On-Boarding new URSA Employees

- Work with URSA HRAC (Jolene Istas) to make sure employee is properly interviewed, offer submitted and accepted by new hire, and that online onboarding process is competed properly.

- Make sure employee completes new hire packet or transfer paperwork (preferably up to 2 weeks prior to start date because it can take up to 7 business days to get the new employee into the HR system and allow them access to buildings, parking, computer network, etc. This packet is included with the offer letter emailed by HR and includes instructions for completing and submitting paperwork ahead of time. Alternatively, the new hire can take the completed packet to HR their first day of work, however, this will delay getting them into the system and being able to conduct work.

- Ensure employee registers for and attends GSU new employee orientation, Panther Tracks benefits orientation, and registers for benefits.

- Ensure employee reads & then completes the Employee handbook acknowledgement form, the Right To Know training and acknowledgement form, and the AA/EEO acknowledgement form.

- The hiring supervisor should announce (by email) new employee within hiring unit/dept. and to key people and key departments/units/colleges employee will interact with a lot (may even include personal introduction during unit/dept./college meetings) prior to their first day of work.

- It is the hiring supervisor’s responsibility to make sure to have an office ready for new employee (computer, printer, telephone, email etc. set up and access for employee to use). NOTE: assigning person a campus ID, email and phone number cannot occur until they have returned all New Hire paperwork to HR and it has been processed which might take up to 7 business days.

- The hiring supervisor should make sure the new employee is provided a tour of dept./unit will be working in (bathrooms, vending machines, exits etc.) and is introduced to colleagues on their first day of work.

- Provide new employee with help obtaining temporary and/or permanent parking, obtaining their keys, finding HR, and show them how to get to other places on campus they may need to go. Parking tags can be obtained from Auxiliary Services.
• Supervisor should submit request for office keys and for Panthercard swipe access for new employee to Gary Brennaman (gbrennaman@gsu.edu). The new employee should go to Key Control (at Police Dept. office off Edgewood Ave.) to pick up appropriate keys once Gary submits the request. Panthercard swipe access will be completed remotely. If access to secured buildings is required (PSC, RSC, NSC), employee must first complete the Security Awareness training through the Research Safety Office (see http://ursa.research.gsu.edu/laboratory-environmental-safety/laboratory-security/).

• The hiring supervisor should provide new employee access to latest URSA directory contact list (include names, phone numbers, fax numbers, email addresses, titles, department/unit work in, and brief/key roles/responsibilities of employees).

• The hiring supervisor should provide new employee access to list of key people in other departments/units employee will work with a lot (include names, phone numbers, email addresses, fax numbers, titles, department/unit work in, and brief/key roles/responsibilities of employees).

• Provide new employee access to list of key departments/colleges/units employee will interact with often (include names, phone numbers, fax numbers, and what/why contact/interact with those areas).

• The hiring supervisor should provide new employee with URSA organization chart for employee’s department/unit as well as those for key people and key departments/colleges/units employee deals with.

• The hiring supervisor should provide new employee with instructions to provide them with access to all systems they will need to work with (PeopleSoft Financial, Banner, etc.) and get them signed up for training on these systems. Gary Brennaman can provide assistance with this (gbrennaman@gsu.edu).

• The hiring supervisor should provide new employee with a list of suggested/recommended trainings and how/who to contact to register. Help the new employee register for this additional in-class and online training they will need for their position (Spectrum classes, research administrator training, business manager training, research safety training, etc.). If instruction is not provided in a class, arrange for another person to train them.

• The hiring supervisor should provide new employee with information about:
  o Office business hours
  o Office/dept. attire (dress code)
  o How/who to contact when sick
  o How/who to contact when there is inclement weather
  o How/who to contact for vacation approval (form to complete etc.)
  o What flex time/alternative work schedules are available
o How/who to contact regarding equipment problems, needs, and to check out such as computers, laptops, cell phones, iPad, etc.

o How/who to contact regarding email issues

o How/who to contact concerning telephone issues such as set up voicemail, change password etc.

o How/who to contact regarding facility issues (light out, heat not working, no paper towels etc.)

o How/who to contact concerning ordering/requesting supplies (where in dept. keep supplies, who to give request to etc.)

o How/who to contact in order to request business cards/name badge, etc.

o How/who to contact when mailing either internal/external (how to fill out mail slips at GSU, what service to use UPS vs. FedEx, how to schedule a pickup, where/who to have mail left with when delivery is made etc.)

o Emergency exit plan/preparedness for dept./unit

o How/who to contact regarding safety issues (police escort, hazardous materials etc.)

• Let new employee know about routinely scheduled meetings they should/must attend (list out and provide days and hours)

• Make sure employee is added to existing listservs they should be on

• Remind employee of 2---week university closure in Dec. and using vacation time for up to 4 of these days

• Provide new employee a list of professional organizations suggested/recommended for employee to join (based on job/field of work)

• Provide new employee a list of suggested/recommended professional development activities (ex: conferences, seminars) employee attends (could be related to professional organizations, GSU offered etc.)

• Instruct employee how/who to contact for approval to attend professional development activities (conferences, seminars, continuing education etc.)

• Instruct employee how/who to contact for employee reimbursement (travel, membership fees, conferences, continuing education etc.)
Closing out URSA Employees

- As soon as an employee knows they will be leaving URSA, inform supervisor. Supervisor should forward resignation letter to URSA HRAC (Jolene Istas – jistas@gsu.edu) who will inform others as needed and begin the termination process.

- It is employee’s responsibility to complete all paperwork required by HR prior leaving on their final day of work.

- It is employee’s responsibility to turn in all keys and other items required for access to their work space. Panthecard will be inactivated the end of their last day of work. Employee will receive notice if anything is missing. Final paycheck may be held until missing items are turned in.

- Make sure employee’s effort report certifier (if applicable) has been verified for final work period.

- Make sure employee changes phone voicemail to note their departure and who to contact for questions. Also, the employee should reset voicemail password and computer log-in password to a default password provided by their supervisor so that department staff can access phone and computer after employee leaves.

- Make sure employee provides any additional passwords to their supervisor for other systems that might provide access to password-protected information.

- Make sure employee leaves all work neatly organized and in locations easy to find and access on computer and in file cabinets and drawers.

- Make sure employee leaves work space clean and neat and order office cleaning prior to next occupant.