when hiring new faculty.

These forms are available on Payroll's website:

<http://www.tulane.edu/%7E payroll/forms.htm>

Payroll Action Form

Payroll/Personnel Information Form
(Tax Form Included)

I-9 form & copies of verifying Documents

Direct Deposit Form

These forms are available on Human Resource's website:

<http://www.tulane.edu/~hr/Hiring.shtml>

Tulane University Alien Information Collection Form

Employment Invention and Proprietary Information Agreement

This form is available on SPHTM's website:

http://www.sph.tulane.edu/common_pages/forms.HTM

Faculty Credentialing (Request for official transcript)

These forms are available on TIS's website:

http://tis.tulane.edu/How_To/Getting_Started/tech_account.pdf

E-Mail Account
(Remember to notify Dan Kuras of faculty member's new e-mail address so s/he can be added to official e-mail lists)