



Another list of things to do!

		Contact Information
Benefits	Sign up for a New Faculty Benefits Orientation: <ul style="list-style-type: none"> • August 24, 12pm – 5pm • August 25, 8am – 1pm • August 26, 12pm – 5pm 	Employee Benefits 167 Administration Building Phone: (901) 678-3573 Email: benefits@memphis.edu
Parking*	Parking permits are available in the Parking Office.	Parking Office 120 Zach Curlin Parking Garage Phone: (901) 678-2212 Email: parking@memphis.edu
ID card	Take an authorization form (obtained from Employee Records or Benefits office) and photo ID to Employment Office.	Employment Office 159 Administration Building Phone: (901) 678-2601 Email: emprecords@memphis.edu
Email Account	Take University ID to Client Services to set up a computer and email account.	Client Services 124 Administration Building Phone: (901) 678-8888
Direct Deposit*	Complete direct deposit form, attach a voided check, and return to Employee Records. You may also return it during Benefits Orientation.	Employee Records 178 Administration Building Phone: (901) 678-3658 Email: emprecords@memphis.edu
Immigration Certification (I-9)	Please see Employee Records to complete the I-9. An Employee Records representative will also be available during your Benefits Orientation.	Employee Records 178 Administration Building Phone: (901) 678-3658 Email: emprecords@memphis.edu
W-4*	Complete W-4 form and return to Employee Records or during your Benefits Orientation. You may contact Payroll for assistance.	Employee Records 178 Administration Building Phone: (901) 678-3658 Email: emprecords@memphis.edu Payroll 272 Administration Building Phone: (901) 678-3841 Email: payroll@memphis.edu
Address Change	If your address has changed from the one included on your original employment application, you will need to complete a Data Change form with Employee Records or during your Benefits Orientation.	Employee Records 178 Administration Building Phone: (901) 678-3658 Email: emprecords@memphis.edu
New Employee Self-Identification Disclosure Form	Please read “Note” section on Disclosure form. You may return the form to Affirmative Action or during your Benefits Orientation.	Affirmative Action Office 156 Administration Building Phone: (901) 678-2713

*These forms can be found on the web at <http://bf.memphis.edu/forms/directory.php> .

An interactive campus map can be found at <http://tigermaps.memphis.edu>.