



# *The University of Mississippi*

---

**Interoffice Memorandum**  
**DEPARTMENT OF HUMAN RESOURCES**  
University, MS 38677  
Phone: (662) 915-7431 Fax: (662) 915-5836

---

TO: Departmental Administrators

FROM: Clay Jones, Director

DATE: November 1, 2006

SUBJECT: New Employee Orientation

The Department of Human Resources would like to announce the implementation of a new thirty minute introductory session for our Paper Completion Sessions (PCS) as a part of New Employee Orientation. This new session will provide employees with a brief tutorial of common insurance and retirement terminology to enable them to better understand their benefits literature. This lecture will occur thirty minutes prior to the scheduled PCS. Attendance to this new session is voluntary.

Also, as a reminder, here is the current process for the entire New Employee Orientation.

1. New employees should be prepared to come to HR on their first day of employment. They should come prepared to complete all tax forms, the I9 and other paperwork. New employees should bring forms of identification with them; most commonly used identification cards are original social security card and driver's license, or passport.
2. During this initial visit to HR, new employees will receive written and verbal instruction regarding their online orientation. HR will register each new employee for an upcoming PCS with sessions held weekly (1<sup>st</sup> and 3<sup>rd</sup> Wednesdays and 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays).
3. New employees will need to complete their online orientation prior to coming to their assigned PCS. If the new employee has questions regarding terminology, he/she is welcome to come to the new session held 30 minutes prior to the PCS.

Please share this information with anyone in your area who is involved with the hiring process. If you have any questions regarding this process, please contact Human Resources at 915-7431 or [hr@olemiss.edu](mailto:hr@olemiss.edu)