



**(NAME) DEPARTMENT
New Staff**

First Name:	Last Name:	Net ID:	ND ID:
Office Phone:	Office Address:	Job Title:	
To dial off campus: Dial 8, then number	To dial office on campus: Dial 1, then 4-digit number (ie. [63]1-xxxx)	Your office key will allow access to all doors within the department office suite.	
O'Shaughnessy (O'Shag) Building Open Hours Acad. Year: M-F 7-10; Summer: M-F 7-7	To gain access to building after hours: Use ND id card to swipe into the building	After swiping ND id card, enter 4-digit pin # emailed to your ND email. In order to choose a new PIN#, go to http://irish1card.nd.edu/pin/	

DATE	DONE	DEPT TASK	DETAILS	LINKS AND LOCATIONS
Due by		Technology – Computer set up	(someone) request set up with Arts and Letters Computing (ALCO)	
Due by		Office set up	(someone) will request office name plate & has office key	Allison Collins to order name plate (Allisoncollins131@nd.edu , 1-5478)
Due by		Request G Drive access	(someone) will email a request for (netID) to have access to any pertinent (dept) folders needed on the G Drive. Map the address for each folder: al.corpfs.nd.edu/(dept)/(subfolders)	Email someone in ALCO. Anyone in ALCO should be able to do this. If an email is sent by other than the dept. chair, the chair must be CCed on the email request.

DATE	NEW STAFF TASK	DETAILS	LINKS AND LOCATIONS
Prior to start	Review New Employee Toolkit via HR website	First week: Learn about new-hire paperwork, ID cards, parking, email, Onboarding sessions, and more. First month: More about benefits enrollment, retirement and pension plans, training and development opportunities, vacation and payroll. Ongoing: Wellness programs, education benefits, Performance Management (the University's annual employee review process), Human Resources Consultants, and other resources to keep you moving forward.	http://hr.nd.edu/employment-opportunities/new-employee-toolkit/ CAMPUS MAP: http://map.nd.edu/
Prior to start	Set up Net ID and Password	Access e-mail and calendar; connect to ND Network; access InsideND portal; log into any campus system requiring a NetID and password	http://oit.nd.edu/new-to-nd/new-staff/ Questions? Contact OIT help desk by phone (574) 631-8111 or oithelp@nd.edu
Prior to start	Check out InsideND online	Your window into so many things ND	Inside.nd.edu https://inside-p.cc.nd.edu/cp/home/displaylogin
Prior to start	Complete step one of i-9 form online	Employment Eligibility form required by US government for anyone working	http://hr.nd.edu/benefits/form_i-9/
Prior to start	Fill out payroll forms online (federal and state withholdings)	Access InsideND – University's self-service portal	 https://inside-p.cc.nd.edu/cp/home/displaylogin Click on IRS Tax Withholding Elections

DATE	NEW STAFF TASK	DETAILS	LINKS AND LOCATIONS
Prior to start	Complete payroll direct deposit online	Access InsideND – University’s self-service portal	 https://inside-p.cc.nd.edu/cp/home/displaylogin Click on Direct Deposits icon
Prior to start	Human Resources to pick up Identification card	Take two pieces of identification or passport.	200 Grace Hall
Prior to start	Register car, pick up hang tag and parking proximity card	Parking Services / Notre Dame Security Police	Hammes Mowbray Hall http://ndsp.nd.edu/parking-and-traffic/ Campus Shuttle schedule from parking lots: http://transportation.nd.edu/services/studentfacultystaff-transportation/
Prior to start or Day 1	Complete FERPA tutorial	Required to be knowledgeable of what is/isn’t allowed to be provided about student information, to be granted access to student record information, and to be granted access to on-line systems where student record information can be obtained	http://registrar.nd.edu/students/ferpa.php
Day 1	Set up phone in office		Phone: http://oithelp.nd.edu/phone-and-tv/voip/
Day 1	Contact Anne Marie Peck in Payroll (1-7107) about UltraTime (Payroll System for your timecard & those you supervise): A meeting by phone or in person might be most beneficial	Learn how the UltraTime system works for entering hours and how you will need to use it to approve supervisee timecards, various Payroll deadlines (ie. Faculty & staff forms, pay periods, etc), and initial forms necessary for new supervisors. Also, need access to “ePrint: HR/Payroll” via InsideND to be able to see vacation & sick time for supervisees.	Form found at: InsideND→My Resources→UltraTime→Supervisors → Forms→Supervisor Request for Authorization Send completed form to: Anne Marie Peck apeck@nd.edu
Week 1	Request access to Student Employment Services channel	Complete Originator and Approver Authorization Form	Form found at: InsideND→Administrative Services tab→ Student Employment Services→ Forms and Resources→ Originator and Approver Authorization Form <ul style="list-style-type: none"> Send completed form to: stdempl@nd.edu
Week 1	Request access to all department accounts	Complete GLez/buyND Data Access Request Form	Form and instructions found at http://controller.nd.edu/financial-information/glez/ . Need to know ORG # and who will be approving it within your office.
Your first month	Review benefits and retirement options	Will receive an e-mail invitation to attend benefits onboarding session.	http://hr.nd.edu/employment-opportunities/new-employee-toolkit/your-first-month/

TRAINING ON VARIOUS SYSTEMS AT NOTRE DAME

Need	System	Type(s) of Training	Where to access/sign up
Immediate	InsideND	On-line documentation	https://oit.nd.edu/assets/56387/
Immediate	eNDeavor (To register for HR & OIT-run classes: accessed via InsideND or endeavor.nd.edu)	On-line	http://oit.nd.edu/training-classes/endeavor-fags/
Immediate	Gmail (gmail.nd.edu) and Google Calendar (gcalendar.nd.edu)	Tutorials and Hands-on classes	http://oithelp.nd.edu/gmail-and-google-apps/ and eNDeavor→Learning
Immediate	Graduation Progress System (GPS) training	For reviewing student transcripts	Jennie Brackett, Registrar's Office (jbracket@nd.edu , 1-5240)
Immediate	Banner training	for accessing all kinds of student records, course schedules, alt. class registration PIN#, etc.	Kim Hahn in Registrar's Office (khahn@nd.edu , 1-5999)
Immediate	E-Form training	For creating/processing forms required for various reasons by the Registrar's Office	Kim Hahn in Registrar's Office (khahn@nd.edu , 1-5999)
Immediate	CourseLeaf training	Registrar's on-line system for entering courses to set a department's curriculum	Scott Ball in Registrar's Office (sball2@nd.edu , 1-8597)
Urgent	TravelND (expense report reimbursement system)	Hands-on class (recommended) and on-line documentation	https://travel.nd.edu/training/ and eNDeavor→Learning
Urgent	buyND (purchasing)	On-line documentation Tutorials Hands-on class (recommended)	https://buy.nd.edu/ and eNDeavor→Learning
Urgent	GLEZ (viewing / reconciling department and faculty budgets / accounts)	On-line documentation; access form to be submitted	http://controller.nd.edu/financial-information/glez/
Urgent	AiM (work order requests)	http://architect.nd.edu/maintenance/	Training required to gain access: contact ggiles@nd.edu
Urgent	FileMaker Pro (for Personnel Database that Dean's Office utilizes as faculty and staff database)	Can easily be shown how Personnel Database works. Would have to use a non-ND on-line tutorial or documentation to learn program & creating databases.	To request access, email Dave Klawiter (klawiter@nd.edu) and CC Allison Collins (allisoncollins131@nd.edu)

TRAINING ON VARIOUS SYSTEMS AT NOTRE DAME cont.

Need	System	Type(s) of Training	Where to access/sign up
Urgent	Room Request access	https://ems.nd.edu/VirtualEms/Default.aspx (requesting & reserving campus space overseen by the Registrar's Office & a few others). Inquire about training needed.	Linda Martellaro (martellaro.1@nd.edu , 1-5133)
As available	eNDeavor (for staff and for the staff review process)	On-line documentation; hands-on classes; tutorials	http://hr.nd.edu/career-development/performance-management/performance-management/
As available	Google app training (Drive, Sheets, Docs, Forms/survey tools class, bulk mail & email merge classes)	Tutorials, on-line documentation, hands-on classes	http://oithelp.nd.edu/gmail-and-google-apps/drive/ and eNDeavor→Learning
As available	buyND (purchasing)	On-line documentation Tutorials Hands-on class (recommended)	https://buy.nd.edu/ and eNDeavor→Learning
As available	Interfolio (on-line faculty job search & e-hire system)	On-line documentation; hands-on classes (new system, so training is still in the trial phase)	Inquire with Dean's Office to see when Provost's Office will offer next new user training session
As needed	Procard	On-line documentation	http://controller.nd.edu/payments-reimbursements/procard/
As needed	Controller's Office forms: Financial Toolkit	(deposits, check req, funds transfers—Manual Journal Voucher, non-employee payment for services, faculty/staff additional pay for services, wire transfers, etc.)	InsideND → Financial Toolkit If not yet electronic: http://controller.nd.edu/forms
As needed	AssystNet (On-line OIT help request system; can also contact OIT Help Desk via oithelp@nd.edu or 1-8111)	Tutorial	http://oithelp.nd.edu/applications-and-operating-systems/assyst/

Miscellaneous information:

- **Arts and Letters Staff Resources via Dean's Office website** <http://al.nd.edu/staff/> (links to many forms on faculty administration, HR, Payroll, procurement, reimbursements; meeting minutes; notes that includes the [Faculty Reference Guide pdf that is searchable](#), as well as a few contact lists rosters, brochure, and department profiles, calendars, department space modification requests, and A&L annual Breast Cancer Fundraiser information, etc.); via **Provost's Office website** <https://provost.nd.edu/administrative-resources/>, ([faculty appointment letter templates](#), forms, guidelines, reports, faculty retirement transition program, [Resources for Deans and Department Chairs](#), special programs, faculty feedback, [Interfolio](#)); and via **Arts & Letters Staff Advisory and Support Committee (SAS Committee) website** <http://alsas.nd.edu/> (member list, [quick reference guide](#), staff events, minutes, bylaws, etc.).

UPS/FedEx shipping access – Jonathan Hall (jhall4@nd.edu or 1-5259). Have your default FOAPAL ready.

- **Department Website** – If you are interested in updating a department website and need training to create and update, contact A&L Web Content Strategy Professional, Elicia Dennis (edennis@nd.edu or 1-2645).
- **Postdoc Office** – paperwork and process for Research Fellows, PostDocs, Research Visitors – Diana Dickson (ddickson@nd.edu), A&L approval – Jenny Petersen (jpeter24@nd.edu), website with policies and appointment process <http://postdocs.nd.edu/faculty-administrative-staff/>.
- **ISLA** – Institute for Scholarship in the Liberal Arts – supports and promotes research and creative endeavors of current faculty, graduate students, and UG's in the College of A&L. Website: <http://isla.nd.edu/> Contact Stephanie Hasse (shasse@nd.edu).

Student stipend or hiring student employees:

- Student Jobs and Tuition Scholarships: student employment portal. (InsideND/Administrative Tools/where graduate student stipends entered to be paid or for hiring hourly student employees)
- Concerning grad student records: Maureen Collins (mcollin5@nd.edu; 1-5926)
- Grad School application system: Nyree McDonald (nmcdonal@nd.edu; 1-8421)