

WELCOME TO LEHIGH!

THE PAPERWORK

WHAT YOU SHOULD KNOW

THE BIGGER PICTURE

FUN STUFF

GET SOCIAL



We're so glad you're joining the Lehigh team.

This guide will give you a great introduction to **Everything Lehigh**, from the paperwork you need to finish before you get here to the things that make working at a world-class university so awesome. Just click on the menu above to get started.

Dive in and we'll see you soon!



where passion
meets possibility

Donald Outing, PhD
VP, Equity and Community

The Paperwork

As with any new job, there are a few things you need to take care of before you start working at Lehigh. Check our checklist on the right.

Make sure you bring your completed forms as well as employment eligibility documents with you on your first day.

Did You Know?

Lehigh employees are eligible for tuition remission benefits for themselves and their families. Jaclyn earned her Master's Degree in Educational Leadership in 2017!

[Read her story here.](#)

FORMS

- [Direct Deposit Authorization Form](#)
- [Employee Information Form](#)
- [I-9 Form](#)
- [*PA Residency Certification Form](#)
- [W-4 Form](#)

BACKGROUND CHECKS

Your offer letter states that employment is contingent upon the successful completion of background checks. If you have any questions, [email us here.](#)

LEHIGH PHOTO ID

You will need to upload a photo for the creation of your ID, which you'll pick up on your first day. [Get the details here.](#)

LEHIGH PARKING PERMIT

If you need to park on campus, you'll need a permit. For instructions, [follow this link.](#)

* Non-Pennsylvania residents should contact Payroll directly for the appropriate income tax form.

Jaclyn Jaeger
Associate Director
Development and Alumni Relations

What You Should Know

We get it! The first week of a new job can be overwhelming.

Here's our take on the things that we think are the most important for you to be in-the-know about from day one.

Did You Know?

Lehigh employees receive generous paid time off benefits and additional leave in special circumstances. In Fred's case, he was able to help his parents when disaster struck.

[Read his story here.](#)

BENEFITS

[Health Care](#)
[Time Away From Work](#)
[Retirement](#)
[Education](#)
[Wellness](#)

CAREER ENRICHMENT

[CE@L](#)
[The BEST Program](#)
[The Center for Innovative Teaching and Learning](#)
[LTS Technology Seminars](#)

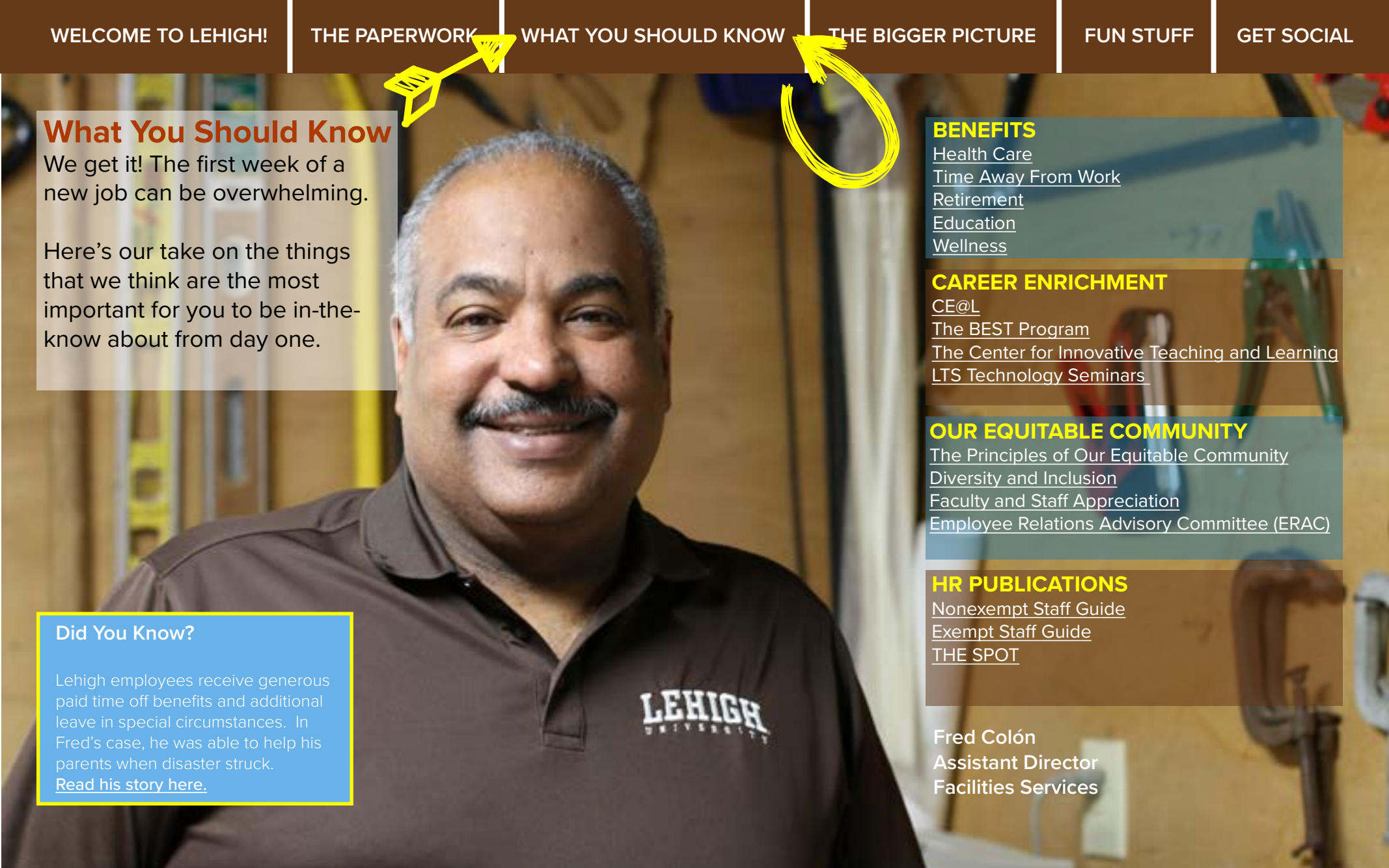
OUR EQUITABLE COMMUNITY

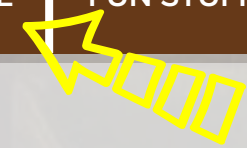
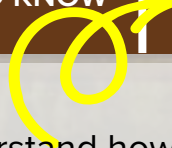
[The Principles of Our Equitable Community](#)
[Diversity and Inclusion](#)
[Faculty and Staff Appreciation](#)
[Employee Relations Advisory Committee \(ERAC\)](#)

HR PUBLICATIONS

[Nonexempt Staff Guide](#)
[Exempt Staff Guide](#)
[THE SPOT](#)

Fred Colón
Assistant Director
Facilities Services



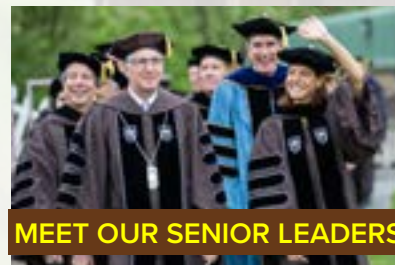


The Bigger Picture

Lehigh is a big place, and we think it's important for you to understand how your role fits into the broader organization. Dig into these resources to learn more.



Did You Know?
John Simon (pictured above right) is Lehigh's 14th President, but he's Lehigh's first Instagram President! [Follow his daily adventures here.](#)



MEET OUR SENIOR LEADERS



OUR PATH TO PROMINENCE



SUSTAINABILITY @ LEHIGH



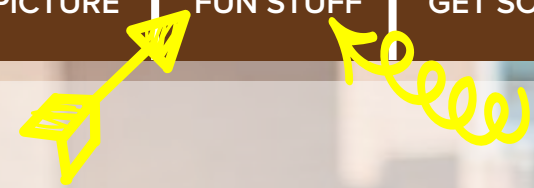
LEHIGH AT A GLANCE



ORGANIZATIONAL CHART

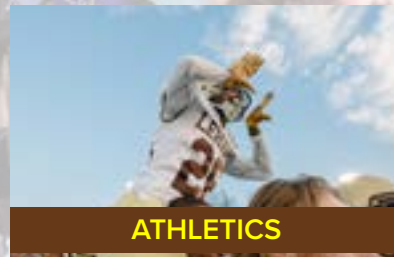
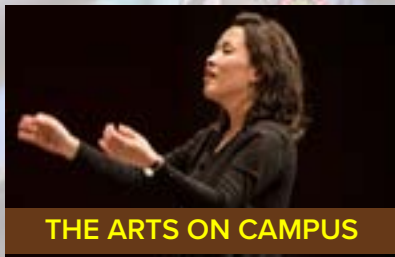


MAPS AND DIRECTIONS



Fun Stuff

It's not all work here. There's so much that makes working at Lehigh special, from quirky campus traditions to delicious dining in the Southside Arts District. We've selected some of our employees' favorites for you to explore.

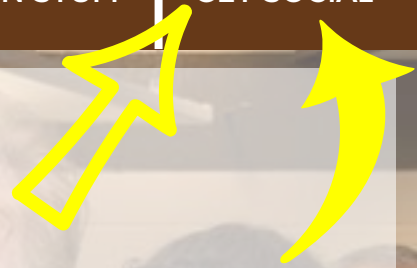


Did You Know?
TheGooseman, aka "The Goose," is an off campus sandwich shop that features a secret menu and lets you tweet them your order. [Click here to find out what's in a Strugglebus.](#)



Get Social

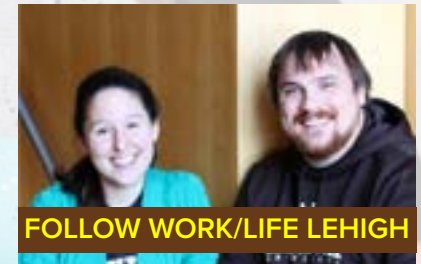
There are so many ways to be part of the Lehigh community, both online and IRL. Whether you want to get involved in community service, join an affinity group, or take over the Work/Life Lehigh Instagram account for a day, we hope you'll take advantage of all of the opportunities to connect.



FACULTY/STAFF PRIDE NETWORK



BE A "MOOV" IN VOLUNTEER



FOLLOW WORK/LIFE LEHIGH

Did You Know?
Every Friday during the academic year is BROWN AND WHITE FRIDAY. Students, staff and faculty are all encouraged to wear our school colors. Show your spirit this year!



SERVE THE COMMUNITY



NEW EMPLOYEE FACEBOOK GROUP



FACULTY/STAFF OF COLOR NETWORK