WASHINGTON STATE UNIVERSITY

Student Engagement Services
ASWSU | CCE | CFSL | CSOL | GPSA | SEB | Student Media

- For NEW STIPENDS – *Workday can take up to 5 days to process a new Supplier – PLAN AHEAD!*

- NOTE: Students must turn in an ACH form and W-9 to get set up as a SUPPLIER in **Workday (Fiscal Team will send this directly to the students.)**

- Advisors – Complete sections 1 - 2 and then submit this form to **Denise Boyd.**

SECTION 1: Turn into Fiscal staff as soon as student is elected into the role.			
Yearly Stipend Rate: **$:**	**Semester Stipend Rate:** Fall $: Spring $:		**Non-Paid** $0.00
Elected Officer Name *(First, MI, Last)*		**WSU ID #:**	**Confirmed into Position**
			International Student
Network ID:	**WSU Email:** @wsu.edu		**Cell Phone #:** ( )
Start Date of Stipend:	**Committee Name:**		**Program Expense Funding:** **PG**
Advisor Signature:			**Date:**

Note to Students: *Taxes will **not** be deducted from your payments and if you make more than $600 in a calendar year, you will receive a 1099-MISC IRS tax form from WSU. You may have to file a tax return and/or pay taxes to the IRS for these dollars.*

I have read and understand this section. _____ _____
                                           Student's Initials   *Date*

==**Advisors** – Please see **"New Hire Checklist – General Requirements",** for additional onboarding requirements.==

SECTION 2: Completed by Advisor.

Stipend signed and returned to Fiscal Team member   **Date**: _____
 Name Tag ordered by Advisor   **Date**: _____
 Presence Permissions added   **Date**: _____
 	
 Building Access/Computer Access/Training Completed:
     Building Access: Building/Room access request to CUB   **Locations**: _____
     Computer Access: Network ID and Z (shared) Drive request to ASIS
     Arrange Staff Photo
     FERPA Training Completed   **Date**: _____
       *(must print Certificate of Completion and turn into your **Advisor**)*
     Discrimination/Sexual Harassment Prevention Training   **Date**: _____
       *(must print Certificate of Completion and turn into your **Advisor**)*
 	
 Advisor INITIALS & Date: _____/_____   Route **COMPLETED** Original to: Denise Boyd.

Route Original to: Denise Boyd after Section 1 is complete.

New Hire Name (First, MI, Last):	
Mentor(s) Name:	

IT Requests – Submit request to asis.helpdesk@wsu.edu

☐ Access to Student Engagement shared drive (pathway: \\ad\asis\cub\home\3RDFLOOR)

☐ Log-in access to computer station(s) in Student Engagement Services/CSOL

☐ Printer access (send IPN address of printer(s) with request to ASIS helpdesk email listed above

Computer Set-Up

☐ Set-up Outlook email account
- Go to "Start" menu
- Click "Microsoft Outlook"
- Follow the prompts

☐ Set-up email signature

☐ Map computer to SES shared drive
- Go to "My Computer"
- Click "Map Network Drive" on the toolbar
- Enter pathway: \\ad\asis\cub\home\3RDFLOOR into "Folder"
- Click "Finish"

CUB Office Access Requests

☐ WSU ID access to Student Engagement Services office(s) and/or storage – CUB 320, CUB 331, L40, etc.
- Go to https://cub.wsu.edu/facility-info/service-request/
- Log-in
- Select "Access Request" from dropdown menu
- Follow prompts
- Repeat steps above for each room/office request

Equipment

☐ Phone Instructions
- Hold, transferring, checking VM, etc.
- Access to available phone lines
- VM/caller ID set-up & password access

☐ Printer/Scanner/Fax Machine Instructions
- Log-in access
- Add name to "scan to" list

Other

☐ Given a copy of the Student Engagement Services staff contact directory.

☐ Contact information has been added to the Student Engagement Services staff contact directory.

Tour of CUB

☐ **Lower Level**
- SES/CSOL storage room – L40
- Center for Civic Engagement
- Student Affairs Marketing & Communications
- Meeting Rooms

☐ **Ground Floor**
- CougPrints Plus
- CougarCard Center/RSO Finance Office
- CougarFood Pantry

☐ **First Floor**
- CUB Administration Mailroom
- CUB Information Desk
- Auditorium – 177

☐ **Second Floor**
- Junior and Senior Ballrooms – 210-212, 220
- Meeting Rooms – 204, 206 and 208

☐ **Third Floor**
- Meeting Room 310
- ASWSU, CFSL, GPSA, SEB, etc.
- Stairwells
- Fire Exits
- AED (Automated External Defibrillator)
  ☐ Student Engagement Services/CSOL office/area
  - ❖ CSOL
  - ❖ Breakroom/Kitchen expectations, 1st Aid Kit
  - ❖ Media and Supply cabinets
  - ❖ Closet
  - ❖ Staff offices

☐ **Fourth Floor**
- General/Brief Tour of Offices

Supervisor: New Hire Discussion

☐ Work hour policy

☐ Weekly work schedule

☐ Holidays and holiday schedule

☐ Sick leave & annual leave (FT Staff)

☐ Lunch/break policies

☐ Outlook calendar/schedule updates

☐ Position expectations

☐ Annual review process/expectations

☐ Emergency Protocol

☐ New hire review of *"First 30 Days Employee Guide"* at First 30 Days Employee Guide - Workday Knowledge Base - Confluence (wsu.edu)
- Verify/update personal information in Workday.
- Review time, leave, and absence process.