



ARIZONA STATE UNIVERSITY

New Hire Information Fact Sheet

As a new faculty or staff member with ASU's College of Public Service and Community Solutions (PUBSRV), you will need to complete several simple steps to ensure you experience a smooth transition. If, at any time, you need assistance completing these steps, please do not hesitate to contact one of the School's staff members.

If you are a new part-time faculty member, you only need to complete Steps 2, 3, 7 and 14.

If you are a new staff member, you can skip steps 6 & 14.

Step 1 Getting Ready to Move

If you have been given a moving allowance as part of your new faculty compensation package, please contact two of the authorized [ASU Moving Companies](#) for an estimate. You must work with the Phoenix booking agent to coordinate the two estimates. You may then forward the estimates to the **OFA Business Operations Specialist** for the College, along with your preference of company. She will work with you directly to take care of paying for the expense. Please remember to use only an authorized [ASU Moving Company](#) when requesting estimates. Additionally, two [relocation services](#) are available that can provide you with information and consultation.

Submit Moving Receipts for Reimbursement

Many new faculty and staff have receipts associated with house-hunting trips and actual moving expenses. Please refer to the [Moving Reimbursement Form](#) and [Instructions](#). An [Optional Information Sheet](#) can also be submitted to provide any additional information or explanation about your move. While not required, we suggest using this form to clarify any complex or unclear expenses to prevent delaying your reimbursement. Once completed, submit your forms to **OFA Business Operations Specialist** for the College. Reimbursements usually take 14 days from the time submission provided you have been entered into the HR payroll system (see Step 2).

Step 2 Complete the New Employee Payroll Packet

You must submit a completed [new hire packet](#), in person, to the PUBSRV Office of Finance and Administration within 72 hours of your official start date (though the earlier this is submitted the better). Until you are entered into the ASU payroll system, you will not be able to obtain ASU services such as parking, ID card, etc.

Turn in your New Hire paperwork to College of Public Service and Community Solutions HR at 112 N. Central Ave, Ste 700 (I-9, personal data, officer loyalty, conditions of employment, background check consent & other request forms). Please email any questions to coppshr@asu.edu

College of Public Service and Community Solutions
Attn: Business Services Team
Arizona State University
112 N. Central Avenue, 7th Floor
Phoenix, AZ 85004

Step 3 Complete the New Employee Background Check Form

All new employees of ASU are required to undergo a background check. Please complete the [Consent and Disclosure](#) Form along with the [Pre-Employment Inquiry Form](#), and submit to the PUBSRV Office of Finance and Administration in the Heard Building, 7th floor as soon as possible, or mail to the address above.

Step 4 Obtain your ASU ID

Once your completed payroll information has been entered into the ASU payroll system, you will be assigned an ASU ID. This 10-digit ID number (e.g., 120xxxxxxx) will be used for many purposes throughout your employment, and can be obtained by contacting the HR Representative in the COPP Business Services Team.

Step 5 Attend New Employee Orientation

IF BENEFITS ELIGIBLE- attend Orientation at the USB building, Tempe Campus. Registration should be done by HR. You can check the schedule, or make changes by going to: <https://cfo.asu.edu/hr-orientation>).

Benefits/Retirement will be covered at orientation. You can also view the Benefits at: <https://cfo.asu.edu/hr-benefits>.

For instructions on how to enroll in benefits please visit <https://cfo.asu.edu/hr-benefitsenrollment>

The benefits guide can be found here: <https://cfo.asu.edu/hr-benefitsguide>

Please note you have **30 days** from your start date to enroll in benefits. If you do not enroll within 30 days of that date, you will lose the opportunity to enroll until open enrollment in late October.

After orientation you will stay for **Fire & Safety Prevention Training and Information Security Training** which are required. If unable to stay for these classes, you will need to check on Blackboard for the next available class. Check with your Supervisor about these trainings and others they may want you to take.

***If you are not attending orientation (non-benefits eligible, etc.), you will still need to attend the Fire and Safety Prevention Training and the 2 mandatory courses found under the "Compliance" section of this web page: <https://cfo.asu.edu/hr-newemployee>**

Step 6 Attend New Faculty Orientation (Fall semester only)

Many of the services covered in the new employee orientation are also available during new faculty orientation. You are encouraged to attend new faculty orientation for a host of other information related to your career at ASU. For information, please visit the [Provost's website](#).

Step 7 Activate your ASURITE User ID

ASURITE UserIDs may be activated at <http://www.asu.edu/asurite> from any on-campus computer. You will need to know your 10-digit ASU ID number to complete this process. If you need to activate the account from an off-campus computer, you may contact the UTO Help Desk at 480-965-6500 to obtain an activation code.

The process takes about 15 minutes. Once you have activated your ASURITE UserID you may add ASURITE services to the account such as email. Once you have completed the basic activation process, click on the Subscribe to More Services button. Check the box for ASU Main Campus Exchange (Outlook E-mail) and click on Subscribe.

Step 8 Obtain an ASU Sun Card

The Sun Card is your permanent ASU photo identification card and is required for all full-time, permanent employees. This I.D. may be used to obtain university parking decals, bookstore discounts, library privileges, events tickets, and access to certain buildings on campus. **Get one at benefits eligible new hire orientation or Go to University Center (UCENT) - 411 N Central Avenue, Phoenix, AZ 85004 – to get a Sun Card (ID Card) in Room 120 (or get ID at Orientation).** You will need to know your ASU ID number to complete this process. You may contact an HR Representative in the PUBSRV Office of Finance and Administration to obtain this information.

Step 9 Purchase Your Permanent Parking Decal

The Downtown campus Parking Services office is located across from the elevators in the lobby of the University Center building. You will need the following information to complete your decal purchase:

- ASU ID number and correct ARIZONA License Plate Information (you must obtain AZ plates)
- Photo Identification
- Acceptable Form of Payment (Payroll deduction, Cash, Check, or Credit Card)

Rates and available locations year may be found at [the Parking website](#).

Step 10 Order Your Business Cards

Ordering your business cards is a simple process. From the time you provide your information to the time your cards arrive is approximately 7 days. Simply email your request to the Executive Assistant in your unit with the quantity desired (usual quantities are 500), name as you would like it to appear, title, office # and phone number.

Step 11 Obtain Your Keys

To obtain the key for your office and to the School's suites, please see the Executive Assistant in your unit. Keys may not be duplicated and there is a \$50 (or higher) replacement charge per key should one be lost or stolen.

Step 12 Request ISAAC Card Reader Door Access

To obtain afterhours access to the UCENT building, elevators & suite access, please go to <http://isaacrequest.asu.edu> to request access to your work area. You will need to know your ASU ID# and the badge number found on the back of your SunCard. For additional information on how to use the Online ISAAC Request System, please consult your units Executive Assistant or [The OFA Business Operations Specialist](#) for detailed instructions.

Card access readers are located outside the main building entrances, in the stairwells located by the elevators, in the elevators near the floor keypad, and side doors to the suites areas.

Step 13 Order Your Textbooks

Each School designates someone within their unit to handle all textbook orders, often times this is the front desk receptionist. Please contact the Executive Assistant within your unit to refer you to this person, and then contact them right away to ensure that the textbook(s) for your classes will arrive at the Bookstore for students in a timely fashion. This person will also be able to order desk copies should you wish to receive one.

For information regarding faculty policies and procedures, please refer to the [Academic Affairs Policies and Procedures manual](#). Any other questions, please see the Executive Assistant in your unit.

Step 14 Set-up Your Office Phone

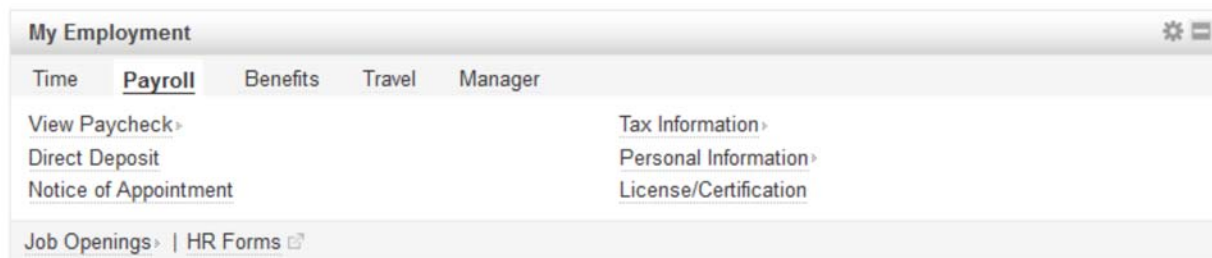
In order to reset the voicemail and password on your office desk phone, please place a request through your unit's Executive Assistant. If your office does not have a phone, your Executive Assistant can order one for you.

Step 15 Set-up Your ASU Directory Profile

All faculty and staff are strongly encouraged to have a profile web page in the **ASU Directory system**. Profile pages are important to the individual, as well as to the Colleges, Schools and University. The profiles are a request from our students, and are some of the most frequently viewed pages on the web site.

Step 16 Set up Direct Deposit, Taxes, and Emergency Contact Info

"My ASU" is the site where you will enter and update your direct deposit, taxes and emergency contact information. It may take up to 5 business days after your hire date for you to have access to the Employee Info screen, (prior to that it may only show "Student Info"). Once you have the access, you will see 2 tabs on the upper right hand side of the page when you sign in ("My Info" & "My Profile"). In the "My Info" tab, there will be a box called "My Employment" which has a payroll tab for direct deposit and taxes (W4 & A4). Then, in the "My Profile" tab, you can enter your emergency contact and any additional information on yourself. See example below. Contact HR with any issues.



Additional Info

Timesheets/Time Approval:

a. Hourly employees - you will need to submit an electronic timesheet through the Department Time and Attendance Support system (TAS) at a minimum of once a week, and in PeopleSoft prior to the payroll ending. The URL for the TAS system is <https://tas.asu.edu>

b. Look in the "My Employment" box seen above for the **Time Tab**. You will see the link for the **PeopleSoft** portion of your timesheet, labeled **Time and Leave Reporting**. **You will need to enter your time in both places. The Department Time and Attendance** link is to send your time to your supervisor for approval. **The PeopleSoft Time and Leave Reporting link** is to enter your time in PeopleSoft **after** you have received your approval.

c. Salaried Employees- **you only need to enter time for exceptions to your salary by pay period, such as sick or vacation hours.** You must enter your time off request in the **Department Time and Attendance system (TAS) for approval**. Once this has been approved, you will then enter your approved time into **PeopleSoft**. Go to **"MY ASU"** and look in the "My Employment" box on the right. You should see the **Time and Leave Reporting link** listed under the **Time tab**. This link is your **PeopleSoft** link.

Time off Approval:

Hourly and salaried employees- you must submit a request for time off for supervisor approval. You will need to enter your request for time off in The Department Time and Attendance (**TAS**) link. Go to <https://tas.asu.edu> Your supervisor will receive an email requesting approval. Please also check with your supervisor regarding any internal department processes regarding requesting time off. You will receive an email when your time has been approved, and you will then enter your approved time into **PeopleSoft**.

Getting Paid

- You are paid bi-weekly and the payroll calendar can be found at: <https://cfo.asu.edu/hr-calendars>.
- Holiday Pay - holiday pay is paid to Benefits Eligible employees only.
- Hourly employees need to enter time on their timesheet for holiday pay
- Salaried employees will be paid holiday time automatically.
- For a list of Holidays go to: <https://cfo.asu.edu/hr-holidayschedule>. Please also check for exceptions regarding holiday pay at: <http://www.asu.edu/aad/manuals/spp/spp703-01.html>.

Get a tour from your Supervisor and view campus map at:

<http://www.asu.edu/map/interactive/?campus=downtown>

For general ASU employee assistance, please contact Employee Services at 855-278-5081

For college or division level questions or assistance please email copphr@asu.edu

Access to HR and Financial Systems

For access and information on navigating the HR and financial systems, please contact your unit Executive Assistant, or email Carmen D'Angelo at Carmen.Dangelo@asu.edu