

# New Faculty Checklist

If you have not already done so, please visit Human Resources to complete paperwork, including the I-9 form (Employment Eligibility Verification), and for information on:

- ❑ Benefits
- ❑ Parking
- ❑ Campus ID

**Please note:** you cannot be added to the Brandeis payroll until you have visited Human Resources in person and completed this paperwork.

- ❑ Email

To obtain a UNet account and Brandeis email address, go to the UNet website at <https://unet.brandeis.edu/>. If you find that you are unable to set up an account, it could simply mean that your details have not yet been entered into the system. Under these circumstances you can open a sponsored account (with your Academic Administrator, or another Brandeis contact, acting as your sponsor).

- ❑ Faculty Guide

A UNet account is also necessary if you wish to edit your page on the Faculty Guide.

Consult your Academic Administrator to discuss the following:

- ❑ Campus Phone Number
- ❑ New Course Approval Information
- ❑ Book Order Forms
- ❑ Office and Computer Equipment
- ❑ Department-specific matters

Please notify your Dean's Office with any updates such as:

- ❑ Changes in home address and telephone number