

10.01A New Staff Information Sheets

These sheets provide an overview to the key information and support that all new UNE staff need to establish the services, information and access required to perform their duties. The areas reviewed include Human Resource Services, obtaining an ID card, creating a UNE email address and a UNE user name, the parking permit, telephone and voice mail set up, OHS for your work area and information regarding UNE's research administrative area.

All new staff are required to attend one of the regular "Induction" sessions run at 11:00am each Monday in the OD Training Room, Level 3 in the Lamble Building. You should contact Organisational Development on ext. 3583, or e-mail: od@une.edu.au to book into one of these sessions.

1. SIGN ON/HUMAN RESOURCE SERVICES Human Resource Services

Top Floor
Lamble Building

What to do

(a) Contact Human Resource Services and make an appointment to see the appropriate HR Client Services Officer (as per your "Letter of Offer"). Your letter lists the documentation to be taken to the appointment.

(b) Familiarise yourself with policies pertaining to employment. Information pertaining to policies, superannuation, and salary rates can be found on the web at:

<http://www.une.edu.au/hrs/>

2. SUPERANNUATION/SALARY PACKAGING

Human Resource Services
Top Floor, TC Lamble Building

What to do

Make an appointment with the Manager, Client Services James Simmons on ext 2511 or email jsimmon3@une.edu.au

3. IDENTITY CARD

Safety & Security
Building C.017
Ext: 2099 or email security@une.edu.au

What to do

Complete the form: Staff/Contractor ID Card Application Form

<http://www.une.edu.au/idcards/pdf-staff-contractor-idcard-application-form.pdf>

The form is authorised by either your Head of School/Head of Cost Centre/Head of Directorate. Contact Safety and Security on ext. 2099 for the details for a Staff ID Card appointment.

When attending the appointment you also need to supply 100 Points of Identity check. The full details for the 100 Points is listed on the back of the Staff/Contractor ID Card Application Form.

ID Card uses

Your ID Card is your primary form of ID at the University. It is needed to access some buildings and services including photocopying/scanning services. It also serves as a Library card. (Permanent and temporary staff can borrow from the Library. Call in at the Information Desk on the Ground Floor of the Library for information).

4. EMAIL ADDRESS

IT Service Desk
Ground Floor,

ITS Building C34
Ext: 5000

The Service Desk email address is servicedesk@une.edu.au
Information can also be found at the ITD web site <http://www.une.edu.au/it-services/staff/>

What to do

It is necessary to complete a New Staff Account Registration form for both an Email address and for access to Web Kiosk. This form is available from the Service Desk website at: <http://www.une.edu.au/it-services/staff/pdfs/account-form.pdf>

Visit the IT Service Desk during business hours with your ID card and the form. Your staff number will be used to establish your account. You will be told what your email address is and asked to type a password into the computer. The data base is 'refreshed' on a two hour cycle.

5. PARKING PERMITS

Facilities Management Services, Safety & Security, ext. 3485, Fax 2241
Email: parking@une.edu.au

What to do

Complete a Parking Permit Request Form obtainable from Facilities Management Web site <http://www.une.edu.au/fms/links/help-desk/fms-forms.php>
Take the completed form and payment to the cashier, Financial Services, bottom floor TC Lamble Building.

6. TELEPHONE & VOICE MAIL

Switchboard
Dial 9
Email: phonebook@une.edu.au
Fax: 3122

What to do

Advise the Switchboard of your arrival so that they can record your contact details and refer callers to you. You need to provide your last name, first name, title, telephone ext, position, school/directorate, email address and fax number. If you have email, then send an email to: phonebook@une.edu.au. Whenever you change positions or phone number, use this email to quickly update your details on the online directory.

Familiarise yourself with the capabilities of the telephone and voice mail systems and update your voice mail message. For information on the University's Telephone System refer to the web at: <http://www.une.edu.au/it-services/staff/phone/voicemail.php>

7. OCCUPATIONAL HEALTH & SAFETY

Human Resources Office
Top Floor
Lamble Building
Ext: 3232

What to do

Ensure your workstation is set up to meet OH&S requirements.

Information on OH&S procedures and regulations pertaining to: computer workstation setup, first aid officers and equipment, reporting of accidents and injuries, hazardous

substance, manual handling, risk management, and noise management can be found on the web at: <http://www.une.edu.au/ohs>

8. FIRE SAFETY

Security Office
Union Arcade

What to do

Familiarise yourself with the fire evacuation procedures for your area. Visit the FMS web page at <http://www.une.edu.au/fms/campus-services/fire-safety/>

9. RESEARCH

Research Services, Top floor,
TC Lamble Administration Building
Reception: Ext 3715, Fax: 02 6773 3543

What to do

Familiarise yourself with the Research Services website at <http://www.une.edu.au/research-services/index.php>

Grant Application Writing Workshops are held on a regular basis and give vital information on how to meet the requirements for research grants. Contact Grahame Pearson on ext. 3724 for further information.

Get to know the staff in the office who can assist you with your research. For questions regarding the Research Training Scheme, visit <http://www.une.edu.au/research-services/pgstudy/rts/>