

EASTERN MICHIGAN UNIVERSITY

Business & Finance

Departmental New Hire Check List

This new hire check list is not a replacement for the new hire check list provided by Human Resources during new hire orientation. This list is a departmental supplement, departmental unique items and access to system resources.

Item and Where to Request	
<input type="checkbox"/>	<p><u>Parking Hang Tag</u></p> <p>Faculty and Staff Fill out and sign AP/Faculty/Staff Hangtag form located at http://www.emich.edu/publicsafety/apfacultystaff.pdf to request a parking hang tag. Fax or return completed form to the Parking Department. (see form for additional details) The form can be turned into your area secretary for processing. For same day service visit Pitman Hall north of the Student Center.</p> <p>Visit the EMU's Department of Public Safety Parking web site for additional information, http://www.emich.edu/publicsafety/permits.htm.</p>
<input type="checkbox"/>	<p><u>Office Keys</u> The secretary should manage a key inventory. When a key is not in the inventory a requisition form is completed and sent to Physical Plant.</p>
<input type="checkbox"/>	<p><u>Eagle Card</u> Go to 120 Student Center EMU EagleOneCard office to obtain an Eagle ID. The card is used for various business reasons as identification (i.e. faculty, staff or student).</p>
<input type="checkbox"/>	<p><u>Office Equipment (Desk, File Cabinets, etc)</u> Upon Department Head approval a requisition form is completed and submitted by the area Secretary.</p>
<input type="checkbox"/>	<p><u>Office Inbox</u> Contact your area Secretary to set up an inbox for land mail services.</p>
<input type="checkbox"/>	<p><u>Desktop/Laptop Computer</u> Your workstation will need to be acquisitioned through your department whether new or used.</p>
<input type="checkbox"/>	<p><u>Load computer with EMU standard software</u> Once a computer is on hand, email the helpdesk, it.helpdesk@emich.edu, to set up a Magic Ticket to have the standard EMU software installed. The Magic Ticket will be sent to a technician who will load your workstation with the EMU standard operating system and software. And in the case of a used workstation also clean up the work habits of the previous owner.</p>

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<input type="checkbox"/>	<p><u>Software</u> Obtain software outside of the EMU standard workstation software required to perform job duties and responsibilities. This software is typically acquire through department resources ort your building desktop technician.</p> <ul style="list-style-type: none">• Crystal• Dreamweaver
<input type="checkbox"/>	<p><u>Phone and Phone Procedures/Manual</u> Contact your area office assistant to acquire a phone. Also, visit the Telecommunications web site, http://www.emich.edu/purchasing/tele.htm, for additional information.</p> <p>FAQ (e.g. how much does voice mail cost, setting up pass codes) Voicemail Tips (e.g. accessing voicemail)</p>
<input type="checkbox"/>	<p><u>Card Swipe Access to Building</u> Contact Director of Department - Your Eagle Card (with Eagle ID on magnetic strip) is used for the card swipes near designated doors of each building to gain access during non-business hours. To get authorized for card swipe access of a building contact the building administrator.</p> <p>Hover - Doris Celian Pierce Hall - Chris Shell</p>
<input type="checkbox"/>	<p><u>pCard</u> Contact your supervisor about the Purchasing Card. Also, visit the Purchasing web site for pCard Information and Guidelines and IT's training site for training information.</p> <p>Information: http://www.emich.edu/purchasing/info.htm Guidelines: http://www.emich.edu/purchasing/pcard/PCard_guide_10.07.pdf pCard Training: http://www.emich.edu/training/pcard</p>
<input type="checkbox"/>	<p><u>Business Cards</u> Electronic ordering of business cards is available on-line. Proof the artwork and utilize your Purchasing Card to process orders. Please visit DiggyPOD to enroll in the program. For more information or comments, contact William Pollard, 487-3600, or William Pollard.</p>
<input type="checkbox"/>	<p><u>System Access</u> There are a number of systems the employee will need to access to perform job duties. Refer to the system access check list to begin the process of requesting access to each system needed to perform job duties.</p> <p>Access to System Resources - http://www.emich.edu/controller/bss/docs/SystemAccess.pdf</p>