



# Essential BU

## New Hire Orientation Guide & Preparing for Day 1

**Baylor University Human Resources**  
**2023**

Congratulations on your new position at **Baylor University!**

This guide will prepare you for starting your career at Baylor and the information and resources you find here will serve as a quick reference guide during your first few weeks in your new job. More information will be shared during our new hire orientation called **Essential BU**.

We have a lot of information to share, so let's get started!

**Sic 'em Bears!**



# Quick Start Checklist

## Preparing for Day 1!

Once you accept your offer letter, you will receive an automated email within a few business days containing instructions on how to activate your **Bear ID**.

Your **Bear ID** is your single user log-in for all systems at Baylor including your Baylor email and our employee system **Ignite**. The checklist below has important steps you can take once you have your log in and will help start you on a path to success in your new career!

## Before Day 1:

- ✓ Activate your Bear ID as soon you receive the system generated email.
- ✓ Install DUO on your Smart Device. DUO helps confirm your identity when you log in. (Go to [Baylor ITS webpage](#) and search "DUO.")
- ✓ Log into our employee system [Ignite](#).
- ✓ From the main **Ignite** page, click on the **Journeys** tile and complete all items. (You will have additional Journeys tasks within your first few days of employment.)
- ✓ Complete Section 1 of the Federal Form I9 on or before your first day of employment. Section 1 can be completed online. (Section 2 *must* be completed in person upon your arrival at BU).
- ✓ Begin familiarizing yourself with **Ignite** by visiting the [Ignite Resource Page](#).
- ✓ If you are eligible for relocation assistance, GMS Mobility will contact you directly to provide assistance.

# Day One Checklist

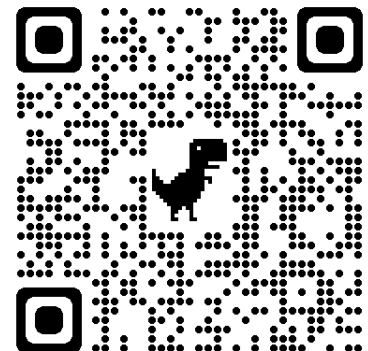
## First Steps

At Baylor, you are joining a community. There is a place for you here to contribute and thrive in your career. The checklist below will help you remember some tasks to complete after your orientation.

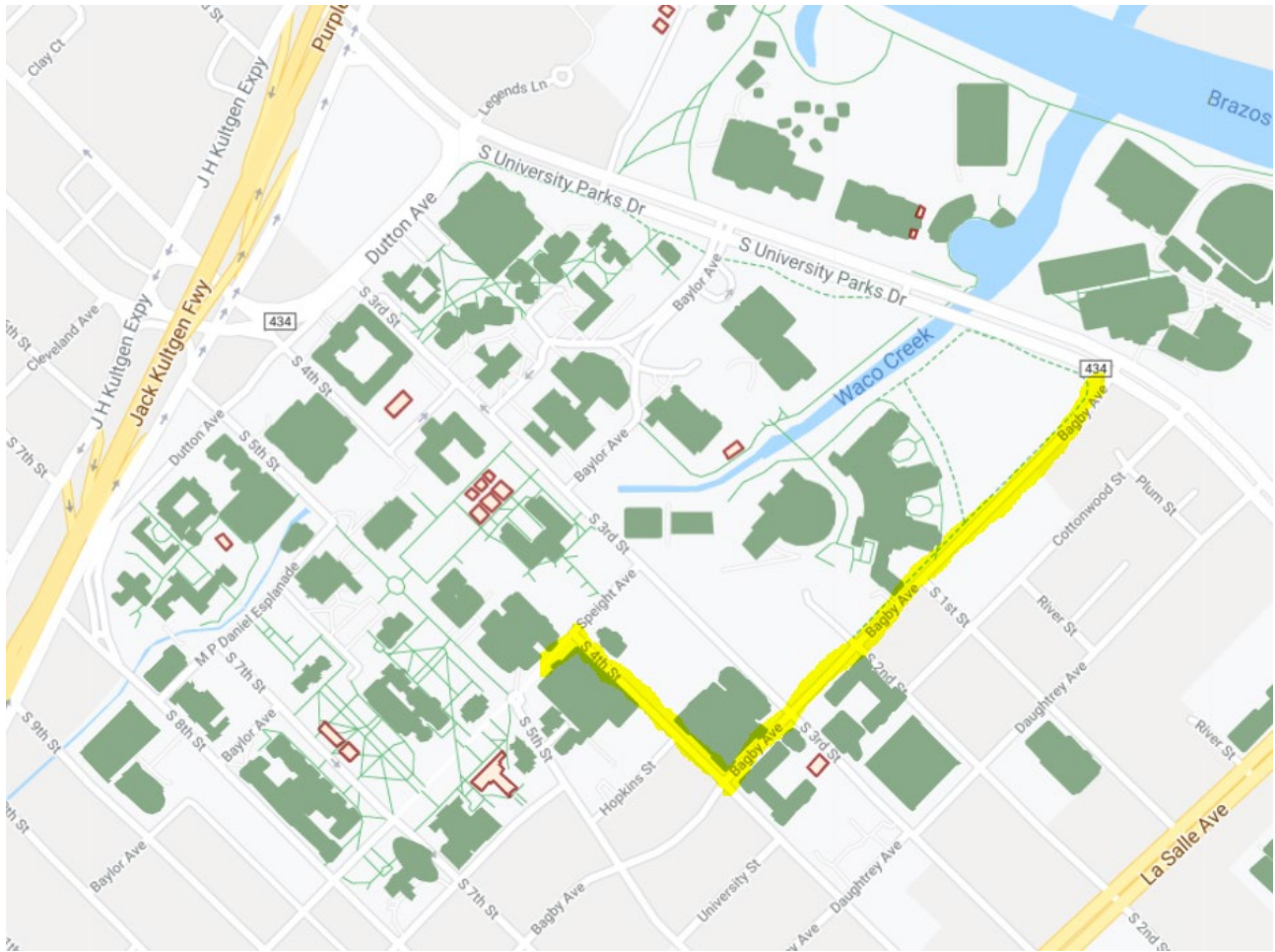
## On Day 1:

- ✓ Log into our employee system [Ignite](#).
- ✓ From the main page in **Ignite**, click on the **Personal Information** tile and update your **Home Address** and **Emergency Contact**.
- ✓ From the main page, click on the **Journeys** tile and complete all tasks. (Some tasks are only viewable once you have started your employment.)
- ✓ Complete Part 2 of the Federal Form I9 in person in the HR Office located in Clifton Robinson Tower, Suite 200. You will need to bring your [verification documents](#) at this time.
- ✓ Pick up your ID Card from Public Safety located on the first floor of the Speight Avenue Parking Garage. (See map on following page).
- ✓ Register up to two vehicles with the [Department of Public Safety](#) for free campus parking.
- ✓ Enroll in Benefits (if eligible) at [Benefitfocus](#) within your first 31 days.

Benefitfocus



# Baylor ID and Parking Services



## Directions

- The Parking Service/ID Card office are located in the ground floor of the Speight Avenue Parking Garage
- From University Parks Drive, turn onto Bagby Avenue
- Continue on Bagby Avenue to S. 4<sup>th</sup> Street
- South 4<sup>th</sup> Street will dead end at Speight Avenue. At this point the Speight Avenue Parking Garage will be on your left
- Continue across Speight Avenue into the Guest Parking lot

## Essential BU

**Essential BU** is designed to share with you all the essential information you need to get a quick start on success at **Baylor!** We host orientation in a virtual format using Microsoft Teams. Please refer to your offer letter for your scheduled date and time to attend **Essential BU**.

A link to the virtual orientation will be emailed to you a few days before your orientation date, so be sure to watch for the email with the video link! Here's the schedule for **Essential BU**.

9:00	Welcome and New Hire Introductions
9:15	Illuminate & Baylor's Leadership
9:25	Baylor's Mission, History, and Spirit
9:30	FERPA
9:40	Break
9:45	Introduction to Ignite
9:50	Data Security
10:00	Core Commitments and the Value of Diversity
10:15	Title IX Introduction and Overview
10:20	Break (Dismissal for Non-benefits eligible employees)
10:25	Baylor Benefits
10:55	Wrap Up & Questions
11:00	Sic `em Bears! Have a great first day.

## Essential Resources

Our Human Resources team wants you to know that you are never an interruption to our day, you *are* our day. You are the reason we come to work each day and we are here to support you and help you succeed.

While we are always happy for you to call us at **254.710.2000** or email us with questions at [askHR@baylor.edu](mailto:askHR@baylor.edu), you can find a lot of answers to questions you may have about using the **Essential Resources** listed below. We will cover each of these items in your orientation!

- [Baylor.edu/about](https://baylor.edu/about)
- [Baylor.edu/HR](https://baylor.edu/HR)
- [Baylor's Equity, Civil Rights, and Title IX Office](#)
- [Baylor.edu/ITS](https://baylor.edu/ITS)
- [Baylor.edu/DPS](https://baylor.edu/DPS)
- [BenefitFocus](#)
- [Ignite Resource Page](#)
- [Benefits & Advantages @ Baylor](#)
  - [Baylor Cafeteria Plan Summary](#)
  - [Baylor Retirement Plan 403b](#)
  - [Baylor 457b Salary Deferral Plan](#)
- [Learn About and Find Your HR Consultant](#)
- [2023 Baylor Benefits Brochure](#)
- [Interactive Campus Map](#)
- [Baylor Employee Assistance Program](#)
- [Medical Insurance - UMR](#)
- **Baylor Police 254-710-2222**

## About Baylor

The mission of Baylor University is to educate men and women for worldwide leadership and service by integrating academic excellence and Christian commitment within a caring community. ***Pro ecclesia. Pro Texana.*** For church, For Texas has been our motto since 1851.

Founded in 1845, Baylor is the oldest continually operating University in the State of Texas. Guided by our strategic academic plan *Illuminate*, Baylor strives to engage in teaching and research at the highest levels with a commitment to achieve a Tier 1 Research Institution designation. Under the leadership of the University's 15<sup>th</sup> President, Dr. Linda Livingstone, we know Baylor's best days are still ahead.

Explore and learn more about [Baylor](#).

## About Waco

The city of Waco was founded on the banks of the Brazos River in 1849. Our city's proud history features the Waco Suspension Bridge, formerly the longest suspension bridge in the world; the Alico building, once the tallest building west of the Mississippi River; and the Dr. Pepper Museum, located a few blocks away from where Dr. Pepper was invented in 1885!

Today, Waco is a thriving diverse city with a strong economic base, an emerging entrepreneurial spirit, and is the proud home of the region's largest employer, Baylor University. Baylor is proud to call Waco and McLennan county our home and to partner in many ways with our city and county including through our [Solid Gold Neighbor](#) program and through our partnership with our local [United Way](#).

Explore and learn more about [Waco](#) including the [Waco Culture Guide](#).



## Did you know?

Baylor University was chartered on February 1, 1845 by the Republic of Texas. One of the earliest co-educational universities in America when it opened, Baylor operated for its first 41 years in the tiny central Texas village of Independence. In 1886, Baylor relocated to its current home and merged with another Baptist college called Waco University.

Green and gold were first unveiled as the official school colors of Baylor University on March 25, 1897. Sara Rose Kendall of the class of 1902 is credited with suggesting the "lovely combination" after admiring a field of dandelions. The school colors made their official debut at a Glee Club concert in nearby Lorena, Texas.

The Bear was first announced as Baylor's official mascot on December 12, 1914 and was selected over other options such as the Ferret, Bookworm, Horned Frog, Bison, and Eagle. In 1918, the United States Army closed Camp MacArthur, a World War I camp in North Waco, and donated their live Bear to the University thus beginning over a century-long tradition of a live mascot living on campus. Today, sisters Lady and Joy are Baylor's on-campus live mascot residents!

Waco's Cameron Park is one of the largest municipal parks in the state of Texas. With miles of trails, stunning river views, and home to Waco's Cameron Park Zoo, the park is a favorite of locals and visitors alike. Dedicated in 1910, the land for the park was generously donated by local homebuilder and philanthropist William Cameron.

A large, ornate brick building with a prominent white steeple and a dome, surrounded by greenery and students sitting on a brick ledge in the foreground.

**Have a great Day 1. . .and  
beyond!**