Welcome! This is intended to be used as a checklist to assist you in obtaining the necessary access and information as you enter your position in Mary Lou Fulton Teachers College at Arizona State University. If you have any questions, please feel free to email Tamara Griffith at Tamara.Griffith@asu.edu

You will receive an offer of employment with instructions to complete employment forms.

**Step 1**
- Read, sign, and date the offer letter
- **Employment Forms**—all new employees are required to complete the packet below. This packet must be completed prior to employment. Therefore, click on the link below to get the employment forms.

  [http://www.asu.edu/hr/forms/payrollpacket.pdf](http://www.asu.edu/hr/forms/payrollpacket.pdf)

  You must complete the following forms below within the packet

  - ASU Personal Data Form on page 2
  - Public Employee or Officer Loyalty Oath on page 4
  - Conditions of Employment Form on page 6
  - Form I-9 on page 7 and page 8

  Form I-9 must be completed in person at Arizona State University for certification as it requires a notarized signature, no later than the first day of work. If unable to return form in person, it can be submitted via mail but it must be notarized and special instructions given to the notary public.

  See the Mail-In Notary Instructions at [http://mytc.asu.edu/webfm_send/123](http://mytc.asu.edu/webfm_send/123).

- **Background Check/Fingerprint Request**

  You must complete the Consent and Disclosure Form on page 2 for the background check. Therefore, click on the link to get the form. [http://www.asu.edu/hr/documents/Backgroundcheckrequest.pdf](http://www.asu.edu/hr/documents/Backgroundcheckrequest.pdf)

**Step 2** **Submit the completed employment packet and consent and disclosure form** to Tamara Griffith at ASU West campus by emailing it to Tamara.Griffith@asu.edu or fax it to 602-543-0034 or the other one of the following methods below.

**Mailing Address:**
- Arizona State University
- Attn: Tamara Griffith
- Mary Lou Fulton Teachers College
- P.O. Box 37100, Mail Code 1252
- Glendale, AZ 85306-4908

**In Person:**
- Arizona State University
- Mary Lou Fulton Teachers College
- Faculty/Administration Building (FAB)
- Room # S313
- 4701 W. Thunderbird Rd.
- Glendale, AZ
You will receive an email containing your 10 digit ASU Affiliate ID number (example: 1000123456) within 48 hours after the office has received your signed offer letter and employment forms. If you have any questions regarding your status, please contact Tamara Griffith by email at Tamara.Griffith@asu.edu

Step 3  ASURITE User ID—an ASURITE (Arizona State University Rational Information Technology Environment) account is the primary login for ASU computing services.

After you receive your 10 digit ASU Affiliate ID number you will need to set up your ASURITE User ID (example: johndoe) and password by using one of the following methods:

- Use the self-subscription process at https://selfsub.asu.edu/apps/WebObjects/ASURITEActivation.
- If you need assistance, contact the ASU Help Desk Office at 855-278-5080.

Teachers College will only send email messages to your ASU e-mail account.

To change your email to MS Exchange, log on to My ASU at https://webapp4.asu.edu/myasu/. Select the My Profile tab, click on Computer Accounts, then Change your e-mail destination and follow the instructions.

Benefits-Eligible New Employee Orientation—all new employees are required to attend orientation. This session is conducted by Human Resources from 8:00 a.m. to 3:00 p.m. in the University Services Building, 1551 S Rural Road, Tempe, AZ.

Step 4  Register for the Benefits-Eligible New Employee Orientation at http://asuneo.gosignmeup.com/ Sign up as close as possible to your first day of employment.

For directions and parking information to the orientation, visit https://cfo.asu.edu/hr-orientation

This orientation is designed to acquaint new employees with benefit enrollment, provide onsite sign-up for services and complete the mandatory training. You will also receive your Sun Card at this orientation.

Benefit Enrollment

Review options and complete the benefit enrollment forms within 30 days of hire date. To review the information needed prior to the orientation, visit https://cfo.asu.edu/hr-benefitsenrollment.

IF YOU FAIL TO ENROLL WITHIN THE 30-DAY PERIOD, YOU WAIVE YOUR RIGHT TO ENROLL IN THE HEALTH, LIFE, AND DISABILITY PLANS UNTIL THE NEXT OPEN ENROLLMENT OR HAVE A QUALIFIED LIFE EVENT.

Retirement Enrollment

Classified staff is automatically enrolled in the Arizona State Retirement System (ASRS). Complete the forms within 10 days of hire date. Follow the enrollment instructions at https://cfo.asu.edu/hr-benefitsenrollment.
**Benefits-Eligible New Employee Orientation continued…**

<table>
<thead>
<tr>
<th>Mandatory Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. To be in compliance with state and federal laws, all employees must review the Arizona Public Service Policy found at <a href="https://cfo.asu.edu/hr-publicservicepolicy">https://cfo.asu.edu/hr-publicservicepolicy</a></td>
</tr>
<tr>
<td>3. Attend an instructor-led training on Fire Safety &amp; Prevention within 90 days of hire date. To register, visit <a href="https://cfo.asu.edu/ehs-training">https://cfo.asu.edu/ehs-training</a></td>
</tr>
<tr>
<td>4. Take the Workplace Behavior Training class online within six months of your hire date, visit <a href="http://training.workplaceanswers.com/pwh/arsu">http://training.workplaceanswers.com/pwh/arsu</a></td>
</tr>
</tbody>
</table>

If you have trouble registering for any of these courses, contact Tamara Griffith at Tamara.Griffith@asu.edu or the Help Desk at (855) 278-5080.

**You will be notified by email that you are officially hired.** After you receive this notice, you must complete Form W-4 (Federal income tax) and Arizona Form A-4 (Arizona income tax).

**Step 5**

1. Complete your Form W-4 (Federal income tax) online.
2. Complete your Arizona Form A-4 (Arizona income tax) online.

**Sun Card** is the official Photo Identification/Electronic Access Card of the Arizona State University system. New employees need to obtain a Sun Card for identification, access to the library system, and access to buildings on campus. Employees will receive their initial badge at no cost. If lost or stolen, there is a $25 replacement fee.

**Step 6** ASU Sun Card— you must obtain an ASU Sun Card at your earliest convenience. You will need your 10-digit ASU ID number and legal photo identification.

For further information and office locations, visit [http://cfo.asu.edu/suncard-get](http://cfo.asu.edu/suncard-get).

**Pay** is issued bi-weekly—every other Friday. If you have questions regarding your pay, please contact Sandy Bell at (602) 543-6315.

**Step 7** Pay is issued bi-weekly—every other Friday. It is recommended that you set up to receive your pay by direct deposit.

To enroll in direct deposit, log on to My ASU at [https://webapp4.asu.edu/myasu](https://webapp4.asu.edu/myasu). On the My Info tab, under My Employment, select the Payroll tab, then click on Direct Deposit and follow the instructions.

- If direct deposit is not set up, you will be required to pick up your paycheck in person from your Division’s Administrative Assistant* at your home campus. Paychecks are not mailed.
**Time Reporting** is mandatory for all employees but varies depending on your employment classification. Please contact your supervisor for detailed instructions.

**Reminder:** Vacation time requires prior supervisor approval.

### Step 8

**For non-exempt (hourly) staff:** Accurately report hours on a daily basis; time entries can be completed using the online Timesheet. *Vacation time requires submitting a paper copy of the Request for Time Off form and prior supervisor approval.*

**For exempt (salary) staff:** Accurately report paid time off (sick, vacation, jury duty, bereavement, etc.) using the online Timesheet for all non worked hours in a pay period. *Vacation time requires submitting a paper copy of the Request for Time Off form and prior supervisor approval.*

- **To access the online Timesheet**, log on to My ASU at [https://webapp4.asu.edu/myasu/](https://webapp4.asu.edu/myasu/). On the My Info tab, under My Employment, select the Time tab, then click on Time and Leave Reporting and enter your time.


### Keys/Electronic access

— you will need your ASU Sun Card to request keys and/or electronic access. Your Sun Card will be programmed to give you electronic access to buildings on campus. If lost or stolen, there is a $10 per key replacement fee.

### Step 9

Please contact one of the following Administrative Assistants at your home campus to request keys and/or electronic access:

- **Downtown Phoenix** Laura Sachs (602) 496-2047 laura.sachs@asu.edu
- **Polytechnic** George Mulloy (480) 727-1103 george.mulloy@asu.edu
- **Tempe** Virginia Hayes (480) 965-6053 virginia.hayes@asu.edu
- **West** Lori Calvano (602) 543-9831 lori.calvano@asu.edu

In the event you find yourself locked out of your office after hours, contact ASU Police for all campuses except Downtown Phoenix—Mercado building. You will be required to show your ASU ID.

- **Downtown Phoenix** (602) 496-3456 **West** (602) 543-3456
- **Polytechnic** (480) 727-3456 **Tempe** (480) 965-3456

In the event you are locked out of your office after hours in the Mercado building at the Downtown Phoenix campus, contact Security at (602) 757-3515. You will be required to show your ASU ID.

### Parking permits

— parking costs vary depending on the campus and parking lot.

### Step 10

Please visit the Parking Services website at [http://cfo.asu.edu/pts-permits](http://cfo.asu.edu/pts-permits) to obtain your parking permit.

- Permits must be clearly visible from your front windshield, as you will be ticketed without it.
Once again, welcome to Mary Lou Fulton Teachers College at Arizona State University!

*Contact Information:*

- **Downtown Phoenix campus**
  - Laura Klackle: (602) 496-2047, Laura.Klackle@asu.edu

- **Polytechnic campus**
  - George Mulloy: (480) 727-1103, George.Mulloy@asu.edu

- **Tempe campus (Division 1 & 2)**
  - Virginia Hayes: (480) 965-6053, Virginia.Hayes@asu.edu
  - Joseph Sweets: (480) 965-7716, Joseph.Sweets@asu.edu

- **West campus (Division 1)**
  - Sandra Bell: (602) 543-6315, Sandra.L.Bell@asu.edu
    - Sue Reinfried: (602) 543-6445, Sue.Reinfried@asu.edu

- **West campus (Division 2)**
  - Cheryl Wood: (602) 543-6380, Cheryl.Wood@asu.edu
  - Kathy Hewett: (602) 543-2827, Kathy.Hewett@asu.edu

- **Professional Field Experience**
  - Kathy Tomas: (602) 543-6245, Kathy.Tomas@asu.edu

- **Advising**
  - Leslye Norman: (602) 543-3634, Leslye.Norman@asu.edu
  - Sue Anderson: (602) 543-6354, Susan.M.Anderson@asu.edu