



We are excited that you have chosen to become a member of the ATU family of employees! We strive to create a culture of excellence by providing an exceptional experience for each individual. Use the guide below to ensure you are prepared to have a great experience on your first day.

### **Where to Go**

You will need to report to the Human Resource office at Brown Hall (RCB) Suite 420, 105 W. O St, Russellville, AR 72801 on your first day. HR will give you instructions on how to obtain a parking pass, please have your license plate number information available.

### **Complete Employment Forms**

Please be prepared to complete the following when reporting to the HR Office on your first day.

- Federal I-9 Form – you must provide **original** documentation, see **I-9 Attachment** for the list of acceptable documentation
- Federal and Arkansas State Tax Forms
- Direct Deposit – you will need to provide a voided check or letter from your bank to set up direct deposit

### **Benefits**

The HR team will provide you with information about your benefits and enrollment on your first day of work. All enrollment elections must be submitted within the first 30 days of employment. The Benefits Specialist will offer to set an appointment with you to complete the enrollment.

### **Access**

Email/Network Access will be granted after employment forms are completed in HR, including all I-9 forms. If you need physical keys to your office, your supervisor will complete the required forms on your first day.

You will need to get your Faculty/Staff ID Card. After meeting with HR on your first day of work, please report to Brown 242 and be prepared to have your picture made!

### **Trainings**

Within 30 days of hire, all new employees must complete certain trainings and acknowledgments, including Mandated Reporter training. The mandatory trainings can be found on OneTech under the Employee Mandatory Training card.

All employees must also attend and complete Quarterly New Hire Orientation after their start of employment. This completed by the HR Team and others on campus, typically in March, June, September, and December. An invitation will be sent to you and your supervisor via email prior to the scheduled event.

### **Additional Information**

- Campus Map – <https://www.atu.edu/map/index.php>
- Benefit Information - <https://www.atu.edu/hr/2024Benefits.php>
- Handbook - <https://www.atu.edu/hr/resources-forms.php> (bottom right)
- New Hire Packet - <https://www.atu.edu/hr/docs/2024%20New%20Employee%20Packet%2011924.pdf>

## LISTS OF ACCEPTABLE DOCUMENTS

### All documents must be UNEXPIRED

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

**Examples of many of these documents appear in the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**