

**Maxwell School of Citizenship and Public Affairs
Faculty Onboarding Guide for Administrators**

ONBOARDING

- a. **First Day** - typically, the first Monday, one week prior to the first day of classes.
- b. **HR** – send faculty to the Office of Human Resources and bring proper identification to complete the I-9 Form, which must be completed on or before the first day of employment.
- c. **Net ID** – activate – this can be done prior to arrival and allows for email and computer systems access. <https://netid.syr.edu/selfserv/> Direct deposit and tax withholding status may also be set up through MySlice or via paper form at this time.
- d. **Pay Notice** – complete Pay Notice Acknowledgement in the Employee Services section of MySlice. Use your Net ID and password to log in.
- e. **SU ID Card** – send faculty to ID Card Services located on main campus in 206 Steele Hall.
- f. **Parking** – send faculty to Parking Services located on south campus to complete a Parking Permit Application. Bring offer of employment letter, SU ID, photo ID, and vehicle registration.
- g. **Orange Alert** – review in MySlice and provide preferred contact information.
- h. **Hazard Communication Training** – complete online course, link provided in Onboarding email.
- i. **Direct Deposit** – contact HR - set up for payroll, including tax withholding, and reimbursement requests.
- j. **Professional Photo** – department AA will set up for the department web site.
- k. **Benefits** – faculty will receive an assigned information session time in their Onboarding email. Their time to enroll in benefits expires 31 days after hire.
- l. **Office Location and Research Funds** – communicate with the dean’s office to coordinate move and verify if faculty member will have an association and/or office in an institute/center. Admins from department/institute/center, will work together to coordinate move, equipment, office supplies, printer access, and where research funds will be located.
- m. **Building Access (BOSS)** – academic department AA sends a request to dean’s office. May also need access to office if located within a department, institute, or center and there is card swipe access after-hours.
- n. **Telecommunications** – academic department AA will contact telecommunications to set-up telephone and voicemail services. If faculty member is located in an institute/center, coordination of providing equipment and billing location will need to be decided upon.
- o. **Long Distance Code** – academic department AA will complete online form for authorization code.
- p. **Computer/Software** – academic department will work with ICT to secure equipment as per faculty contract.
- q. **Relocation** - moving expense receipts should go to academic department AA for reimbursement.
- r. **Reimbursement of Expenses and Travel Policy** - academic department AA should meet with new faculty member to review.

- s. **Blackboard** – introduce the University’s landing page for course content and communication with students in their courses. <https://blackboard.syracuse.edu>
- t. **Conflict of Interest (COI) Policy** – Disclosure required for all non-bargaining unit employees, including faculty. Forms are accessible through MySlice. Faculty should refer here for more information and instructions: <https://bfas.syr.edu/comptroller/conflict-of-interest/> -
- u. **Sponsored Programs Policies** – Faculty who anticipate submitting grant proposals through the Office of Sponsored Programs (OSP) must complete these processes and forms. Contact Maxwell’s OSP Research Administrator with questions.
- **Financial Conflict of Interest (FCOI) Policy** - (Required by federal regulation and enacted in SU Policy for all Investigators on sponsored projects.) Faculty should refer here for more information and instructions: [tps://sponsoredprograms.syr.edu/develop-and-submit-proposals/before-you-begin/financial-conflict-of-interest/](https://sponsoredprograms.syr.edu/develop-and-submit-proposals/before-you-begin/financial-conflict-of-interest/)
 - **Intellectual Property Agreement (IPA)** – Required by the University for faculty working on externally funded projects. It documents acceptance and understanding of SU policy on Ownership and Management of Intellectual Property. Faculty should refer here for more information and instructions: <https://sponsoredprograms.syr.edu/develop-and-submit-proposals/before-you-begin/intellectual-property>

This document was created by a MaxFacts Sub-committee – Stan Ziemba, Jill Ferguson, Peggy Austin, Faye Morse, Jacquie Meyer, Bethany Walawender, Jackie Nocevski, Heather Macknik, Mary Pat Cornish, and Kelley Coleman, Feb. 2022.