

The Office of Human Resources will be hosting New Employee Records/Benefits Sessions during the month of August and September. All new benefits eligible adjunct faculty, assistant instructors, GTA's and GRA's should attend one of these sessions. Employee appointed less than 50% will not need to attend a session, however, they will need to complete a [New Employee Packet](#) as indicated below.

[Office of Human Resources Employee Memorandum](#)

Important memorandum to new adjunct faculty, assistant instructors, GTA's and GRA's.

[Fall 2009 New Employee Records/Benefits Session Schedule](#)

Schedule of Fall Sessions

[New Employee Packet and Instructions](#)

Employees appointed less than 50% should complete this packet.