



NOVA SOUTHEASTERN UNIVERSITY NEW EMPLOYEE ORIENTATION

Employee Name: _____ Date of Hire: _____

Department: _____ Last 4 Digits of SSN#: _____

1. PAYROLL

- Payroll schedule
- Direct deposit
- Name changes
- General Tax issues
- Tuition Waiver Taxes
- Contact information

2. GENERAL INFORMATION

- NSU Website
- Campus Tour
- Who's who at NSU
- Mandatory Training

3. EMPLOYEE POLICIES

- Tuition Waiver
- Exempt/Non-exempt status
- Hours of Work
- Payment of Overtime
- Holidays
- Absence Notification
- Dress Code
- Rest Periods
- Orientation Period
- Performance Appraisals
- Computer Use
- Substance Abuse
- Vacation
- FMLA
- Sick Leave
- Personal Leave

4. BENEFITS PROGRAM

- ICUBA Benefits- Medical, Dental, Vision, Health Reimbursement and Flexible Spending Accounts
- Life Insurance, Optional Life, and Long Term Disability
- Retirement Plans
- AFLAC and Pre Paid Legal
- Online Enrollment
- Worker's Compensation

5. PUBLIC SAFETY PRESENTATION

6. TECHNOLOGY

- E-mail
- Web Star
- WebCT

These items have been covered during the general orientation meeting. I am aware that it is my responsibility to read and keep updated with all policies which can be found on the NSU website at <http://www.nova.edu/cwis/hrd/emphanbk/>.

Employee Signature

Date