REDUCED SPEED AHEAD: If you haven’t already, please complete the NFO 2024 Survey.

New Guides for August 8:

New Faculty Check Point #1 - Benefits and Resources at ECU

During New Faculty Orientation on August 12, a benefits coordinator from the ECU Department for People Operations, Success, and Opportunity will lead a session on benefits and resources at ECU. There is scheduled time for Q&A. A benefits representative will also be available during the NFO Information Fair on August 12.

To learn more about new employee benefits view the presentation and please plan to attend the first session of NFO on August 12th!
Federal law requires proper documentation of identity and work authorization documents at the time of employment. You will receive an email from HireRight with a link to complete Section 1 of the Federal I-9 form. Section 1 of the Federal I-9 form will need to be completed on or before your 1st day of employment.

Once you have completed Section 1 of the Federal I-9 form the next step will be to present your I-9 documents (originals, no copies will be accepted) to Bldg 127 to complete Section 2. The University I-9 Coordinator, Katrina Smith (smithkatr22@ecu.edu) will attend New Faculty Orientation on August 12 and 13 to collect I-9 documents and answer any questions.

If you have questions regarding the I-9 process, please contact Katrina Smith at smithkatr22@ecu.edu or 252-328-9995.

Completion of the I-9 certification within the federally required period is a condition of your employment and as such, payroll will not be activated until certification is complete.

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**New Faculty Check Point #3 - Payroll**

A payroll representative will be available both days of NFO to answer questions and offer assistance. Forms will be available to take with you or to sign-up, on sight. If you would like to sign-up on sight, please bring your banking information with you. *Note that all tax and banking registration is done online.*

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**On Location - Walking to the Student Center & Getting to the East Carolina Heart Institute**

For Day 1 of NFO, you will want to park in the Main Campus Student Center (MCSC) Garage. For navigation purposes, the address is 501 E 10th St. Greenville, NC 27858.

See the map below for more parking details.
Turn at the ECU sign and drive through the stop sign. The parking garage will be on your right. Once you park, you can enter the MCSC from the 1st or 2nd levels of the garage. Registration will be in front of Ballrooms A/B on the 2nd floor of the MCSC.

Follow along with Brittany Thompson as she takes you through the Student Center.
Day 2 of NFO will take place at the East Carolina Heart Institute (ECHI). The map below will serve as your guide to the ECHI. Parking will be located in the hourly lot shown in pink.

From Arlington Blvd, turn onto Heart Dr., then left onto W. Campus Loop. Take your first left into the East Carolina Heart Institute parking lots. Park in the pink metered lot, circled on this map. Parking will be free during New Faculty Orientation. Please avoid any parking designated for patients.
NFO will occur in the East Carolina Heart Institute. You will walk past reception, waiting areas, and elevators. Then you will see an atrium with a large heart sculpture. Registration will occur in the atrium.

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**Start Your Engines - Last Minute NFO 2024 Info**

We look forward to seeing you next week! All of the information presented in each of these newsletters is available at [NewFaculty.ecu.edu](http://NewFaculty.ecu.edu).

There will be two check-in times on Day 1, August 12th:
1. 8:00-8:30 - If you need to attend our benefits session
2. 10:00-10:30 - If you do not need to attend the benefits session

Otherwise, we ask that you plan to attend all sessions of NFO in full. You can find the NFO schedule with more details on the [NFO 2024 Agenda webpage](http://newfaculty.ecu.edu/nfo-agenda).

Should you have any last minute questions, please do not hesitate to reach out to us at [OFE@ecu.edu](mailto:OFE@ecu.edu).

Welcome to ECU! We will see you soon!

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Directions to websites used in this newsletter:
1. Benefits Presentation - [Link to Benefits Presentation](#)
2. MCSC - [https://www.youtube.com/watch?v=1j8rQYaVCKo](https://www.youtube.com/watch?v=1j8rQYaVCKo)
3. NFO Agenda - [https://newfaculty.ecu.edu/nfo-agenda/](https://newfaculty.ecu.edu/nfo-agenda/)

As a reminder, you can visit the [NFO 2024 Road to ECU website](#) to view the New Guides released each week as well as access previously released content.

**REDUCED SPEED AHEAD**: This is a final reminder to please complete the [NFO 2024 Survey](#) if you have not done so already.

Please reach out if you have any questions by replying to this email or emailing [ofe@ecu.edu](mailto:ofe@ecu.edu). Stay tuned for last minute need to know information for NFO information coming soon.
Subject Line: New Faculty Orientation 2024 New Guides for August 8

-The New Faculty Orientation (NFO) 2024 Team!