WASHINGTON STATE UNIVERSITY

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

New Employee Data Sheet
for Graduate & Undergraduate Staff

1. For NEW HIRES – NEVER worked at WSU – Workday can take up to 5 days to process a new hire, please **PLAN AHEAD!**
2. Supervisors – Complete section 1 and submit this form to a Fiscal Team member.
3. Employee **must** meet with a Fiscal Team member on or **BEFORE** the first day of work.

SECTION 1: Turn into a Fiscal Team member as soon as the employee is hired.	**Network ID:**
Name: _First MI Last_	**Major:**
	WSU ID #:
Local Address:	**Email:**
Permanent Address:	**Phone:**
Food restrictions/allergies:	**Birthdate:**
Which pronouns do you prefer?	**T-Shirt Size:**
Current employee of WSU? No Yes, department:	**Polo Shirt Size** (Man/Woman)**:**

Supervisor is to Complete this Section:	**PSN #**	**Program/Grant Code:**
Position Title:		**Program/Grant Code:**
Start Date:	**End Date:**	**Hourly Wage:**
Background Check needed? Yes No	**Motor Vehicle Report Needed? Yes No**	

Building Access needed:
- **CCE Staff will be given CCE Master Access** (access to L48, L45, and Lower Level Service Corridor)
- **CUB Food Pantry Access**
- **Early Weekend CCE Access** (group which gives access to CUB East Entrance Ground Floor, Lower Level Service Corridor, Service Elevator, and Early Mornings and Weekends)
- **Other:**

SECTION 2: Completed by a Fiscal Team Member.

   I-9 Completed
   Work-Study Verified by SFS System

Fiscal Team INITIALS & Date: _____/_____

SECTION 3: Completed by Supervisor <u>after</u> hire.	**Return COMPLETED form to Denise Boyd.**		
Arrange Staff Photo	GivePulse Permissions Added:		
Building Access: Building/Room access request to CUB (see above for locations)			
Computer Access: Z (shared) Drive and Shared Email Request to ASIS			
FERPA Training Completed (must print Certificate of Completion and turn into your **Supervisor**)	**Date:**		
Discrimination/Sexual Harassment Prevention Training Completed (must print Certificate of Completion and turn into your **Supervisor**)	**Date:**		
Driver Certification Needed? Yes No (see separate forms)	**Date Completed:**	**Expiration Date:**	**N/A**
First Aid/CPR Training Scheduled Date:	**Date Completed:**	**Expiration Date:**	**N/A**
Responsible Conduct of Research Training (Graduate Students Only)	**Date Completed:**		**N/A**
Name:	**Date Completed:**		

Route Original to: Finance/Budget Manager or Denise Boyd after Section 1 is complete and after entire form is <u>COMPLETE</u>.

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.