

## Welcome to Butler University Orientation

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- 11:30am-12:00pm**    **Check-in**
- Pick up a name tag and garage parking validation
  - Complete I9 (present docs) and new hire paperwork
  - Password set-up (IT)
  - Butler photo ID picture – Visit the Parking drop-in table
- 12:00pm-12:30pm**    **Lunch & Ice Breaker Activity**
- Grilled Chicken Club Box (sandwich, cookie, and chips)
  - Veggie Sandwich Box (sandwich, cookie, and chips)
- 12:30pm-1:15pm**    **Executive Remarks**
- Brenda Harrington, Vice President & Chief Human Resources Officer
  - Melissa Beckwith, Vice President – Strategy and Innovation
  - Monica Boskovich, Director – Organizational Development
- 1:15pm-2:30pm**    **Overview of our Benefits Package**
- 2:30pm-2:45pm**    **Information Technology**
- 2:45pm-3:00pm**    **Butler University Police Department**
- 3:00pm-3:15pm**    **Wrap Up**
- Next steps
  - Introduction to Jane Gervasio and Rebecca DeGrazia
- 3:30pm-5:00pm**    **Welcome Reception and Resource Fair hosted by Faculty Development**

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**Notes:**

