7 STEPS TO START

1. ACTIVATE BEAR ID

The BEAR ID is your key to most electronic systems at Baylor University. It provides access to many resources such as email, software systems, and computer sign-on.

2. COMPLETE EMPLOYMENT PAPERWORK

The paperwork establishes the function of your employment at Baylor. Submission of completed forms ensures you receive an ID card, parking privileges, and a paycheck!

Print & Submit to HR Office

Complete & Submit Online
Submit Section 1 Online before your first day

Bring original documents to HR Office

3

COMPLETE FORM I-9

The federal Form I-9 protects you from discrimination on the basis of national origin or citizenship status, and allows Baylor to verify proof of your employment eligibility.

IMPORTANT:
Form I-9 process must be complete within 3 days of employment.

You must provide original documents to HR by third day of employment.

4

REVIEW BENEFITS OVERVIEW & WATCH BENEFITS@BAYLOR

Baylor’s caring community extends to our employees. We offer a wide range of benefits that provide for a healthy life/work balance and support during many of life’s unpredictable circumstances.

Medical
Dental
Retirement
Other

5

ENROLL IN BENEFITS

Learn more about your benefits and make your selections using SmartBen, Baylor’s online benefits system.

View
Watch the SmartBen™ New Hire Enrollment demonstration video.

Model
You can use the modeling tool to learn how different selections affect the cost.

Select
Once you have made your decision, select your benefits.
ATTEND FACULTY FIRST
Thursday, August 10
3:00pm-6:00pm
Submit your employment forms, complete your I-9, meet your HR team, and fellowship with other new faculty.

If you or your spouse want to learn more about Baylor benefits, join a Benefits Overview session.

ATTEND NEW FACULTY ORIENTATION
Monday, August 14
Tuesday, August 15
The Provost’s Office hosts this event to assist in your transition to Baylor and to introduce some of the essential features of faculty life here.