

EVER

UPWARD

SAGE DRAW →

← TRAILHEAD



WSU New Employee Toolkit

Human Resources | Office of Workplace Learning

Weber State University

Hello!

Congratulations on your new position at Weber State University! We are excited for you to be a part of the Weber family.

Our hope is to provide as seamless a transition as possible as you start your new role here at Weber State University. This toolkit will provide the steps you will need to prepare and position yourself for the greatest opportunity of success. We want you to feel great fulfillment in your time at Weber and in all you do to help students succeed.

We encourage you to reach out, get involved, ask questions, try new things, join groups, be a part of events and committees, work with other departments as often as you can — do whatever it takes for you to get connected and feel at home in the Weber family. We know as you do that, you will gain from Weber an experience that will benefit you for years to come.

We are here to help you as you get started here at Weber State. Feel free to reach out to us anytime for assistance.

Welcome to Weber!

Office of Workplace Learning (OWL)

Our Onboarding Philosophy

As you begin your new journey with Weber State you will see, hear, and experience our core themes resonating throughout the work of our entire community. The Weber themes of LEARNING, ACCESS, and COMMUNITY form the foundation of our onboarding philosophy. This is what we hope to provide to all those who choose Weber State as the place where they invest their time and energy — whether as a student, staff member, or faculty member.

ORIENT (*Learn*)

WSU will bring you up to speed with the policies, processes, cultures, expectations, and day-to-day responsibilities of your role in your office and department.

LAUNCH (*Access*)

WSU will ensure that you have been provided with everything you need to be equipped to do your job successfully. We want to make sure that you are engaged and feel satisfaction in your choice to join us at WSU.

CONNECT (*Community*)

WSU prides itself on its family feel and it is critical to your success, and the success of all, to offer opportunities for you to connect to personal relationships, information networks, and the legacy of the “Weber Way”.

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A one-page process overview to help understand how responsibilities are divided among Human Resources, you as the new employee, and your supervisor or department.

Onboarding Checklist [4-7]

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This gives a brief overview of the Benefits available to you as a Weber employee. More can be found online at weber.edu/HumanResources/benefits.html.

Helpful Information [12]

This is a short list of information to help you navigate the ins and outs of working at Weber State University.

ONBOARDING OVERVIEW

Our onboarding process follows our core themes of Learning (Launch), Access (Orient), and Community (Connect). This overview is laid out in detail in the following pages of this toolkit.

	WSU PARTNERS	NEW EMPLOYEE	SUPERVISOR	
LAUNCH	HIRE	<p>HR approves new hire in People Admin & initiates hiring process</p> <p>Benefits overview sent</p>	<p>Review and enroll in Benefits</p> <p>Complete I-9 Section One</p> <p>Complete Background Check</p>	<p>Send offer of employment</p> <p>Initiate steps to follow the checklists in this Onboarding toolkit</p>
	PRE-START	<p>HR initiates Benefit enrollment</p> <p>Payroll collects & verifies I-9 information</p>	<p>Work on HR tasks</p> <p>Make note of details and logistics regarding first day</p> <p>Setup Direct Deposit through Payroll</p>	<p>Send welcome email with details and logistics of first day</p> <p>Prepare work area for successful start</p> <p>Assign a mentor or point of contact to assist in onboarding</p>
ORIENT	FIRST DAY	<p>HR finalizes Benefit enrollment</p> <p>HR sends new hire packet to Payroll to finish ePAR</p>	<p>Meet with HR to finalize new hire paperwork</p> <p>Review and begin the New Employee Checklist</p>	<p>Make introductions & plan a welcome activity</p> <p>Connect with mentor/point of contact</p> <p>Check in throughout the day to see how things are going</p>
	FIRST 30-90 DAYS	<p>Complete any outstanding HR tasks left for hiring process</p> <p>Attend Welcome Orientation, New Employee trainings, and any additional trainings as directed by department</p> <p>Familiarize yourself with office, department, and campus</p>	<p>Ensure employee knows who to contact for information</p> <p>Check in regarding their New Employee Checklist to make sure onboarding tasks are completed</p> <p>Provide itinerary of initial job responsibilities</p> <p>Begin Probationary PREP process</p>	
CONNECT	FIRST 90 DAYS TO SIX MONTHS	<p>Complete any outstanding trainings</p> <p>Bring any onboarding / orientation questions to supervisor or mentor/point of contact</p>	<p>Continue regular check-ins with new employee</p> <p>Provide time for questions & feedback</p> <p>Connect new employee to networking opportunities on campus</p>	

ORIENT: Before the First Day



- Communicate with your supervisor or department liaison about the following:
 - Date and time to arrive first day
 - What to bring to complete HR paperwork
 - Where to report and who to ask for
 - Transportation and/or parking information
 - What to expect during the first day on the job
 - Options for lunch
- Complete steps given by Human Resources and Payroll:
 - Tax Forms
 - Select Benefits Enrollment in eWeber portal
 - All paperwork must be turned in before your first Benefits meeting.
 - Direct Deposit
 - Inform of name you wish to go by, if different from hiring paperwork
- Take some time to explore Campus: [WSU Online Tour](#)

ORIENT: First Day & Week

FIRST DAY

- Connect with Supervisor or point of contact
- Tour office/workspace, where personal effects can go, kitchen/breakroom, restrooms, supply room, printer/copier, etc.
- Go to [Miller Admin: Human Resources](#): first day Benefits completion meeting
- Pick up Employee Wildcard at [Union Building Wildcard Services & Information Desk](#)
- Computer Setup
 - Set up [DUO Two Factor Authentication](#)
 - Setup Email
 - Include your Weber branded [Signature](#)
 - Check with Supervisor about access to
 - Google Calendars
 - Box Share
 - Department specific Google Drives
- Access eWeber Portal (on weber.edu upper left hand menu)
 - Request keys and building access: [Key & Electronic Access App](#)
 - Set up Proxy Card Access (with Wildcard)
 - Once notified, you can pick up keys at [Heat Plant: Key & Lock Shop](#)
 - Request [UTA Ed Pass](#) on eWeber Portal
 - Pick up at [Union Building Wildcard Services & Information Desk](#)
 - Set up Code Purple & Campus Alerts: [Code Purple App](#)
 - Request Parking Permit: [Parking Services App](#)
 - If applicable, apply for WSU Purchasing (P-Card): [Purchasing Card Request App](#)
(If approved, an appointment for P-Card training will be sent via WSU Staff email)
 - Update personal information on [Lynx Self Service App](#)
- Discuss with supervisor about provisioning for additional access, if needed
- Set up your office/work area
 - Check with supervisor or department point of contact on the following:
 - Door sign/name plate
 - Business Cards: [Business Card App](#)
 - Name Badge: Email [Wildcat Design & Print](#)
 - Set up Phone name, greetings, voicemail: [Telecommunications](#)
 - Locate Office Mail: learn delivery & pickup times and process for use
 - Ask about supply requisition process for your office
 - For additional office/work area needs, check [Property Control](#)

ORIENT: First Day & Week

FIRST WEEK

- Learn individual work information:
 - W# (located on your eWeber portal profile)
 - Phone extension
 - Email address
- Explore the following:
 - eWeber Portal & A-Z Index
 - Department Folders
 - Box Drive
 - Bookmark regularly used websites
- Have supervisor or point of contact walk you through the [Leave Tracker](#) App:
- Register & take WSU Trainings (register in [Training Tracker](#) on eWeber Portal)
 - REQUIRED: Welcome Orientation (automatic registration and calendar invite)
 - REQUIRED: WSU HR Orientation Trainings
 - #100-07 Building a Safe Campus through Trust & Education
 - #141-00 University Governance & Employee Rights
 - #147-09 Ethics, Integrity, and Fairness: Legal Issues in Higher Ed
 - #147-10 Discrimination, Harassment & Title IX
 - #190-01 Information Security Awareness
 - [Drivers Safety & Certification](#)
 - Department specific as Directed:
 - [FERPA](#)
 - HIPAA
 - Banner
 - [CatTracks](#)
 - [TAS for Time Keepers](#) App([Guidebook](#))
 - [Site Manager](#)
 - Data Access: Argos, Tableau, Dashboard
- Probationary PREP: First Performance Evaluation
 - Learn expectations & workload for first six months
 - Department Policies & Procedures
 - Schedule, breaks, how to request leave
 - Discuss frequency of 1-on-1 performance evaluations

LAUNCH: First 30 to 90 Days

FIRST 30 DAYS

- Complete final steps for Human Resources & Payroll, if needed
- Budget Items
 - If you are responsible for purchases within your department, you will need to ask your Supervisor or department point of contact to teach you the following:*
 - Account (Index) Numbers a.k.a. Cost Codes
 - Tracking P-Card receipts
 - Weber State Tax Exempt Status & what that means
 - Paw Place (sign up for [Paw Place Training](#))
 - Funds Transfers
 - ePARs
 - Electronic Finance Feed
 - [Bookstore](#)
 - [Copy Center](#)
 - [Mail Center](#)
- Discuss the WSU Org Chart & Chain of Command with Supervisor
- Establish regular 1-on-1 meetings with Supervisor, if they do not already exist
- Email lists: Check with Supervisor or department point of contact to make sure you've been added to the appropriate email lists for your position, department, and division

FIRST 90 DAYS

- Explore benefits of WSU Employment
 - Professional Development opportunities
 - [Training Tracker](#) & [Office of Workplace Learning](#)
 - LinkedIn Learning (App on eWeber Portal)
 - [Employee Wellness](#) time & gym membership
 - [Season tickets for Athletics & Performing Arts](#)
 - [Tuition Benefits](#)
 - [Faculty & Staff Development Grants](#)
 - [Blomquist Hale Counseling](#)

CONNECT: 90 Days to One Year

90 DAYS TO SIX MONTHS

- Continue to meet regularly to ask questions
- Keep up to date on WSU information and events through website, announcements, newsletters, and social media channels

FIRST 6 TO 12 MONTHS

- Schedule, if Supervisor hasn't, a time to review & complete Probationary PREP
- Prepare goals for PREP Annual Review depending on Division calendar
- Annual campus events:
 - President's Back to School Breakfast & Summer Picnic
 - Block Party
 - Take Our Daughters & Sons to Work Day
 - Employee Learning Week
 - Health & Wellness Week
 - Customer Service Week
 - Staff Awards Luncheon
 - Faculty Awards Luncheon
- Further opportunities to connect across campus:
 - [Faculty Staff Association](#)
 - [Staff Advisory Committee](#) & [Faculty Senate](#)
 - All Support Staff Education & Training (ASSET)
 - [Teaching & Learning Forum Book Groups](#)
 - [Utah Women in Higher Education Network](#) (UWHEN)
 - [Faculty/Staff Gay Straight Alliance](#) (FSGSA)
 - Women of Color Coalition (WOCC)
 - [Environmental Issues Committee](#) (EIC)
 - All Support Staff Education & Training (ASSET)
 - [Circle of Elders](#) (men of color) - contact Dr. Enrique Romo
 - Various WSU Committees



IGNITE

**THE POWER
WITHIN**

New Employee Resources

Benefit Information Snapshot

INSURANCE

MEDICAL



Choice of two networks:

SUMMIT

MountainStar
U of U Healthcare
Steward Health

OR

ADVANTAGE

Intermountain Healthcare
(IHC)

For more information:

[PEHP Enrollment Guide](#)

[WSU Human Resources
Medical Insurance Guide](#)

Choose between two plans:

Option 1: Traditional Plan

- Low deductible plan
- Out of Pocket max:
Single: \$3,000
Double: \$6,000
Family: \$9,000

Option 2: STAR HSA Plan

- High deductible plan
- Health Savings Account (to which Weber contributes)
- Out of Pocket max:
Single: \$2,500
Double: \$5,000
Family: \$7,500

For more information:

[WSU Human Resources
Life Insurance Guide](#)

LIFE



Features of policy:

- WSU pays first \$50,000 of life insurance
- Accidental Death & Dismemberment up to 2x salary
- Assist America
- Com Psych Employee Assistance Program

DENTAL & VISION



Features of dental coverage:

- WSU pays 80% of premium
- 80% coverage of procedures and 50% coverage of prosthetics to a max of \$2,000 a year
- 50% coverage of orthodontic charges to a max of \$1,500 per person

For more information:

[WSU Human Resources
Dental Insurance Guide](#)

Features of vision coverage:



- \$160 allowance on frames & contacts
- \$10 copay on single, bifocal & trifocal lenses
- \$500 off LASIK refractive surgery, per eye
- Low Monthly Premium
\$2.90 for Employee
\$5.45 for Employee + 1
\$8.65 for Employee + 2
or more

For more information:

[WSU Human Resources
Vision Insurance Guide](#)

Benefit Information Snapshot

RETIREMENT


 1-866-842-2907 Eligible for Payroll Deduction <ul style="list-style-type: none">▪ 403b Roth▪ 457b	 1-800-695-4877 Eligible for Payroll Deduction <ul style="list-style-type: none">▪ 457b	<i>For more information:</i> <u>WSU Retirement Options</u>
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EMPLOYEE ASSISTANCE PROGRAM

	<i>For more information:</i> <u>WSU Counseling Services</u>
Receive face to face counseling: <ul style="list-style-type: none">▪ Marital or family difficulties;▪ Stress, depression & anxiety;▪ Addictions;▪ Legal or financial issues;▪ And more.	These counseling services are: <ul style="list-style-type: none">▪ Free, with no copay▪ Completely confidential▪ Available to you and your covered dependents.

ADDITIONAL BENEFITS

  Pre-Paid Legal Plan. Smart. Simple to Use. Affordable. <i>For more information:</i> <u>WSU Legal Plan</u>

WSU Employee Auto & Home Insurance Discounts		
 Liberty Mutual David Lagucki	MetLife Auto & Home® MetLife Kevin Stott David McClellan	<i>For more information:</i> <u>WSU Auto & Home Insurance</u>

HELPFUL INFORMATION



☐ **[WSU New Employee Handbook](#)**

The information, policies and programs described in this handbook are provided as an informal summary for salaried employees of the University. Because periodic changes can occur concerning the information contained on this website, please call the Human Resource Department for any clarification or assistance you may need (801) 626-6032.

☐ **[WSU Policies & Procedures Manual](#)**

This PPM serves as the official source of all current policies and procedures governing Weber State University.

☐ **[New Employee Resources & Training](#)**

This webpage serves as an all-in-one stop for links to various information needed to get established, general resources and training, and faculty specific resources and training.

☐ **[Announcements](#)**

Stay up to date on happenings around campus and opportunities for involvement. Use your eWeber portal Announcements app to receive the information you want.

☐ **[Safe@Weber](#)**

Find information related to campus safety, discrimination and harassment reporting, related training, and support available to individuals who may have experienced issues related to these areas.

(A link to Safe@Weber can also found at the bottom of every weber.edu webpage.)