

New Hire Checklist

Complete the following items

WEEK ONE

Human Resources: Sparks Hall 4th floor:

- I-9 – Your I-9 must be completed by Human Resources. Section one must be complete **on or before your first day of work**, section two documentation must be verified **on or before the third day of work**.
 - Please bring your acceptable documents with you to complete the form.
[List of acceptable documents for Form I-9 completion](#)

- Sign all policy acknowledgements

Payroll: Sparks Hall 2nd floor

- Complete tax forms – Complete [W-4](#) on myGate. [K-4](#) (optional), only required if additional withholdings are requested or if exempt from KY withholdings. Additional instructions on exemptions and how to complete are included on the K-4 worksheet. After completion, send to the Accounting & Financial Services Department on the second floor of Sparks Hall.
- Direct Deposit - enrollment on myGate is **mandatory**. Must enroll before the first payroll.

ENROLL WITHIN 30 DAYS FROM HIRE DATE



Sparks Hall 4th floor:

- Return retirement paperwork:
 - Review retirement information located on <https://murraystate.hrintouch.com/>
 - Print and return the retirement forms to Human Resources – See forms attached to your welcome email.
 - * Some retirement systems have default accounts if you do not make a selection within your first **30 days** of employment. To avoid losing the ability to choose please follow the deadline above.
- Enroll in your benefits (Medical, Dental, Vision, Voluntary benefits, etc.):
Login to <https://murraystate.hrintouch.com/> to complete your benefits enrollment (Pictured below).
Must be completed within 30 days of hire date of benefits will be waived until the next Open Enrollment period.

Additional items:

- Change of Address – Complete through self-service Banner or [Change of Address Form](#)
- Parking permit – Register through [myGate](#) account
- RacerCard – Office ext. 3003
- Login Credentials – myGate, Canvas, etc. Service Desk ext. 2346
- Cyber Security Awareness Training - through myGate
- Racer Wellness – for additional information email msu.racerwellness@murraystate.edu

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Additional resources are available [here](#).