



# Welcome to A-State!

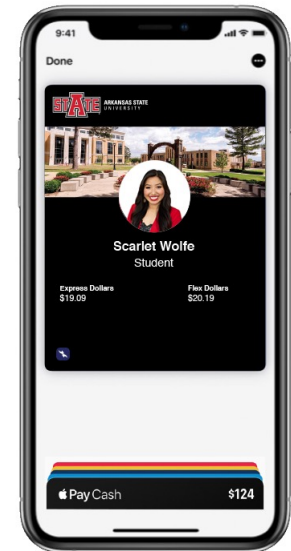
## New Faculty Orientation

# ID Card

## Campus Card Center - Student Union – 2<sup>nd</sup> Floor

### Uses:

- Check Cashing @ Cashiers Window
- Library for Checking out Books, DVD's, etc.
- Hotels – State Employee Discount may be available
- Discount at Textbook Brokers
- Local Restaurants and Stores
- Reserved parking lots on Campus
- Cafeteria Plan
  - 15 Meals for \$75
  - Payroll deduction



# Parking Overview

- Must purchase a Parking Permit if parking a vehicle on campus
- Permits can be transferred as long as vehicle is registered
- Permits are for August to August each year
- Payroll Deduction

## Parking Options:

- \$80 Faculty/Staff Parking
- \$60 Staff/Employee Parking permit
- Visit Parking Services web page to view maps for parking options in your area

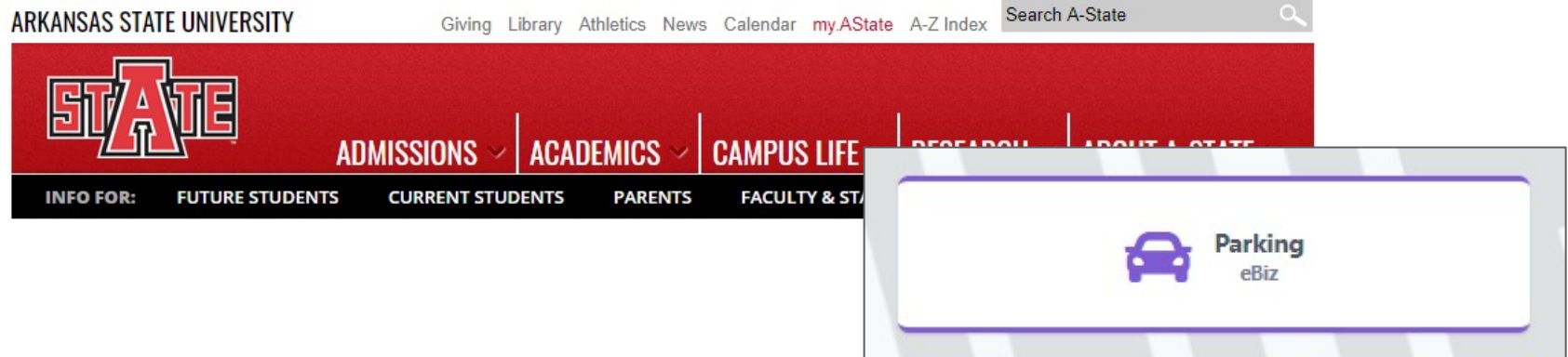
## Reserved spaces available and assigned through Parking Services.

- \$500 for covered garage spaces
- \$300 for all other reserved spaces



# Ordering Parking Permit

- Log in to my.AState



- Click on Parking eBiz icon
- Employees must order new permit each school year
- Permits are from August to August



# Payroll

## Pay Day

- Semi-monthly
- 15<sup>th</sup> and last day of each month
- If either falls on a weekend, payroll deposits will be issued on the Friday before
- Retirement deduction begins with your first pay check

## Vacation and Sick Leave

Vacation Leave: earn 15 hours per month (12 month faculty only)

- Can carry over 240 hours each year

Sick Leave: earn 8 hours of sick leave per month

- Can carry over 960 hours each year

**You can view your balances by logging in to my.AState then click on your Banner Self Service icon.**



# A-State Account Notification

- New employees (full-time/part-time non-student) receive an email notification
- Activate account and follow instructions on [New Employee web page](#)

Dear New Employee,

Welcome to Arkansas State University and the Red Wolf Nation! Your A-State ID Number is 12345678 and email address is [email@astate.edu](mailto:email@astate.edu).

To activate your account, click here: <https://webapps.astate.edu/digitalid/campusid.htm> |

- Enter your Social Security Number or Passport Number and Campus ID Number and click on Submit. The system will retrieve your PIN Number.
- Click on the <https://mycampus.astate.edu> link for "Newly admitted students and employees".
- Click the First Time Users link under the Login button to read and acknowledge the Acceptable Use Policy.
- On the Automated Account Manager web page, enter your Campus Wide ID, PIN, and password at the bottom of the page.
- Click on Submit to activate your account.

Visit the [New Employees](#) web site which details the tasks that need to be completed within your first 30 days.

Please contact the [BANNER Security Administrator](#) for assistance.

Welcome to A-State!!



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UNIVERSITY

# Employee Training Requirements

- Required for ALL employees
- Complete within 30 days
- Taleo Learn
  - Title IX (Sexual Discrimination)
  - Child Maltreatment
  - Privacy and Security
  - FERPA
- Access through My.Astate – Employee Learn Center icon



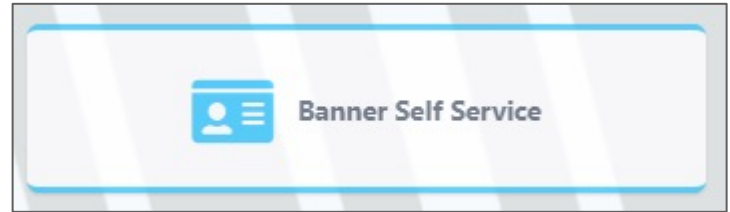
# my.AState

- Duo Login
- Blackboard Learn
- Employee Learn Center
- Parking eBiz
- Banner Self Service
- Pack Support
- Concur - Travel





# Banner Self Service



- Viewing Paystub
- Viewing Leave Balances
- Submitting Leave Report
- Viewing W-2 and 1095-C
  - Consent to receive electronically
- Update personal information
  - Update address and phone number
  - Emergency Contacts

# Benefits

- Receive email from Diana Corder
- Complete enrollment/waiver within 30 days of hire
- Complete by August 31 to be effective September 1
- Failure to enroll:
  - Classic Plan - Employee Only Health Insurance (12 month employee pays \$51.00 a pay period)
  - A-State Paid Life Insurance and Long Term Disability Insurance
  - TIAA Retirement (employee contributes 6%, A-State contributes 10%)
- Benefit Changes:
  - Open Enrollment in November / Effective January
  - Qualifying event: Marriage, Divorce, Birth/Adoption, Court Ordered Change

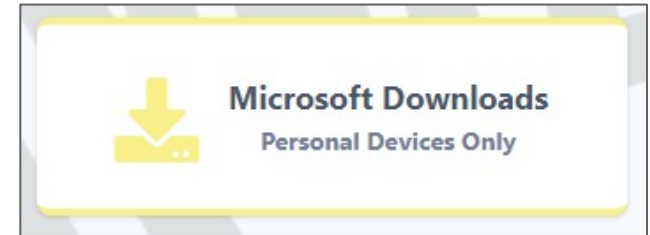
# Employee Assistance Program

- The St. Bernard's Counseling Center EAP assists employees and their family members when dealing with problems that can occur in everyday life.
- You can seek assistance in a simple and confidential manner from a trained professional.
- Referrals to the EAP can be made by yourself, family members, supervisors or physicians, etc.
- You will receive 6 free visits.



# Additional Benefits

- **Free University Software Access/Download**
  - For personal computer
  - Microsoft Office
  - Discounts on others
  
- **Education OR Wellness Leave (Physical Fitness Leave)**
  - **12 month faculty only**
  - 3 hours/week
  - Must be approved by supervisor
  
- **RedWolf Wellness Center**
  - Free membership for faculty, staff, and spouses
  - Located in HPESS building



# Additional Benefits

- **Dean B. Ellis Library**
  - Check out books, including popular selections
  - Rent movies, audio books, board games
- **Education Benefits**
  - Available for Bachelor and Graduate degrees at each campus and some online programs
  - Faculty, staff, spouses, and dependent children
  - Check the HR website for degrees that are eligible for the discount at any of the A-State locations statewide.
    - Bachelors = 50-75%**
    - Graduate = 50%**
  - Professional Development Plan Bonus



# Tobacco Free Campus

- The Arkansas Clean Air on Campus Act of 2009
- No tobacco is allowed anywhere on campus
  - Cigarettes
  - Cigars
  - Pipes
  - Smokeless tobacco
  - Vaping devices including e-cigarettes
- Enforced by UPD
- Fines from \$100-\$500



# Drug-Free Workplace

- The Drug-Free Workplace Act of 1988
- Annual notice can be found:
  - On UPD webpage – Annual Security Report
  - Emailed out to campus community from Student Conduct each October



# A-STATE MASK POLICY



***A-State requires use of face coverings indoors in spaces where social distancing is not practical.***

Examples include classrooms, meeting rooms and confined spaces like elevators.



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THANK YOU  
&  
WELCOME TO  
ARKANSAS STATE UNIVERSITY



- Human Resources: 870-972-**3454**  
Benefits: Diana Corder

- Parking Services: 870-972-**2945**
- Training Questions:  
Cathy Naylor: 870-680-**8079**

