



New Faculty Checklist

- Contact Kim Addis, addis@ohio.edu/740-533-4642 or Noel Payne, mainsa@ohio.edu/740-547-3791, in the Business Office located on the second floor of the Vern Riffe Center in room 261 to make an appointment to complete your new hire paperwork. ***Expired, laminated, or copied forms of identification will not be accepted.***
- Your next step will be to be fingerprinted. Noel Payne or someone in student services will assist you. Then, go to the Faculty Office, 740-533-4540, on the first floor of the Dingus Technology Center. Suzi Bloomfield, bloomfis@ohio.edu, or Brian Kelley, kelleyb2@ohio.edu, will show you where your mail folder is located. They can also help you obtain a sample syllabus or a desk copy of your textbook.
- You will need to activate your email once it has been created by Oracle. ***IMPORTANT: If you do not activate your email account you will not be able to activate your blackboard account or input grades at the end of the quarter. Please do not skip this step!***
- Direct Deposits are now electronic. ***You can access this information through My Personal Information at <http://www.ohio.edu/ebiz/myhr.html> or on HR's current faculty and staff page, www.ohio.edu/hr/current, or on the faculty/staff home page, www.ohio.edu/employees/. Use your OHIO ID and password to log in.***

OTHER ITEMS TO NOTE:

Please contact Kim Addis or Noel Payne if you haven't received an email notification from payroll stating that your contract was processed with the amounts, classes and pay dates.

Only the dean has the authority to cancel classes. For more information, please refer to the campus safety web page: <http://www.ohio.edu/southern/campus-safety/index.cfm>.

Room assignments will be posted on the southern campus website, www.ohio.edu/southern, as soon as they are assigned. Click on the course offering link on the bottom left hand side of the homepage.