Employment Checklist

☐ Schedule appointment with Occupational Health
419-383-5000

☐ Request terminal degree transcripts to be sent to:
(Only if you are not going to have medical staff privileges)
University of Toledo, Faculty Affairs, MS 1063
3000 Arlington Avenue
Toledo, OH 43614

☐ Activate UTAD account (We will send you your Rocket ID)

☐ Request ID Badge *(MyUT Portal)*

☐ Direct Deposit *(MyUT Portal)*

☐ Parking Registration *(MyUT Portal)*

☐ Enroll in Medical, Dental and Vision benefits <u>within 30 days from hire</u>. (Please provide "Spousal Affidavit form", marriage certificate and children's birth certificate, if applicable.) *(MyUT Portal)*

☐ Life insurance selection to the Office of Faculty Affairs <u>within 30 days from hire</u>. *(Paper Form)*

☐ Retirement selection to the Office of Faculty Affairs <u>within 120 days from hire.</u> *(Paper Form)*

☐ Training Modules in EVERFI *(Sent through email)*