

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 Superannuation/Salary Packaging Officer, James Simmons on ext 2511

3. IDENTITY CARD

Front Counter
Student Centre
Lamble Building (middle floor)
Ext: 4459

What to do

Complete the form: Application For Staff ID Card.

Take the form to your contact person in HRS after the induction session to have your details confirmed.

Contact the Student Centre at the front counter of the Student Centre (TC Lamble Administration Building) for a Staff ID Card appointment. The Student Centre will require the form at this stage.

The Student Centre advises that Staff ID Cards are subject to a 48 hour wait.

When attending the appointment you also need to supply a photo identification (e.g. a Driver's Licence or Passport) to verify your identity. Please contact the Student Centre on extension 4444 or email at studentcentre@une.edu.au if you have any queries.

ID Card uses

Your ID Card is your primary form of ID at the University. It is needed

- to access some buildings and services
- 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 on the [IT Service Desk](#) web site.

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/itd/files/account-form.pdf>

Call into 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. It takes two hours for you to have access.

5. PARKING PERMITS

Security Office
Ext: 3485 Fax
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>. 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 up-date your voice mail message. For information on the University's Telephone System refer to the yellow pages at the back of the UNE Internal Telephone Directory or on the web at:

<http://www.une.edu.au/itd/help/voice/index.html>

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.

9. RESEARCH

Research Services, Top floor,
TC Lamble Administration Building
Reception: Ext 2239, Fax: 02 6773 3543

What to do

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

Get to know the staff in the office who can assist you with your research.