New Hire On-Boarding Guide

As a new employee, we would like to take this opportunity to welcome you to the Metropolitan State University of Denver. While our urban campus and diverse student population makes us very different from other Higher Education institutions, at the end of the day, it’s our employees that make things happen and can make the difference. And, for that very reason, we are committed to the development of all of our employees so that they can perform to the best of their ability in the role they play in the university. This ensures that we continually add value to our students, our colleagues and MSU Denver as a whole.

The Orientation Program is key to your development in the first few months of your career with MSU Denver. It will help you follow a structured approach to development and provide you with answers to questions that you may have.

As part of the Orientation Program you are asked to complete the tasks contained in this New Hire On-Boarding Guide. To benefit from the program, please make every effort to complete the activities within the suggested timescale.

Prior to or on your Hire Date

- Completion of New Hire Paperwork

**State Classified Employee** – Contact the Classified Employment Manager (303-556-5036) to make an appointment to complete your new hire paperwork and attend a classified benefits orientation. If the Classified Employment Manager is unavailable, you may contact the Benefits Manager (303.556.5029) to schedule. Benefits enrollment will be completed online via the state’s Benefit Administration System (BAS).

**Administrative and Faculty** – Attend one of the scheduled Benefits Orientations which take place Tuesdays from 2-4pm and Fridays from 10am–12pm. During your benefit orientation, you will be provided with all of the new hire paperwork and a copy of the Employee Benefit Plan Booklet. The booklet is also available for you to view online: CHIEBA Employee Benefit Plan 2013

**Benefits Enrollment** - You have 31 days in which to enroll, but PLEASE BE AWARE that longer enrollment times could impact the number of payroll deductions from your first paycheck. The Benefits Manager (303.556.5029) can advise on the payroll calendar deadlines.

**Affiliate Faculty** – Your department will provide you with a new hire packet. Please complete the forms and make an appointment with a Human Resources representative to review and finalize your new hire paperwork.

- School of Letters, Art and Sciences: 303-556-5148
- School of Professional Studies or School of Business: 303-352-4469

**Student Employees** – Your supervisor will provide you with a new hire packet. Please work with them to complete the forms and submit the forms to the Student Employment Manager (303.556.2482) via interoffice mail or by hand delivering the forms to the Human Resource office

- When completing and submitting new hire paperwork, please supply copies of the following documents:
  - Employment Eligibility Documents - The University is required to verify your eligibility to work in the United States as required by Federal Law. In order to accomplish this requirement, we will need documents supporting your I-9 status. A list of approved documents can be found on the I-9 Employment Eligibility Verification Form located on our website.
  - Voided Check - All employees are required to have Direct Deposit. In order to accomplish this, we must have a voided check from your bank to attach to the completed Payroll Direct Deposit Authorization. If you do not have checks, we will need a letter from your bank with the routing number and account number.
  - Marriage Licenses and Birth Certificates. All employees are required to provide verification of marriage and dependent status of each member covered under the benefit plan.

- Complete the ID Authorization/Charge Form and take it to your department for account coding and final authorization. You will then take the completed form to the Auraria Campus ID Office in the Tivoli to be issued your employee ID.

- Review the Board of Trustees Policy Manual and the Employee Handbook associated with your position:
  - Administrative/Faculty/ Affiliate Faculty
  - Classified Employees
  - Student Employee

- If you are a new Administrative or Classified employee, please register for New Employee Orientation. New Hire Orientation takes place on the first Thursday of each month, from 8:30am - 3:30pm. If you need assistance or have additional questions, call 303.556.3120. If you are a new Faculty member, please check with your department on the next scheduled Faculty orientation.
New Hire On-Boarding Guide

Arrival Day

- Ask your manager or department administrator for all passwords and functional training in using the phone and computer.
  - Set up your voicemail on your phone. Instructions are provided in the front portion of the Campus Directory. Ask your manager or department administrator for a copy if you were not provided with one.
- Become familiar with your office/facility – any keys or security access required, restrooms, break rooms, conference rooms and how to book them, location of network printers and faxes and how to operate, where to get or request office supplies, mail, intercampus mail and any filing procedures, building hours and after-hours access, parking locations/permits, emergency evacuation route, etc.
- Work with your manager or department administrator on any maintenance issues or supplemental supply requests.
- Schedule a meeting with your manager to discuss objectives for the first week, any department & team initiatives and review the organizational chart.

Week One (Including Arrival Day)

- Complete the University’s required online trainings - Preventing Sexual Harassment and Americans with Disability Act Awareness. You have up to 30 days in which to complete the training but we recommend completing it in your first week.
- Register for the MSU Denver Emergency Notification System. It is mandatory that all new hires sign up for the Emergency Notification System as we want to assure the safety of all faculty, students and staff.
- Get to know your fellow team members and any other colleagues you’ll be working with on a regular basis.
- Become familiar with ConnectU - you can access ConnectU through the link in the upper right corner of the MSU Denver website. You will use your Admin domain user name and password to log onto the system. (This is the username and password you use to login to your computer.) Through this site you can access:
  - Your MSU Denver email and calendar via Outlook (link provided in the upper right of the ConnectU homepage).
  - Your employee information – go to the My Services/Registration tab and click on the My Services/Registration link. This will open a new window with a Main Menu. Employee options provided through this menu include:
    - Personal Information Menu - view your address(es), phone number(s); view or update your Emergency Contact Information and view name change & social security number change information
    - Employee Services Menu – includes Benefits and Deduction information; Pay information (including pay stubs) and tax forms.
- Become familiar with the Human Resources site - http://www.msudenver.edu/hr, particularly the Benefit and Forms areas. You can access forms for Payroll, Benefits, Evaluations, etc., including the Leave/Absence Request and Authorization form.
  - Review the MSU Denver Holiday Schedule.
- If you are an Administrator or Classified employee, become familiar with the MSU Denver Employee Timesheets tool. Completed timesheets are due the second business day following the period close for those on a monthly pay cycle and on the first business day following the period close for those on a semi-monthly pay cycle.
  - Payroll schedules are also available within the timesheet tool but we also highly recommend creating an Outlook calendar or task reminder to assure your timesheet is submitted by the require deadline.
- Become familiar with the Technology site - http://www.msudenver.edu/technology/. Here you can find additional information about IT training courses (including Banner training); hardware, software and online help documents.
  - If you will be using the Banner system in your job, you MUST register for and complete Banner training prior to being granted access to the system.
- Become familiar with the Technology Support Desk. They are your resource for questions/issues regarding e-mail, software and hardware procurement, IT service issues and computer lab service & reservations. You can also submit a helpdesk ticket online.
- Check with your manager to determine if you should order business cards. If so, work with your manager or department administrator to order your business cards.
New Hire On-Boarding Guide

Week 2

- Become familiar with the Brand Central website. From this site you can download the official MSU Denver logos and wordmarks; get University-approved imagery for brochures and presentations, download the MSU Denver PowerPoint template and the editorial standards user guide. You can also access the recommended guidelines for your e-mail signature, request official stationary, and get details about the university colors, website design and template assistance and initiate a project with Marketing and Communications.

- Become familiar with the Office of the Controller website - http://www.msudenver.edu/facstaff/controller/. You can access important information such as fiscal updates, travel training, purchasing training, Banner finance training, Procurement card training, and helpful forms for Accounts Payable, Accounting Services, and Business Services. There is also contact information and helpful links to more information.

- If you are benefit eligible, become familiar with the MSU Denver Online Learning system provided through SkillSoft. You should receive an email with your user name and password shortly after your start date. If you have not received this email or experience any problems accessing the system, please call HR at 303.556.3120.

- Schedule a time with your supervisor within the next 30 days to establish your individual performance plan and discuss your objectives.

Weeks 3 & 4

- Request a meeting with your manager to clarify areas of your employment to ensure that you are on the right track. Let them know what you have learned about MSU Denver so far.

- Take time to practice any basic functions on Computer and Phone that you aren’t familiar with:
  - Find and print a time sheet or Leave/Absence request form.
  - Have a trusted colleague call you and then transfer them to another member of your team.
  - Have a trusted colleague send you an Outlook meeting request and suggest a new time to them.
  - Have a trusted colleague leave you a voice mail and then check it on your own.

- MSU Denver has a shared governance structure in which faculty and staff are encouraged to participate. Learn about your representative council or senate group on the Shared Governance webpage and attend a meeting to understand the initiatives they’re working on and how you can get involved.

- Explore the campus. When you join MSU Denver you become part of a larger community. We invite you to learn about the many diverse offerings available to our employees. Highlights include:
  - Campus Recreation – Provides comprehensive fitness, recreational and leisure services to the students, staff, faculty and alumni. Services offered include group classes, personal training and rental of outdoor adventuring equipment.
  - Health Center at Auraria - Provides medical services to all students, faculty and staff of the Auraria Campus. Services include a variety of medical care and their Healthy Moves program which provides wellness education and fitness classes.
  - Auraria Bookstore – Provides textbooks for all Auraria schools, but also serves as a complete general book department with a changing selection of best sellers, new releases, and gift books. They also offer the latest in hardware and software in their computer store, as well as calculators and other small electronics.
  - IT Services – IT provides a variety of services to Faculty and Staff, including free software options that are available for use on our employee’s home computers and support for your personal laptop or guidance on other personal computer issues. Contact the Technology Support Helpdesk or visit the IT Technology Support Services Help Desk in the Admin Building, Rm. 480 (AD480).
  - Athletics – MSU Denver takes great pride in the success of our student athletes. Attend a game or have Lunch with the Roadrunners to find out more about our athletics programs and how you can support them.
  - Auraria Library – Provides comprehensive information and research assistance to students, staff and faculty including remote access to the best subscription databases; individually designed instruction to meet the needs of your class sections and also one-on-one individual research assistance.
  - Kenneth King Academic and Performing Arts Center – A tri-institutional facility that showcases music and theater performances featuring students, faculty and guest artists.
  - Center for Visual Art – MSU Denver’s off-campus art gallery shows significant contemporary art, and serves as an interactive art laboratory for MSU Denver students and the larger community.