

## Becoming “Official” at Cal Poly Pomona University A Checklist for Faculty

Once you have received your contract (the signed tenure track appointment form from the Provost) you can complete the following. Please note that some steps can be completed only if you are already entered into the personnel data system by Payroll Services at least three days prior.

- Complete employment paperwork through Human Resources and Payroll Services (in CLA B1-20 or call x3733). Bring your signed contract, your original Social Security card, a picture ID, and any other documentation necessary to verify eligibility to work in the U.S.
- Complete and return your laptop computer request card as well as your Personal Data Form and Information Access and Confidentiality Form (received from Faculty Affairs, contact Jane Peters at x3407 or [jmpeters@csupomona.edu](mailto:jmpeters@csupomona.edu))
- Claim your Cal Poly “identity” – an account name and password that you will use to access email and other online resources - following instructions provided by I&IT Learning. If you have questions, call x6312. Instructions are also available at: [www.csupomona.edu/~ehelp/idm/account-claiming-employee.html](http://www.csupomona.edu/~ehelp/idm/account-claiming-employee.html)
- Get your BroncoID Card (which also serves as your Library Card) by going to the Admissions Office Front Counter in the CLA building 98 R2-2. Bring your signed contract and government form of picture ID. (Questions? Call x6772)
- Enroll in a Health Care Coverage by contacting the Benefits Coordinators in the Human Resource Department at x3734 or visit the website at: [www.csupomona.edu/~hr/benefits/benefits.shtml](http://www.csupomona.edu/~hr/benefits/benefits.shtml)
- Purchase your Cal Poly Pomona parking permit by visiting the Cashier’s Window in the CLA building B1-123, bottom level near the Aratani Japanese Garden. (Questions? Call x3180)
- Arrange to pick up keys to your office and other department facilities at Facilities Management (building 81) – you will need to drive to this location off of Citrus Lane. Your department administrative coordinator will complete the key request form which will need to be signed by your department chair.
- Find out your phone number and initiate your voicemail account through your department administrative coordinator. Directions for activating your voicemail are available at the following website: [www.csupomona.edu/~iit/operations/voicemail.shtml](http://www.csupomona.edu/~iit/operations/voicemail.shtml).
- Order business cards through your department administrative coordinator.

