On-Boarding for new URSA Employees

Prior to New URSA Employee’s first day of work:

• Employee should complete 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.

• Employee should register for GSU new employee orientation, Panther Tracks benefits orientation, and for benefits prior to first day of work.

• Employee must read & then complete the Employee handbook acknowledgement form, the Right To Know training and acknowledgement form, and the AA/EEO acknowledgement form.

• Employee should check with supervisor or hiring manager as to where they should park, where they should go, and what time they should arrive on their first day of work.

• If the new employee’s hire paperwork is processed prior to their first day, the employee can request from the hiring manager their campus ID. The employee can then go online to activate their campus ID and password. Instructions are found at: http://technology.gsu.edu/2013/07/16/activate-your-campusid-and-password

New URSA Employee’s first day of work:

• New employee should meet with their direct supervisor or designated employee who is assigned to escort the new employee through the initial on-boarding process on their first day of work.

• If the new employee has not submitted their new hire paperwork, the first stop should be Human Resources (HR) to submit this paperwork. New employees will not be allowed to commence work without the completed hire paperwork.
being submitted to HR. HR will only accept original documents (no copies).

- The new employee will need to activate their campus ID as soon as it is created. Instructions can be found at: http://technology.gsu.edu/2013/07/16/activate-your-campusid-and-password. This could be done prior to their first day of work or on day one if they submitted their new hire paperwork early enough.

- Once the campus ID has been activated, the next stop should be Auxiliary Services (2nd floor University Center) to obtain a parking pass (if needed) and Panthercard ID. The employee’s campusID and Panther ID card are created at the same time, therefore, if the new hire paperwork has not been processed neither of these can be obtained until this is completed.

- Employee should ask hiring manager whether they have approval to obtain their office key (if needed). If the approval for keys and building access has been submitted and the employee has their Panthercard ID, the new employee should go by the Key Control office to pick up keys they have been assigned (this is inside the Police Dept. office on the 1st floor of 1 Park Place off Edgewood Avenue facing Woodruff Park). Again this, cannot be done until the new hire paperwork is processed and Panthercard ID is obtained.

- The new employee should be provided on their first day with an office/desk space ready for work including a computer, phone, and any other resources and supplies they will require for their work.

- The new employee should be introduced around their workplace to other staff and be provided a general tour and shown how to access things they will need for their job duties.

- The new employee should be provided a list of (and maybe introduced to) key people in other departments/units the employee will work with a lot.

- The new employee should be shown where to locate URSA staff resources online.

- The new employee should be directed to register for additional procedural training they will need for their position. If not provided in a class, the Supervisor or designee will arrange for another person to train them.

- The employee will be informed about regular meetings they are expected to attend (times and dates provided), any listservs they need to subscribe to (who to contact to subscribe), professional development training they should take (where to register), any professional meetings they should plan to attend (instructions about travel for work), etc.

- Things a new employee will need to know about working in URSA and where to access URSA Resources and forms (http://ursa.research.gsu.edu/ursa/resources/ursa---staff---resources/):

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o Office hours for URSA are 8:30 am to 5:15 pm. URSA’s Attendance and Flextime Policy should be provided to the new employee; To use flextime, the employee must submit the Flextime Approval Form to their immediate Supervisor who must approve.

o Requests for vacation or sick leave (when known ahead of time) should be requested by completing the Vacation and Sick Leave Request Form (found at: http://ursa.research.gsu.edu/ursa/resources/ursa---staff---resources/ ) and submitting this to their immediate supervisor for approval before the beginning of the month in which the time will be taken or as soon as the employee knows they need the time off.

o If an employee is sick or out of the office due to an emergency or unplanned illness, the employee should contact their immediate supervisor to let them know immediately. Once the employee returns, they should complete and submit a completed Vacation & Sick Leave Request Form to their immediate supervisor for the time they were out.

o University closures due to inclement weather are posted on the Georgia State main website homepage, Facebook page, Twitter, and through WSB News. Employees should note that the university closes for 2 weeks during the holidays at the end of December and part of this closure requires use of vacation time (4 days vacation time) in order for the employee to be paid for the entire 2 weeks of closure.

o The dress code for URSA is business casual (dress slacks, skirts, dresses, and modest tops appropriate for a professional work environment). At the discretion of the URSA unit, employees may be allowed to wear khaki pants or dress jeans. Employee should check with their immediate supervisor regarding dress in their unit.

o Information about URSA, including the 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) can be located online at: http://ursa.research.gsu.edu. All new URSA employees should take time to review this website to familiarize themselves with URSA and its services.

o If an employee has problems with their computer, phone voicemail or passwords they can ask their business manager or contact Help@gsu.edu.

o For issues related to the physical work environment (temperature, lights, trash, electricity), the employee should inform their unit’s administrative support person to report the problem.

o All URSA units provide access to copiers/printers/FAX service, break
facilities, and mail services. Employees should see the administrative support person in their URSA unit for any issues or questions related to these things.

- For supplies, business cards and any physical resources needed for work, an employee should contact the administrative support person for their unit. If a resource is needed that requires supervisor’s approval, employee should seek that approval and have the employee’s supervisor send a request to the appropriate person to order.

- The following information can be located on the Georgia State HR Employee Service Center website at: http://employees.hr.gsu.edu

  - University Holiday Closure schedule
  - Employee Benefits information
  - Employee Development opportunities
  - Georgia State Employee Handbook
  - Log-in link to ADP for submitting timesheets
  - How/who to contact regarding safety issues (police escort, hazardous materials etc.)
Close out for URSA Employees Leaving Georgia State

- As soon as employee knows they will be leaving URSA, they must inform their supervisor and provide an official resignation letter at least 2 weeks prior to last day of employment at Georgia State.

- It is the employee’s responsibility to complete all paperwork provided to them by the URSA HRAC, Jolene I斯塔s (jistas@gsu.edu), prior leaving on their final day of work.

- It is the employee’s responsibility to turn in all keys and other items required for access to their work space. Employee will receive notice by email of things they need to turn in on or before their last day of work. Final paycheck may be held until missing items are turned in.

- The employee should change 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.

- The employee should provide any additional passwords to their supervisor for other systems that might provide access to password-protected information.

- The employee should leave all work neatly organized and labeled and in locations easy to find and access on computer and in file cabinets and drawers.

- The employee should leave their work space clean and neat and order office cleaning prior to next occupant.