

# HELPFUL TIPS FOR SUPERVISOR:

## New Staff Employee

The following is designed to help in the hiring process for the supervisors once a candidate has been selected, accepted a position and a successful background check has been completed.








Resumes from the unselected candidates will need to be returned to the Human Resource office. They must be kept on file per our Records Retention Guidelines.

**\*\*Once HR is given a start date, that is the official date. If there is a change for any reason, please notify HR immediately. \*\***

HR will set up the new hire in the system (which adds them to the directory) and obtain:

- USER ID/PASSWORD
- BENEFIT SESSION (if applicable)

The following will need to be obtained by the hiring department. For your convenience, I have listed the location and contact person/department for each item needed.

 <p><b>CAR DECAL –</b> University Police Station to fill out a Vehicle Registration Card.</p>	 <p><b>USING COLLEAGUE/DATATEL –</b> Contact IT at x1301 to request an Access Application.</p>
 <p><b>PIRATE CARD –</b> Help Desk in the Library</p>	 <p><b>OFFICE/BUILDING KEYS -</b> Contact Viola Hunt at x1914 for a Key Request Form. (Must have supervisors signature)</p>
 <p><b>DEPARTMENTAL CREDIT CARD –</b> Pam Leatherwood in the Business Office (x 1931)</p>	 <p><b>NAME BADGE -</b> Contact GTX at (512)868-5881 to order.</p>
 <p><b>BUSINESS CARDS –</b> After the prospective employee is entered into the system, go to the Faculty/Staff Gateway page on the SU website. Under 'SUPPORT' click 'Business Card Order'.</p>	<p>If there is any need to move furniture in preparation for the new staff member, contact Viola Hunt at x1914. If there is a need to move electronics, email the Help Desk at <a href="mailto:helpdesk@southwestern.edu">helpdesk@southwestern.edu</a>.</p>

**\*\* Please contact Tafi LaDuque (x1435) if you have any further questions.**

**\*\*The *Orientation Website for Staff* found on the Faculty & Staff Gateway page is a great resource for new employees.**