

SIUC HUMAN RESOURCES ORIENTATION INFORMATION AND REGISTRATION FORM

Last Name: _____			First Name: _____			MI: _____		
Member SSN: _____			AIS # _____			Hire Date: _____		
Marital Status: _____			Date of Birth: _____			Sex: _____		
Member Mailing Address: _____								
City: _____			State: _____		Zip: _____		County: _____	
Home Phone : () _____ - _____			Work Phone : () _____ - _____					
Department: _____				Dept. Contact: _____				
Mail code: _____			Department Phone Number : () _____ - _____					
Email: _____								

This is your orientation to sign up for health/dental/vision and to go over your retirement options. This is not the same information that will be provided to you at the Provost Orientation on Friday, August 18. Please mark first, second and third choice for dates that you are available to attend a new hire benefits orientation. Every attempt will be made to honor your first choice; however, sessions fill up quickly. Please allow 3 to 3.5 hours for the orientation session.

Faculty & AP Only

- _____ Wednesday, August 9, at 8:00 a.m.
- _____ Wednesday, August 16, at 8:00 a.m.
- _____ Wednesday, August 23, at 8:00 a.m.
- _____ Wednesday, August 30, at 8:00 a.m.
- _____ Wednesday, September 6, at 8:00 a.m.
- _____ Wednesday, September 13, at 8:00 a.m.
- _____ Wednesday, September 20, at 8:00 a.m.
- _____ Wednesday, September 27, at 8:00 a.m.

Civil Service Only

- _____ Thursday, August 10, at 8:00 a.m.
- _____ Thursday, August 17, at 8:00 a.m.
- _____ Thursday, August 24, at 8:00 a.m.
- _____ Thursday, August 31, at 8:00 a.m.
- _____ Thursday, September 7, at 8:00 a.m.
- _____ Thursday, September 14, at 8:00 a.m.
- _____ Thursday, September 21, at 8:00 a.m.
- _____ Thursday, September 28, at 8:00 a.m.

Please fax employee's contract along with this form to 618-453-6693. A new hire packet with the confirmation date listed for your scheduled orientation will be sent to the department address above unless a different address is requested. Questions, please contact Employee Benefits at (618) 453-6668. Packets can also be emailed with email address provided.

SIUC HUMAN RESOURCES
MAILCODE 6520
1255 DOUGLAS DRIVE – MILES HALL
CARBONDALE, IL 62901

7/13/17