

New Employee Checklist - WELCOME TO ECpE!

☐ WHERE TO GO ON YOUR FIRST DAY (in order)

1. **ECpE Main Office** 2215 Coover Hall
 - If you have not signed your LOI, stop by and see sara k harris.
2. **Non-resident aliens:** Schedule appointment with International Students & Scholars (ISS) 3248 MU
 - Call 515-294-1120 to schedule appointment to complete I-9 form. This MUST be done before proceeding with checklist.
 - Once you have completed your ISS appointment, you must call sara k harris (4-1097) and provide your ISU ID number (received at ISS appointment).
3. **Employment & Payroll Sign-up*** 3810 Beardshear
 - Visit <http://www.hrs.iastate.edu/hrs/node/100>. **Bring 2 forms of ID for the I-9 Form + bank deposit slip.**
4. **Benefits** 3810 Beardshear
 - Visit <http://www.hrs.iastate.edu/hrs/node/105>. You will receive a packet for review before you call (515-294-4800) to schedule a Group Benefit Session where you will attend and complete all forms necessary. **If you are signing up for "Visiting Scholar" insurance, you need to go to 0570 BEARDSHEAR HALL.**
5. **Parking Permit** 27&29 Armory
 - Visit the DPS Parking Division to get a "Staff" parking permit. You will need your license plate number, vehicle manufacturer, model, and color (for each vehicle the single permit will be used in). You can pay immediately or through payroll deduction. http://www.dps.iastate.edu/wordpress/?page_id=52
 - Before proceeding, there is a 48-hour delay after you have contacted Susana before you can proceed with the checklist.
6. **ISUCard** 0530 Beardshear
 - **Bring photo ID and social security card.** Pictures are taken Monday thru Friday, from 8:00AM to 4:15PM (during regular business hours). Students, faculty, staff, and retirees all receive their first ISUCard for free. Affiliates (including spouses) of the University will be charged an annual fee of \$15 (form for affiliates is attached). <http://www.hrs.iastate.edu/hrs/node/206>
7. **E-mail** 195 Durham Center
 - To register for a Net-ID, you'll need your ISUCard. Online, go to <https://asw.iastate.edu/cgi-bin/acropolis/register>. In person, visit the Solution Center in 195 Durham Center. Contact ECpE's Computer Support Group (CSG@iastate.edu) after you have registered. Non-paid visitors must contact sara k harris in the Main Office before going online or to Durham.
8. **Official University Photo*** Hazel Peterson will contact you to get this scheduled 2215 Coover Hall
9. **New Employee Orientation*** HR will email you session options to attend; contact 4-7612 with questions 3350 Beardshear
10. **Update Access+** Log in (<https://accessplus.iastate.edu>) to update your office address, change direct deposit information, payroll information, etc.

☐ WHO TO CONTACT IN THE DEPARTMENT (<http://www.ece.iastate.edu/files/2011/01/staffresponsibilities.pdf>)

1. Budgets* Laurel Kelch, 2208, 4-4458
2. Communications (photos, proposal proofreading, news items) Brock Ascher, 2215, 4-2663
3. CSG: Complete Support Group (computing, office equipment, lab equipment) Steven Kovarik, 1331, 4-3031
4. Dept. Calendar Brock Ascher, 2215, 4-2663
5. Keys – Building & Office Sara K Harris, 2215, 4-1097
6. Faculty Mentoring:* By September 15, the Chair will forward the mentor recommendation to the Dean/Provost. After approval, you will meet with the Chair and your mentor(s) to clarify expectations Sara K Harris, 2215, 4-1097
7. Grants and contracts* – Post-award Laurel Kelch, 2208, 4-4458
8. Grants and Contracts* – Pre-award..... Karin Dunn, 2215, 4-5929
9. Non-travel Reimbursements*Samantha Dubert, 2215, 4-7739
10. Office Space (Rooms for Graduate students & visitors) Sara K Harris, 2215, 4-1097
11. Office SuppliesStudent Workers, 2215, 4-5439
12. P-Card (University credit card) Reimbursements*Samantha Dubert, 2215, 4-7739
13. Telephones & Long Distance Code Paula Beckman, 2215, 4-2664
 - The ISU Directory has a "how-to" guide for functions.
 Information Technology Services: <http://www.it.iastate.edu/voice/> for telephone features & instructions
14. Travel Arrangements* Paula Beckman, 2215, 4-2664
15. Travel Reimbursements*Samantha Dubert, 2215, 4-7739
16. Welcome Packet (limited supplies¹) for your first day Sara K Harris, 2215, 4-1097

¹ **PENS:** 3 black, 2 red, 2 blue; **MARKERS – 1 each:** yellow highlighter, marks-a-lot, black vis-à-vis, red dry erase, black dry erase; **Post-Its:** 1 medium, 1 small; **CLIPS – 1 box each:** paper clips, staples, small & medium binder clips; **MISC:** 1 paper clip dispenser, 1 stapler, 1 tape dispenser, 1 roll tape, 1 glue stick, 1 pack pencils; **RESOURCES:** ISU Directory; Calendar (From ISU Alumni Association); Information on subscribing to DM Register and Ames Tribune; Dept. Calendar; Dept. Roster. *These items are not applicable/available to un-paid visiting students and scholars.
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