

Please only send employees who have been registered for this session. Employees who arrive for orientation that are not registered will be asked to report back to their department to be scheduled for the next session.

Click [here](#) for a list of orientation dates and click [here](#) for instructions on how to register a new hire for orientation via SAP PV00.

Employees who fall into one of the categories below are strongly **encouraged** to attend [new employee orientation online](#).

- 1) Employees **not** eligible for benefits and will be receiving orientation within their department. This includes student employees, temporary employees, contract employees, and employees working less than 20 hours a week (SAP Planned Working Time is less than 50%).
- 2) Employees located outside the Little Rock area, such as Area Health Education Centers (AHEC's) and Kids First.

Click [here for step by step instructions](#) regarding online orientation.

Other reminders and links:

- Ask employees to bring completed [payroll forms](#) to orientation. This saves time and allows employees to seek guidance if needed.
- [New I-9](#) – old I9 can no longer be accepted.
- Mandatory [Direct Deposit](#)
- [Welcome letter](#) included with payroll forms –includes important information such as: flu shots, medical screening, direct deposit, [acceptable two forms of ID](#), where to park, etc.
- [Manager's Information page](#) provides helpful information for UAMS managers, directors, administrators, and supervisors.
- [Forms page](#) provides helpful forms for employees, managers, directors, and supervisors including benefits, payroll, immigration forms, etc.

Did you know?

*If an employee changes from **non-benefits** eligible (below 50%, U-Temps, contract) to **benefits** eligible (50% or greater/20 hours per week) the employee must attend new employee orientation. The employee only has 31 days to enroll in benefits.*

Thank you

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