The Ohio State University

New Employee Essentials Guide

Congratulations on your new opportunity at Ohio State!

Updated 5/5/2021

THE OHIO STATE UNIVERSITY
HUMAN RESOURCES

New Employee Essentials Guide

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Welcome

Congratulations on your new opportunity at Ohio State! You are now part of an outstanding university and a leading medical center. We are thrilled to have you join us.

We realize this is an unusual time, and you may have questions about the university's response to the COVID-19 pandemic:

- Please visit the safeandhealthy.osu.edu web resource for the latest information, ongoing updates, and FAQ's.

- As part of Ohio State's commitment to health and safety, you will be required to take the "**Together as Buckeyes**" online learning curriculum using our online learning management system called BuckeyeLearn within your first week of employment.

- You will also be asked to submit daily health checks on this webpage if you are coming to campus: compass.osu.edu.

Getting Started at Ohio State

As you learn what it means to be part of Ohio State, this guide will:

- Provide you with a high-level checklist of essential onboarding tasks that you need to complete

- Introduce you to resources and systems

- Act as a reference guide

Onboarding Tasks

The checklists on the following pages consist of essential high-level tasks that **you need to complete** before you start, your first day, first week, and beyond.

Ask your manager about additional tasks that are specific to your college, department, or role.

The New Employee Onboarding webpage that we refer you to as a web resource is intentionally similar to this checklist.

Before You Start Checklist

🖥️ Web Resource: **Before You Start** and **New Employee Orientation**

☐ ## Set Up Your Ohio State digital identity, e-mail, and Buckeyepass

You will use many different systems to accomplish your work and manage your employee profile. The key to accessing them is activating your digital identity, including email address, and BuckeyePass (aka "Duo") authentication.

Instructions

- Check your email for an message from Ohio State Office of the Chief Information Officer (OCIO) that contains your lastname.# (i.e. buckeye.1870)

- Activate your account and set up your email: my.osu.edu

Helpful Tip for Med Center Employees
Medical Center employees have both an Ohio State email address *and* a medical center email address. Please **link the two emails** and forward your Ohio State email address to your medical center email address logging in to my.osu.edu and click "Change Email Delivery".

Talk to Your Manager

As you begin, remain in regular communication with your manager. Ongoing conversations with your manager are essential to keep you informed, on track and developing in your career journey at Ohio State. Your manager should always be your first stop for your questions or concerns.

Instructions

- Discuss your start date, time, and first-day activities.

  Important: Remember that New Employee Orientation on the morning of your first day is *virtual.* Find out if your manager wants you to attend orientation from your work location on a work computer, from your home with personal equipment, etc.

- Discuss where and to whom to report on the first day; get information on what to bring the first day, parking and dress code

- Discuss your technology needs and requirements

- Identify any activities that may need to occur prior to your first day (e.g., obtain employee ID)

Review Benefits Information

As part of your total rewards package, Ohio State is proud to provide access to high-quality benefits to support your health and financial goals.

There is a 30-day deadline to enroll in many of your benefits, and you need to make decisions regarding mandatory retirement plans in your first 120 days of hire or eligibility.

Instructions

- Review the Benefits Overview for new hires

- Watch videos about the robust package of total rewards that are a part of working at Ohio State.

- If your schedule permits, you may attend a live webinar the week you start. Refer to your welcome letter for details.

Helpful Tip
You can select benefits in Workday before your start date. However, your health benefits, if you choose to enroll in Ohio State's plan, do not begin until your first day.

Go to your Onboarding Portal in Workday

Onboarding items have been assigned to you in Workday, our cloud-based employee management system. You may work on these tasks before your first day if you wish.

Instructions

- Go to Workday: workday.osu.edu

- Enroll in benefits (you can do this after you start if you prefer)

- Provide or update personal and contact information

- Set up direct deposit (payment election). Note: Direct deposit is the only option at the university. If you don't sign up for direct deposit, you are automatically assigned a pay card. More information at Payroll Services.

- Set up tax withholding

- See and access your required training through BuckeyeLearn

Obtain a Parking Pass (if needed)

Ohio State parking lots and garages require a parking pass. Parking is managed by CampusParc.

Instructions

- Go to CampusParc to learn more and purchase a parking permit

Helpful Tip
Ask your manager about their parking experience and what surface lot or parking garage they, or your team members, use.

Read COVID-19 Information

Learn what Ohio State is doing and how you can help keep yourself, your family and friends, safe and healthy — whether you've returned to a campus or are continuing to work from home.

Instructions

- Go to safeandhealthybuckeyes.osu.edu

Helpful Tip
You will be asked to complete a health check every time you go to campus via Compass.

First Day Checklist

🖥 Web Resources: **New Employee Onboarding: First Day**

☐ **Attend New Employee Orientation**

During New Employee Orientation you will have the opportunity to learn more about Ohio State's culture, leadership, systems, and benefits.

Instructions

- Refer back to the email you received inviting you to orientation

☐ **Talk to you Manager**

Instructions

- Review your job description, responsibilities, and expectations

- Discuss key people to meet

- Discuss your probationary period (if applicable)

- Confirm your first week's schedule and meetings

- Obtain access to your collaboration tools (e.g., Microsoft Teams), shared drives, and folders

- Discuss Performance Management

- Team meeting and 1:1 meeting schedules

☐ **Set Up Collaboration & Communication Tools**

Ohio State supports several options to collaborate and communicate with your colleagues.

Instructions

- Set up Outlook Email

- Set up CarmenZoom; ask your manager about other tools, like Microsoft Teams

- Set up voicemail

☐ **Attend New Hire Retirement and Health Benefits Webinar**

Ohio State offers webinars that guide you through the health and retirement benefits choices to aid in your decision-making.

Instructions

- Select a benefits webinar to attend that works for your schedule. There are two <u>New Hire Retirement and Health Benefits Webinars</u> offered the week you start and then monthly thereafter.

Helpful Tip

Remember you have 30-days to enroll in health benefits and 120-days to enroll in retirement benefits. If attending a live webinar does not fit your schedule within the 30 days you have to enroll, you may watch a recorded presentation.

First Week Checklist

🖥 Web Resource: <u>**New Employee Onboarding: First Week**</u>

☐ **Sign up to attend a Health and Retirement Benefits Webinar**

(if you haven't already)

Instructions

- <u>Attend webinar</u> that fits your schedule.

☐ **Complete required Compliance and Policy training in BuckeyeLearn**

There are several required compliance trainings that all Ohio State employees must complete **within their first week**..

Instructions

Complete the following required training in <u>BuckeyeLearn</u>:

1. "Introduction to BuckeyeLearn"

2. "Protecting Institutional Data"

3. "Report = Support: Identifying and Responding to Sexual Misconduct"

4. "Together as Buckeyes"

Complete additional department or role-specific training

Different departments and roles may require additional training to access and work in certain systems.

Instructions

- Ask your manager for training specific to your role that you need to complete. Most training will be found on <u>BuckeyeLearn.</u>

Helpful Hints

Examples of additional training that you may need to complete as part of your role:
- Security Awareness
- Hazard Communication
- Responsible Conduct of Research (required to conduct research)
- Digital Accessibility Policy
- Family Education Rights and Privacy Act (FERPA)
- HIPAA

Review essential policies at the university level and for your role

It is the responsibility of all individuals to identify and familiarize themselves with all applicable university and unit policies. Listed below are a few key university policies you should review during the early days of your employment. Ask you manager about other policies that are specific to your role that you should know.

Instructions

- <u>Watch short videos</u> to understand the compliance topics you should know related to reporting, conflicts of interest, public records, occupational safety, and export controls. Web resource: **University Compliance and Integrity**

- **Review** the following <u>key university policies</u> in the "policies" section:
  - Work Environment Tobacco Free Ohio State
  - Alcohol and Other Drugs Drug-Free Workplace Sexual Misconduct
  - Affirmative Action, Equal Employment Opportunity & Non-Discrimination/Harassment
  - Workplace Violence Technology and Information Security
  - Responsible Use of University Computing and Network Resources

- **Special Situations** – *do these apply to you?* <u>Access policies here</u>.
  - Probationary Period (for CCS and bargaining unit staff)
  - Activities and Programs with Minor Participants (for those who interact with minors)
  - Privacy and Release of Student Education Records (for those who handle student education records)
  - Student Employment (for student employees and those who supervise them)
  - Intellectual Property (for those who create intellectual property)

First Month and Beyond

Once you are on your way, you may continue using the online New Employee Onboarding web resource as your guide to essential tasks throughout your first year as an Ohio State employee.

First Month	First 3 months	First 6 months	First Year

Understanding Your Benefits

Ways to learn about Ohio State benefits:

- **Read** the Benefits Overview website

- **Watch** videos about the robust package of total rewards

- **Attend** webinars offered the week of orientation or monthly

- **Ask questions** during the live webinars

- **Ready to enroll?** Here's how in Workday

Frequently Asked Questions

Enrollment Deadlines

Health Benefits: 30 days
Retirement Benefits: 120 days

1. **What benefits does Ohio State offer?** You may view a summary of the benefits here.

2. **How can I get help to decide which health benefits are best for me?** Attend a benefits presentation (live webinar) to learn more about health and retirement benefits and get your questions answered. The webinars are offered the week you start and monthly.

3. **Can I ask questions during the benefits webinar?** Yes! We strongly encourage and welcome your questions.

4. **How do I enroll in benefits?** Enrollment details found here.

5. **What if I need more help understanding my benefits?** Contact the HR Consultant in your unit, or you may contact HR Connection at (614) 247-6947 or hrconnection.osu.edu.

6. **What is the deadline to enroll in health benefits?** Within 30-days of your employment.

7. **What is the deadline to enroll in retirement benefits?** Within 120-days of your employment.

8. **When does my health benefit become active?** Your benefits will be effective on the date of your eligible appointment, if you enroll within 30 days of the event.

Diversity, Equity, and Inclusion

Ohio State strives to be a model for inclusive excellence. We value diversity, the range of differences that make each of us unique.

We foster inclusion, an environment in which all individuals feel engaged, respected, valued and connected, and in which individuals feel comfortable bringing their unique ideas, backgrounds and perspectives to their work in support of Ohio State's mission.

Diversity, Equity & Inclusion Resources

- Visit the Office of Diversity and Inclusion **Diversity and Inclusion website**.

- The HR **Gateway to Learning Diversity, Equity & Inclusion Resource**

Requesting Accommodations

- Go to osu.edu and click on the "Search Ohio State" link at the top of the page and type in "disability functions"

- To inquire about access or to request reasonable accommodations contact Disability Benefits at hr-integrateddisability@osu.edu, (614) 292-3439, **or** ADA-OSU@osu.edu (614) 292-7024

Employee Resource Groups (ERG's)

Employee Resource Groups are voluntary, employee-led groups that foster a diverse, inclusive workplace aligned with our mission, values, and goals. Current groups include:

- Black Faculty and Staff Employee Resource Group

- Hispanic Latino Employee Resource Group

- Lesbian, Gay, Bisexual and Transgender Employee Resource Group

- Women of Color Employee Resource Group

- Young Professionals Resource Group

- New Veterans Employee Resource Group

Good to Know

Getting Involved

University Staff Advisory Committee (USAC)
The University Staff Advisory Committee (USAC) is an advisory body to univeristy leadership. Comprised of members from across the university and medical center, its mission is to maintain an active and participatory line of communication with the university community and to provide a forum through which university staff can raise, discuss, and make recommendations to support the university's mission.

- **Visit** USAC webpage and **sign-up** to receive the monthly newsletter to stay informed and up to date.

Wellness

Explore **Your Plan for Health** (YP4H), Ohio State's employee wellness program with tools and resources for living a healthy life. Participants can earn rewards, including medical plan premium credit, Health Reimbursement Account (HRA) credits and PulseCash, through healthy behaviors such as completing a health assessment with biometrics, tracking physical activity, and attending wellness programs.

- **Watch this video** from Bern Melnyk, PhD, University Chief Wellness Officer, about all the wellness opportunities at Ohio State

Safety

The Department of Public Safety includes police (OSUPD), emergency management, central campus security services, communications and security technology, and Wexner Medical Center security, all helping to keep Buckeyes safe.

- **OSUPD's non-emergency** phone number is **614-292-2121**

- **View** the Department of Public Safety's Respond to an Active Aggressor Situation video

- **Utilize** "Rave Guardian" safety service.

Professional Growth

Familiarize yourself with **Gateway to Learning**, a robust website with brief resources for your continuing learning and development, performance management, and leadership development.

- **Go to** Gateway to Learning

- **Search** BuckeyeLearn for learning that aligns withyour personal and professional goals and interests

- **Request** services or ask questions on HR Connection

Med Center Express

Due to COVID-19, additional safety measures are in place for employees, including mandatory masking while riding the Med Center Express.

- Staff should pick up a new mask from their unit or a screening station before 11 p.m. If your shift ends after 11 p.m., please obtain a mask from your unit.

- Non-clinical staff should reuse the mask until it is soiled. If you need a mask to ride the Med Center Express prior to your shift, please ask the driver for one when you enter the bus.

- Read more about recent parking and transportation changes.

Getting Around

Tour
Take a virtual tour of campus or try out the interactivecampus map using the Ohio State App.

Park
Go to the CampusParc website for details on parking. Ask your manager or team members about their parking experience.

Bus
The Campus Area Bus Service (CABS) is a free transit service provided by The Ohio State University Transportation and Traffic Management.

Onboarding Resources

Below is an overview of essential web resources and systems to support your onboarding. Please bookmark these websites as many of them will become part of your daily functions.

RESOURCE	URL	OVERVIEW
ADMINISTRATIVE RESOURCES CENTER (ARC)	admin.resources.osu.edu	Webpage providing helpful guides, job-aids, training for systems and software (i.e., Workday and Office 365)
BUCKEYELEARN	buckeyelearn.osu.edu	Online learning management portal used to access and complete compliance training and professional development
BUCKEYEPASS	buckeyepass.osu.edu	Multifactor authentication service that provides a second layer of security to your Ohio State account. You will need when logging in to secure sites. Also known as "Duo".
CARMENZOOM	carmenzoom.osu.edu	Audio and web conferencing service
COMPASS	compass.osu.edu	Employee dashboard and web resource to record your daily health status when coming to campus
NEW EMPLOYEE ONBOARDING	hr.osu.edu/new-employees	Web resource with detailed information and timeline to support your onboarding
WORKDAY	myworkday.osu.edu	Cloud-based HR and Finance management system for your employee information