

## Administrators Guide to Welcoming/Onboarding New SOM Faculty

Below are some website links to share with your new faculty member.

- CWRU website – [www.case.edu](http://www.case.edu)
- CWRU Directory – <https://webapps.case.edu/directory/>
- School of Medicine website – [casemed.case.edu](http://casemed.case.edu)
- School of Medicine – Office of Faculty Affairs & Human Resources – [casemed.case.edu/facultyaffairs](http://casemed.case.edu/facultyaffairs)

Your new faculty member may or may not be receiving any or all of his/her salary through the CWRU payroll system. If she is to receive some pay then you must **submit a payroll data (pd) form** (to SOM Office of Faculty Affairs & Human Resources - for information and forms please visit <http://casemed.case.edu/facultyaffairs/administrators/payroll.cfm>) and she must visit CWRU HR, Room 220 Crawford Hall, on or before her first day of employment to complete the employment process and sign her I-9 form ([www.case.edu/finadmin/humres](http://www.case.edu/finadmin/humres)). CWRU salary payments and employment will not be made effective prior to the actual date the faculty member completes the I-9 process. That is, salary cannot legally be back-dated to a point in time prior to actual completion of the I-9 process. If your faculty member is to receive a CWRU paycheck and she is here on a Visa her first step is to visit CWRU Office of Immigration and Human Resource Services, Room 215 Crawford Hall ([www.case.edu/finadmin/humres/ffs/](http://www.case.edu/finadmin/humres/ffs/))

FYI...for those holding a full time faculty appointment (Instructor, Senior Instructor, Assistant Professor, Associate Professor, Professor), per the Faculty Handbook, Chapter3, Article 1, Sec B., #2: If fifty percent or more of compensation is paid through the University, the full-time faculty member is eligible for fringe benefits, except that a qualified faculty member earning any portion of compensation through the University is eligible to participate in the University's Faculty and Key Administrative Employees' Retirement Plan (Plan A), as specified in that Plan, and may be eligible for certain other benefits as provided in the benefit plan documents.

If your full-time faculty member is receiving less than 50 percent of his compensation paid through the CWRU payroll system he should visit CWRU HR and talk with a benefits specialist so he can sign up for retirement and whatever other benefits for which he is eligible (Room 224 Crawford Hall, Phone: 216.368-6781); while in Crawford Hall he should visit Access Services (Room 18 Crawford Hall, 216-368-1036) to have his picture taken and receive his plastic ID card (<http://www.case.edu/access-services/id-cards-building-access/id-cards/>)

If your full time faculty member is receiving 50 percent or more of his compensation paid through the University **you should call CWRU HR** (Room 224 Crawford Hall, Phone: 216.368-6781) to schedule an Orientation Session for him to attend. During the Orientation Session he'll be directed how to obtain his ID card.

You should discuss with your new faculty member:

- Lab and/or office space
- Obtaining keys
- Obtaining building access with plastic ID card
- Parking
- Activating email account(s)
- Computer access
- Safety Training
- Affiliate hospital payroll, orientation, ID card, accesses, etc.