

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/life insurance and to go over your retirement options. 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 2 to 2.5 hours for the orientation session.

Civil Service Only

- _____ Wednesday, August 8, at 8:30 a.m.
- _____ Wednesday, August 15, at 8:30 a.m.
- _____ Wednesday, August 22, at 8:30 a.m.
- _____ Wednesday, August 29, at 8:30 a.m.
- _____ Wednesday, September 5, at 8:30 a.m.
- _____ Wednesday, September 12, at 8:30 a.m.

Faculty & AP Only

- _____ Thursday, August 9, at 8:30 a.m.
- _____ Thursday, August 16, at 8:30 a.m.
- _____ Thursday, August 23, at 8:30 a.m.
- _____ Thursday, August 30, at 8:30 a.m.
- _____ Thursday, September 6, at 8:30 a.m.
- _____ Thursday, September 13, at 8:30 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
900 S NORMAN AVE
CARBONDALE, IL 62901

7/17/18