

## IMPORTANT NOTICE

TO:

FROM: UI Learning and Development

DATE: July 25, 2008

RE: University Orientation for New Faculty and Staff

Congratulations on your appointment to The University of Iowa. We have scheduled you to attend a University Orientation program as indicated below. We have enclosed a Welcome CD which contains a wealth of information on a variety of university services and policies. You will also discover some entertaining and informative video presentations that showcase some of the special advantages and programs available at The University of Iowa.

**Date:** \_\_\_\_\_ **Time:** 7:50 a.m. – 12:15 p.m. **Place:** 2520D UCC  
(University Capitol Centre)

If you cannot attend the scheduled session listed above, please call 335-2687 to reschedule.

This orientation program will include an overview of University services and resources, a description of payroll processes and an explanation of and enrollment in the University's benefits programs (group life, retirement, health care, etc.). Time is also provided to obtain your ID card.

Please bring the following items with you to your orientation program to facilitate the enrollment process:

1. This notice;
2. A ballpoint pen;
3. Social Security numbers of all individuals who are to be covered by insurance; and
4. A picture ID bearing the signature normally used for transactions; options include a driver's license, passport, visa, credit card bearing both a photo and a signature, military ID, or a valid form of picture ID coupled with a social security card (which bears the person's signature). If you want to change your official University name as shown above, or correct your Social Security number, call the Payroll office at 335-2381.

We look forward to welcoming you to The University of Iowa. If you have any questions, please call 335-2687.

Individuals with disabilities are encouraged to attend all University of Iowa sponsored events. If you are a person with a disability who requires accommodation in order to participate in this program, please contact UI Learning and Development in advance at 335-2687.