First Steps
New Hire Packet & I-9 form
New Hire Packet can be found at https://www.asu.edu/hr/forms/payrollpacket.pdf. Background Check Consent and Disclosure form can be found at https://www.asu.edu/hr/documents/Backgroundcheckrequest.pdf (page 2 of background check packet). Employees should complete and submit their paperwork to their school business staff office on or before their start date to ensure there is no delay in the processing of their hire and so they have access to ASU services in a timely manner.

Employees must complete an I-9 form. Newly hired and rehired employees will need to bring with them the originals of the acceptable forms of identification to complete the I-9 form with a member of the College’s HR team member or with ASU’s Office of Human Resources. The list of the acceptable documents is included with the payroll packet or I-9 form.

Out-of-State hires who would like to complete their new hire paperwork prior to their arrival at ASU, and are not able to deliver the paperwork in person, can do so by having their documents notarized. Please see the Notary Instructions for Processing Form I-9 at https://www.asu.edu/hr/documents/I9notaryinstructions.pdf. Completed paperwork can be mailed to:

ASU College of Public Service and Community Solutions
Attn: Business Services – HR
411 N. Central Avenue, Suite 750, Phoenix, AZ 85004-2163

Questions can be directed to the school business staff.

Payroll Calendar
You will be paid bi-weekly on the Friday of the pay week. ASU bi-weekly payroll calendar can be found at https://cfo.asu.edu/payroll-calendars

Payroll A12 Option
Faculty and academic professionals that have 9-month appointments can elect in the spring semester to have their 9-month academic salary paid over 12 months. The Pay Optional Agreement must be completed and submitted to the school business staff no later than April 30th. The Pay Optional Agreement can be found at https://www.asu.edu/hr/forms/payopt.pdf

Relocating, Approved Moving Companies & Moving Expense Policy
Please work with Michael Mumpower, Business Operations Manager, College Business Services at Michael.Mumpower@asu.edu or (602) 496-2179.

A few things to note:
- Moving expenses cannot be reimburse until after your start date.
- Please keep all of your original detailed receipts.
- We create a detail guide on how moving reimbursements work. Please email Michael Mumpower and he will send you the guide and assist with any questions you may have during the process.
ASURITE
Your ASURITE ID and password grant access to the campus network and many ASU systems, such as email, library resources, wifi, secure access through the virtual private network (VPN), and the course management systems. The school business staff will request an affiliate access for you if you are a new hire who did not have a previous affiliation with the university. Once this request has been made you should receive an email within 24 hours from the University Technology Office notifying you how to activate your affiliate ID. If a new hire employee does not receive this email, they should contact the university’s helpdesk at (480) 965-6500. When contacting the helpdesk, you will need to know your affiliate ID and/or their ASU ID#. This information can be obtained by contacting the school business staff.

Benefits
Information regarding faculty benefits is online at https://cfo.asu.edu/benefits-enrollment. If you have any questions, please contact Employee Services by phone at (480) 727-9900 from 8:00am – 5:00pm, Monday through Friday, or by email at HRESC@asu.edu

Your appointment entitles you to enroll in one of the health plans offered by Arizona State University. **Note:** If you wish to enroll in a health plan, you must do so **within 30 days of the start of your appointment.** As a new faculty member, you will be automatically enrolled in the Arizona State Retirement System (ASRS) if you do not chose the Optional Retirement System within 30-days of the start of your appointment. It is advisable that you review the information online at https://cfo.asu.edu/benefits-enrollment

International Faculty
Upon arriving at Arizona State University, please reach out to a representative from the Office of International Students and Scholars Center (ISSC). The ISSC website contains contact information as well as useful information https://issc.asu.edu/.

Orientation – Benefits
New employee orientation is offered to all new benefits-eligible employees (an employee regularly scheduled to work at least 50 percent time - 20 hours per week or more - for 90 days or more). New benefits-eligible employees registered for orientation may: submit New Hire Packet and complete I-9 verification; receive a temporary ASU ID card; receive a free, two-week temporary parking permit; and obtain a permanent ASU ID card if you have an ASU ID number. To register for orientation see link http://asuneo.gosignmeup.com/

Orientation - Provost
The Provost’s Office will hold a mandatory faculty orientation for new faculty (tenure/tenure-track) on **Wednesday, August 16, 8:00a.m. – 3:00p.m.** More information can be found on the Provost website at https://provost.asu.edu/academic-personnel/new-faculty/orientation

SUNCARD ID Card
Employees may choose between the **Pitchfork ID**, complete with Sun Devil Checking exclusively from MidFirst Bank, or the basic Sun Card to use as their official university ID card. For details on securing your ASU Sun Card, please see link https://cfo.asu.edu/cardservices
Among other things, your ASU Suncard provides the following:
- **Library Access** – You will have access to many of ASU’s libraries as well as free circulation privileges.
- **Building Access** – Your ASU ID card is used for building access, which is especially useful after 5:00pm on weekdays and on weekends. (UCENT building access card reader is located on the East side, Elevator access, and office suite access card reader)
- **See list of other benefits** – https://cfo.asu.edu/cardservices
Parking & ASU Shuttle Service
Parking permits can be obtained at ASU Benefits Orientation. More specific information can be found at https://cfo.asu.edu/pts-parking-downtown. An alternative to parking is the Employee Platinum Pass. More information at https://cfo.asu.edu/transit. There are several shuttle routes providing access to all ASU campuses for information please see https://cfo.asu.edu/class-break-campus-shuttles.

Fire Safety and Prevention Training
All faculty, staff and students workers must complete the mandatory Fire Safety and prevention training annually. Training is offered at the Benefits Orientation. Enrollment can also be found online through Blackboard.

Title IX Compliance Mandatory Training
All faculty, staff and student workers must complete the mandatory Title IX and Your Duty to Report online training module. Enroll in the training module at the listed link https://cfo.asu.edu/titleIX.

Information Security Awareness Training
All ASU faculty and staff are required to take information security awareness training within the first month of employment and annually thereafter. To enroll in the training please go to http://links.asu.edu/aist and sign in with your ASURITE ID and Password.

Direct Deposit
New employees can sign up for direct deposit online through MyASU beginning on their start date. In MyASU, go to the Employee Info tab, My Employment, Payroll, Direct Deposit to access the online form. This online form can also be used to change an existing direct deposit.

Payroll Tax Forms
Employees can elect their federal (W4) and state (A4) payroll tax forms online through MyASU. In MyASU, go to the Employee info tab. My Employment, Payroll, Tax Information to success the online forms. These online forms can also be used to change existing tax information.

School and College Onboarding
Office Assignment & Telephone
Your office will be located in room XXX, and your campus phone number is 602-XXX-XXXX. If you have any additional special office furniture needs, please let your school business staff member know. They can help you with creating your voicemail and email signature when you arrive on campus.

ASU Voicemail
ASU voicemail can be setup to deliver messages to your ASU email address. Information on how to setup can be found at https://asu.service now.com/ess/kb_view_customer.do?sysparm_article=KB0010648.

Building Access & Office Key
Work with school business staff for access to your office and access to another building that you will need for teaching.

Business Cards & Supplies
Work with school business staff for business cards and any supplies that you need.

Computer Equipment & Software
Work with school business staff to order computer equipment and software and arrange a time for the College IT department to get you setup.
Two-Factor Authentications
ASU uses DUO’s two-factor authentication services for employee ASURITE logins as an additional measure for managing cybersecurity threats. Information on how to setup DUO two-factor authentication can be found at the listed link: https://getprotected.asu.edu/content/two-factor-authentication-services-vpn-connections

Connecting ASU Computer with Remote Desktop
The ASU computer you wish to connect to must be configured to allow remote access and you must find out the computer name, the methods are different between Windows XP and Windows Vista or Windows 7. Please work with the college IT staff to configure setup.

ASU Dropbox
ASU uses Dropbox for a storage drive of your files. You must sign up for a Dropbox for Education account, please visit http://links.asu.edu/dropbox to request access. Users must have a Dropbox account provisioned for them prior to accessing your account. Once you have your Dropbox account setup, you can review the Dropbox FAQ page and the Dropbox Overview page should you have any questions.

Setup iSearch Profile
Use the new iSearch directory to complete your profile. Log into your MyASU account and then follow the steps on the video https://www.youtube.com/watch?v=s1vT7d-8Mxs

Department Directory
School staff member will share the school directory.

Faculty Retreat, Meetings & School Events
School staff member with share school retreat, meetings and event schedule.

Department Policies & Bylaws
College and school bylaws and policies can be found at the listed link https://copp-community.asu.edu/content/bylaws-procedures

College Research Advancement Office – Pre & Post Award Services
Faculty members who have grants that need to be moved from another institution or have an upcoming proposal submissions due prior to be at ASU, should reach out to The College Research Advancement Office (RAO), Cheryl Lee, Lee.Cheryl@asu.edu, 602-496-0417. Once at ASU, pre-award request, proposals development and submissions, should be submitted to RAOPRE@asu.edu. Once your project is awarded, RAO post-award staff will be in touch for award review and how process flows with requests submitted to RAOPPOST@asu.edu.

College Office of Education Innovation
Faculty members who are in need of digitally enhance learning design, development, or consulting support can reach out to the Office of Education Innovation. Services include instructional design around online, blended, and on-ground courses. Highly experienced instructional designers in digitally enhanced pedagogy and the instructional technology that drives it. The office regularly provides workshops, course development services, and other teaching and learning support needs. Information can be found at the following link: https://copp-community.asu.edu/categories/education-innovation or contact them at ei@asu.edu.
Commitment Accounts
Faculty members who have commitment accounts can reach out to their school business staff regarding account use and any questions.

Student Employee Hiring
Types of student employment include Graduate Research Assistants, Graduate Teaching Assistants, Graduate Service Assistants and hourly Student Workers. Student employees can be hired to work up to an average of 62.5%FTE (25 hrs/wk) between all active positions within the university. Average hours are calculated on a rolling 12-month basis and will include summer employment. Limitations on the number of hours that can be worked during the academic year are dependent on the type of employment the student has. Contact your schools business staff to initiate or obtain information on hiring student employees.

Notification of Consulting or Other Outside Business Activity or Arrangements
Faculty member or academic professional that provide a service or work to individuals, companies or entities that are not affiliated with the university are required to report to ASU. This includes compensation or funding for the services or work provided is not paid by ASU or with any ASU funds, including local, state, federal, or sponsored (federal and nonfederal) funding. The compensation, if any, is provided by the entity that negotiates with the employee for the services or work to be provided. Please see policy ACD510-01 https://www.asu.edu/aad/manuals/acd/acd510-01.html Faculty who are working with an international visa need to additionally work with the International Students and Scholars Center (https://issc.asu.edu/).

Semester Preparation
ASU Police
Make sure you are familiar with important safety procedures and services. Life-threatening emergencies call 911. For Non-Emergencies ASU campus police can be reached at (480) 965-3456. Sign up to get campus alerts via email, text message, ASU Facebook and ASU Police Twitter. Information can be found at the list link https://cfo.asu.edu/alerts-and-advisories

Course Assignment & Textbook Order
Work with school point (insert name and contact info) on semester course assignment and textbook order.

Blackboard Access, Course Design & Shell
Work with the College Office of Education and Innovation see information at link https://copp-community.asu.edu/categories/education-innovation, ei@asu.edu or UCENT 780 Suite.

College Media & Recording Studio
Supported by the Office of Education Innovation, a self-serve solution for faculty to meet a variety of instructional needs including:
- recording audio for lectures or other presentations in a sound-controlled environment
- editing audio, video, or slideshow files, using higher-tech software than is generally available on personal machines
- developing interactive digital learning products for use in Blackboard or other websites
More information and to schedule the studio can be found at: https://copp-community.asu.edu/content/pubsrv-media-recording-studio or contact ei@asu.edu.
Syllabus & Grading Information
Prepare your syllabi consistent with the school standardized syllabus. Review the Grades and Grading Policies and any college or department policies on such topics when constructing your syllabi. University policies can be found at the listed link https://students.asu.edu/grades

Classroom Access & Equipment
Your ASU Suncard is used to access your classroom. If you have problems reach out to ASU Classroom Support 1-855-278-5082 or classroom.support@asu.edu

Academic Calendars
Access academic year calendar, semester calendars, and university holidays and final exam schedules from the list link https://students.asu.edu/academic-calendar

Common Student Issues
Be prepared to ensure academic integrity, accommodate requests by students with disabilities, and requests for accommodation for religious holidays. These resources will help you:
Academic Integrity: https://provost.asu.edu/academic-integrity
Counseling Services: https://eoss.asu.edu/counseling/services/consultations
Disability Resource Center: https://eoss.asu.edu/drc
Religious Holidays and Observances: https://eoss.asu.edu/cora/holidays
Sexual Violence Awareness: https://sexualviolenceprevention.asu.edu/
Key College Leadership
Jonathan Koppell, Dean
Cynthia Lietz, Senior Associate Dean
Ramona Denby-Brinson, Associate Dean for Research
Dana Newell, Assistant Dean of Students
Janet Mullen, Executive Director Business Services

Heather Beshears, Director Marketing and Communications
(faculty bio’s, faculty highlights, college newsletter, iSearch)

Carmen D’Angelo, Director Budget
(college and school budgets)

Richard Gould, Director of Information Technology Services
(computer setup, issues, applications, information security)

Matt Ingram, Director of Development
(develop and oversee college fundraising and donor stewardship)

Dale Larsen, Director of Community Relations
(community engagement and community advisory council)

Cheryl Lee, Director Research Advancement
(grant pre award and post award)

Shimara Mizell, Senior HR Manager
(employee hiring, payroll, compensation and benefits)

Jon Pratt, Director Education Innovation
(faculty teaching strategies and support)

Laura Thede, Associate Director
(faculty academic personnel actions, reviews, recruitment and searches)

William Valencia, Program Director
(college strategic initiatives)