

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,
 - c. HR will submit an Account Workflow Request which will assign a Lafayette email address.
3. Manager - You will receive an email from ITS when the email address is assigned with a password.
 - a. You should then submit a help desk ticket for Computer equipment, phone, Banner and system access. <https://its.lafayette.edu/help-ticket/>
 - b. If there is an extension that you would like to use, include that in the helpdesk ticket <https://help.lafayette.edu/unified-communications-quick-reference-guides/>;
 - c. Request ITS to meet new employee on first day for set up and confirm meeting;
4. Manager – Arrange work site:
 - a. Clean work site (if not clean, submit a request via FAMIS); https://lafayette.famis.com/LB>Create_a_Request.asp
 - b. Arrange the appropriate office/desk/workstation setup;
 - c. Remove/add furniture (contact Facilities Operations);
 - d. Order general office supplies, business cards etc. Business cards should be ordered through the print shop <https://printcopy.lafayette.edu/forms/business-card-order-form/>
 - e. Update department web page staff listing and any other content to which the new employee's name should be added.
 - f. Set up mailbox in department;
 - g. Notify the Post Office of new hire (name, position, start date, and physical location) at x5350 or postoffice@lafayette.edu. Add new employee to the division email group.
 - h. Announcement to Department announcing the new employee's arrival date and duties;
5. Manager - Put together a plan to greet and spend time with the new employee;
 - a. Arrange for lunch partners for the first week.
 - b. Welcome sign and bag placed at the employee's workstation.
 - c. Designate a person to whom the new employee should go for help/questions.
 - d. Schedule training.
 - e. Request new employee access to budgets, if relevant.
 - f. Provide the new employee with directions to the work area and parking;

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).
2. Meet with ITS for Computer/Phone set up (appointment made ahead of time)
3. Introductions:
 - a. Co-workers
 - b. Department management
 - c. People in other departments with whom the employee will work
4. 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.
5. 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.
6. Review Equipment (phone, fax, email, copier); use of telephone and voicemail.
 - a. Show location of exits, fire extinguishers, restrooms, and evacuation procedures.
7. Explain Inclement Weather policy and procedures.
8. Show how to access online staff directory at
<https://search.lafayette.edu/?type=directory&engine=directory>
9. Assist the employee in obtaining a Photo ID, which is completed via online submission:
<https://finadmin.lafayette.edu/id-office/online-id-photo-submission/>
10. 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/>
 - a. Employee must be provided with L# to register their vehicle.
11. 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
 - 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. Request P card, and/or Budget access, if applicable;
6. Arrange to take employee on campus tour, highlighting departments and buildings most appropriate or of interest;
7. Provide login information for department specific programs;
8. Review Finance & Administration Policies and forms <https://finadmin.lafayette.edu/information-for-faculty-staff/policies/>
 - a. Cellphone Policy
 - b. Expense Reimbursements
 - c. Wireless Communications
9. 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 or Google Chat
 - d. Qualtrics and Google Forms <https://help.lafayette.edu/surveys-and-forms/>
 - e. Department-specific training as needed.