

## DEPARTMENT ORIENTATION

### Before the employee's first day the supervisor should:

1. Provide information to the Office of Human Resources for new hire information including start date, salary/hourly wage, end date (if appropriate), and job title.
2. HR will typically have contacted the new employee for new hire forms, preferably several weeks before their start date.
  - a. Links for forms can be found at: <https://hr.lafayette.edu/employment/new-employees-full-time/> for Full-time employees, or
  - b. <https://hr.lafayette.edu/employment/new-employees-part-time-temporary-and-student-employees/> for Part-Time or temporary employees,
3. HR will submit an Account Workflow Request which will assign a Lafayette email address.
  - a. Once an Account Workflow has been submitted, then submit a help desk ticket for Computer equipment, phone, Banner and system access.  
<https://its.lafayette.edu/help-ticket/>
  - b. Request ITS to meet new employee on first day for set up and confirm meeting;
4. For Phone and voicemail (enter a helpdesk ticket advising of the new employee,
  - a. name, date of hire, and provide the serial number on the back of the phone. If
  - b. there is an extension that you would like to use, include that in the helpdesk
  - c. ticket) <https://help.lafayette.edu/unified-communications-quick-reference-guides/>;
5. Provide the new employee with directions to the work area and parking;
6. Employee can register their vehicle at <https://publicsafety.lafayette.edu/parking/vehicle-registration/> . This link is provided on HR website with new employee forms.
7. Employee must be provided with L# to register their vehicle.
8. Put together a plan to greet and spend time with the new employee;
  - a. Send an internal memo to coworkers announcing the new employee's arrival date and duties;
9. Clean work site (if not clean, submit a request via FAMIS);
  - a. [https://lafayette.famis.com/LB\\_Create\\_a\\_Request.asp](https://lafayette.famis.com/LB_Create_a_Request.asp)
10. Arrange the appropriate office/desk/workstation setup;
11. Remove/add furniture (contact Facilities Operations);
12. Order general office supplies, keys, business cards etc.
  - a. Keys can be ordered through FAMIS at  
[https://lafayette.famis.com/LB\\_Create\\_a\\_Request.asp](https://lafayette.famis.com/LB_Create_a_Request.asp)
  - b. Business cards should be ordered through department admin. support.
13. Update department web page staff listing and any other content to which the new employee's name should be added.
14. Notify the Post Office of new hire (name, position, start date, and physical location) at x5350 or [postoffice@lafayette.edu](mailto:postoffice@lafayette.edu).
15. Set up mailbox in department;
16. Request new employee access to budgets, if relevant.
17. Arrange for lunch partners for the first week.
18. Welcome sign and bag placed at the employee's workstation.
19. Add new employee to the division email group.

20. Designate a person to whom the new employee should go for help/questions.
21. Schedule training.

**On the first day of employment the new employee and supervisor should:**

1. Meet with HR for I-9 verification (appointment made ahead of time is required).
2. Introductions:
  - a. Co-workers
  - b. Department management
  - c. People in other departments with whom the employee will work
3. Tour of the department and show location of:
  - a. Rest rooms
  - b. Campus Tour
  - c. Official bulletin boards
  - d. Filing system
  - e. Equipment and supplies available.
    - i. Provide instruction on how to use copier, fax, etc.
    - ii. Shared Resources like refrigerator, microwave etc.
4. Explain department workflow/procedures:
  - a. Explain annual performance review system and goal setting process;
  - b. Explain any security or confidentiality issues related to the work area;
  - c. Explain secretarial support;
  - d. Work schedule – cover starting and quitting time, lunch period, breaks, shifts, and any weekend work assignments; lunch and break schedules; suggest places available for breaks and lunches;
  - e. Explain office opening/closing protocols.
  - f. Review timesheets if appropriate, and process for requesting and recording time off for vacation and/or illness.
  - g. Inform the employee of meetings the employee is expected to attend;
  - h. Provide calendar sharing information.
5. Review Equipment (phone, fax, email, copier); use of telephone and voicemail.
  - a. Show location of exits, fire extinguishers, restrooms, and evacuation procedures.
6. Explain Inclement Weather policy and procedures.
7. Show how to access online staff directory at  
<https://search.lafayette.edu/?type=directory&engine=directory>
8. Assist the employee is obtaining a Photo ID, which is completed via online submission:  
<https://finadmin.lafayette.edu/id-office/online-id-photo-submission/>
9. Ensure the new employee registers their vehicle for a parking permit if not completed before their first day: <https://publicsafety.lafayette.edu/parking/vehicle-registration/>
10. Encourage the employee to sign up for Leopard Alerts:  
<https://publicsafety.lafayette.edu/omnilert/>

**During the first week of employment the supervisor should cover with the employee the following:**

1. Department responsibilities:
  - a. Division/Department Organization charts
  - b. Review the Division/ Department goals
  - c. Essential functions of the job;

- d. How the employee's job fits in;
2. Review Banner Self Service: <https://selfservice.lafayette.edu/>;
  - a. Paystubs
  - b. Employee Information
3. Requesting time off (vacation record).
  - a. Leave reporting is tracked via Banner. Additional information for managers and staff may be found in the Payroll-Banner Links and Instructions tab on <https://finadmin.lafayette.edu/information-for-faculty-staff/forms/>
  - b. Hourly employee's leave time is tracked on Banner and Web Time Entry Instructions may also be found: <https://finadmin.lafayette.edu/information-for-faculty-staff/forms/>;
4. To Change Home/Campus Address:
  - a. <https://hr.lafayette.edu/forms/#address>
5. Order business cards;
6. Request P card, if applicable; and
7. Add new employee to staff listing on department website.
  - a. Inform HR of office location and extension for Lafayette website.
8. Provide login information for department specific programs;
9. Review Finance & Administration Policies and forms <https://finadmin.lafayette.edu/information-for-faculty-staff/policies/>
  - a. Cellphone Policy
  - b. Expense Reimbursements
  - c. Wireless Communications
10. Schedule Training as needed:
  - a. G-Suite System including calendar, email, drive, etc. <https://help.lafayette.edu/email/>
  - b. Zoom <https://help.lafayette.edu/web-conferencing/>
  - c. Slack
  - d. Qualtrics and Google Forms <https://help.lafayette.edu/surveys-and-forms/>
  - e. Department-specific training as needed.