Welcome to the College of Agriculture and Life Sciences at the University of Arizona.

We are a diverse Science, Technology, Engineering and Mathematics (STEM) college with one shared purpose: To ensure resilience and health of our communities, people, environments, and economies locally, regionally, and globally, and two missions:

- To educate students and communities in ways that enable their future success in the regional and global economies.
- To develop new knowledge and new technologies to benefit society.

I hope you will find the same pride in our purpose and missions as I do each day in representing this college to our students and stakeholders.

Since 1885, we have committed to helping students achieve their goals. We focus on providing the very best instruction to a diverse student population. We help our students gain the skills they will need for successful, meaningful careers in the 21st-century workplace. We are knowledgeable, caring and committed, and we are here to nurture a learning-centered environment.

CALS research and Cooperative Extension programs are helping grow Arizona’s economy—generating jobs, facilitating local economic development, supporting Arizona industries and saving taxpayers millions in medical costs.

Please read our college strategic plan and your unit’s strategic plan as well as our budgets.

You come to us with knowledge, skills and the talents we need today. But I ask you to give something even more important than that. You have the capacity to be a leader in helping us achieve our goals. In CALS, leading isn’t defined by your job title; leading is a decision you chose to make. Don’t wait to be asked—just do it.

Thank you for helping us be the most sought-after place to be a part of.

Best regards,

Shane C. Burgess
Vice President for Agriculture, Life and Veterinary Sciences, and Cooperative Extension
Dean, College of Agriculture and Life Sciences
Director, Arizona Experiment Station
17 August 2017

TO: New CALS employees

FROM: Gayatri Vedantam, Ph.D., Chair, CALS Faculty Council (Academic year 2017-2018)

The CALS Faculty Council addresses issues of interest to the faculty in consultation with them and the Dean. The Council provides recommendations to the faculty and other members of the University community.

Members of the Faculty Council are all elected by their faculty colleagues. As such, the Council is an unusual College-associated participant in co-governance on our campus. All CALS Faculty Senators are members of the Council. In addition, each department has one elected representative and each School has two representatives.

In recent years, the Faculty Council has addressed such topics as:

- Improving communication within CALS, especially between faculty and administrators.
- Development of workload guidelines for service to the community and University by faculty.
- Promotion guidelines for Professors of Practice.
- Procedures for distributing merit salary increases to faculty.
- Health and safety issues in a university building used by the general public and CALS students, staff and faculty.
- Procedures for more effective annual performance reviews of faculty.
- Distribution of funds associated with faculty instructional activities.

The Council welcomes input from, and participation by, all members of the University community. Should you have a question or concern that you would like the Council to discuss, please bring this to the attention of your Unit’s representative(s) or to the Chair of the Council.
CALS Strategic Goals

Mission Area Goals

Teaching: Career and Academic Services
- Enhance student learning opportunities.
- Improve learning and career development infrastructure.
- Develop financial support for Career and Academic Services.
- Enhance career development.
- Expand innovative educational programs.
- Enhance CALS retention.
- Promote faculty excellence.
- Enhance CALS recruitment.

Research
- Build on existing research strengths.
- Identify and invest in CALS research infrastructure needs.
- Define and measure productivity and resource generation for research.
- Expand communication on research activities.
- Build tech transfer, intellectual property development, external business relations/development.

Cooperative Extension and Economic Development
- Excellence in integrated CES research and education programs that improve lives, communities, and the economy (4-H YD, FCHS, ANR, FRTEP).
- Demonstrate and communicate the positive economic and social impacts of the CES programs.
- Invest CES resources in a strategic manner to address priorities and critical needs in Arizona and globally.

Detailed information on CALS Strategic Plan and the goals of CALS and our three mission areas can be found at:  [https://cals.arizona.edu/about/strategic-planning](https://cals.arizona.edu/about/strategic-planning)
**New Employee Checklist**

### Before your Hire Date

<table>
<thead>
<tr>
<th>Task</th>
<th>Completed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewed Benefits information for University and state-sponsored benefits and retirement plans and noted critical enrollment deadlines.</td>
<td>✔️</td>
</tr>
<tr>
<td>Confirmed that your department has registered for you the optional New Employee Benefits Orientation session.</td>
<td>✔️</td>
</tr>
<tr>
<td><a href="http://hr.arizona.edu/employees-affiliates/new-ua/new-employee-orientation-programs">http://hr.arizona.edu/employees-affiliates/new-ua/new-employee-orientation-programs</a></td>
<td>✔️</td>
</tr>
<tr>
<td>Set up your University NetID and e-mail account, following a series of instructional emails sent to the e-mail address on your hiring forms. If you are having issues contact the Support Center at (520) 626-8324</td>
<td>✔️</td>
</tr>
<tr>
<td><a href="https://success.arizona.edu/">https://success.arizona.edu/</a></td>
<td>✔️</td>
</tr>
<tr>
<td>Completed all required activities in the electronic New Employee Work Center in UAccess (after NetID is established).</td>
<td>✔️</td>
</tr>
<tr>
<td><a href="https://success.arizona.edu/">https://success.arizona.edu/</a></td>
<td>✔️</td>
</tr>
<tr>
<td>Considered your relocation needs. The University of Arizona contracts with Above &amp; Beyond to provide free relocation support services. For a referral to this service, contact your hiring department or contact Above &amp; Beyond and identify yourself as a new UA employee.</td>
<td>✔️</td>
</tr>
</tbody>
</table>

### Within the first two weeks (once active in the system)

<table>
<thead>
<tr>
<th>Task</th>
<th>Completed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete the Candidate Consent and Disclosure, and if applicable, return a completed fingerprint packet for any required criminal background checks</td>
<td>✔️</td>
</tr>
<tr>
<td>For questions contact: Human Resources Pre-Employment Screening Coordinator: (520) 626-0715 or FAX (520) 626-8236</td>
<td>✔️</td>
</tr>
<tr>
<td><a href="http://policy.arizona.edu/human-resources/pre-employment-screening-policy">http://policy.arizona.edu/human-resources/pre-employment-screening-policy</a></td>
<td>✔️</td>
</tr>
<tr>
<td>Enroll for Benefits and Retirement</td>
<td>✔️</td>
</tr>
<tr>
<td>Benefits enrollment must be completed in Uaccess (uaccess.arizona.edu) within 31 days of hire date or eligibility. For more information see the address below. For questions, contact Benefits Services: (520) 621-3662, Option 3</td>
<td>✔️</td>
</tr>
<tr>
<td>Obtain your UA CatCard</td>
<td>✔️</td>
</tr>
<tr>
<td>A government or state issued photograph identification and Emplid is required. Please obtain your emplid from your Business Office (<a href="mailto:xx@email.arizona.edu">xx@email.arizona.edu</a>). For CatCard office hours and location please follow the link below.</td>
<td>✔️</td>
</tr>
<tr>
<td><a href="https://catcard.arizona.edu/office">https://catcard.arizona.edu/office</a></td>
<td>✔️</td>
</tr>
<tr>
<td>Obtain keys/building access</td>
<td>✔️</td>
</tr>
<tr>
<td>Coordinate with your home department for forms/information before visiting the UA Key Office. Contact <a href="mailto:xx@email.arizona.edu">xx@email.arizona.edu</a> for assistance.</td>
<td>✔️</td>
</tr>
<tr>
<td><a href="https://www.fm.arizona.edu/#/department/6">https://www.fm.arizona.edu/#/department/6</a></td>
<td>✔️</td>
</tr>
<tr>
<td>Parking</td>
<td>✔️</td>
</tr>
<tr>
<td>Parking is not included for UA Personnel. To arrange for parking or reduced rate bus passes please follow the link below. For questions contact UA Parking and Transportation at (520) 626-7275.</td>
<td>✔️</td>
</tr>
<tr>
<td><a href="https://parking.arizona.edu">parking.arizona.edu</a></td>
<td>✔️</td>
</tr>
<tr>
<td>Complete required online training</td>
<td>✔️</td>
</tr>
<tr>
<td>Please send all training completion confirmations to the Business Office at <a href="mailto:xx@email.arizona.edu">xx@email.arizona.edu</a></td>
<td>✔️</td>
</tr>
<tr>
<td>Preventing Discrimination and Harassment: <a href="http://equity.arizona.edu/training/online-training">http://equity.arizona.edu/training/online-training</a></td>
<td>✔️</td>
</tr>
<tr>
<td>Uaccess User Agreement</td>
<td>✔️</td>
</tr>
<tr>
<td><a href="http://request.uaccess.arizona.edu/useragreement/">request.uaccess.arizona.edu/useragreement/</a></td>
<td>✔️</td>
</tr>
<tr>
<td>Information Security Awareness</td>
<td>✔️</td>
</tr>
<tr>
<td><a href="http://security.arizona.edu/infosecessentials/employee">security.arizona.edu/infosecessentials/employee</a></td>
<td>✔️</td>
</tr>
<tr>
<td>FERPA Tutorial</td>
<td>✔️</td>
</tr>
<tr>
<td><a href="https://registrar.arizona.edu/ferpa/tutorial">registrar.arizona.edu/ferpa/tutorial</a></td>
<td>✔️</td>
</tr>
<tr>
<td>Arizona Public Service Orientation</td>
<td>✔️</td>
</tr>
<tr>
<td>Complete Driver Registration and Motor Vehicle Record Check</td>
<td>✔️</td>
</tr>
<tr>
<td>If at any time you anticipate driving a University vehicle or your own vehicle on University business, you must complete the Driver Registration &amp; Motor Vehicle Record Check and the Personal Vehicle Use Form. Please send the completed form and confirmation to <a href="mailto:xx@email.arizona.edu">xx@email.arizona.edu</a>.</td>
<td>✔️</td>
</tr>
<tr>
<td><a href="https://risk.arizona.edu/forms">https://risk.arizona.edu/forms</a></td>
<td>✔️</td>
</tr>
<tr>
<td>Add direct deposit information</td>
<td>✔️</td>
</tr>
<tr>
<td>To receive your paychecks via direct deposit, complete in Uaccess Employee/Manager Self Service -&gt; Payroll &amp; Compensation - &gt; Direct Deposit. Signing up for direct deposit is optional. Contact <a href="mailto:xx@email.arizona.edu">xx@email.arizona.edu</a> for questions.</td>
<td>✔️</td>
</tr>
<tr>
<td><a href="https://success.arizona.edu/">https://success.arizona.edu/</a></td>
<td>✔️</td>
</tr>
<tr>
<td>Sign up for Ualert</td>
<td>✔️</td>
</tr>
<tr>
<td>Free service for all students, faculty, and staff sends text message notifications of emergencies directly to cell phones and e-mail accounts. For questions contact 24/7 IT Support Center at (520) 626-TECH (8324)</td>
<td>✔️</td>
</tr>
<tr>
<td><a href="https://cert.arizona.edu/ualert">https://cert.arizona.edu/ualert</a></td>
<td>✔️</td>
</tr>
</tbody>
</table>
Time Reporting

Listed below are the steps to complete your time.

1. Go to UAccess.arizona.edu
2. Click on Employee /Manager Self Service.

3. Enter your UA NetID and Password

4. Click on UA Manager Self Service and select UA Employee Main Homepage
5. Under Time Reporting

6. Timesheet Reporting Codes Examples for Exempt Employees (PAW)

7. Time Reporting Codes listed above are the most frequently used when reporting your time. There are many other codes in the drop down menu to choose. When you have special circumstances contact your business office for instructions. Submit your hours for approval by clicking Save and Submit.

8. Timesheet Reporting Code for Positive Time Reporters. Report your hours. Submit your hours for Approval by Clicking Submit.
To add comp time hours you will need to click the magnify glass.
SUPERVISOR Conversation

Name __________________________  Start Date __________________________

FLSA Status: _______  Supervisor _______________________

NOTE: If item does not apply to your unit, please mark “NA” or leave blank.

FIRST DAY

☐ Provide employee with New Employee Workbook. http://policy.arizona.edu/human-resources
☐ Assign "buddy" employee(s) to answer general questions.

POLICIES - SUPERVISOR

☐ Review key policies.
☐ Obtain certificates/checklists for business office files.
☐ Preventing Discrimination and Harassment Certificate
☐ FERPA Tutorial/Certificate
☐ Arizona Public Service Orientation Checklist
☐ Driving on UA Business/Completed Driver Registration and Motor Vehicle Record Check
☐ Time Card Reporting/Payroll Timing
☐ Safety Protocols and On-the-Job Injury Reporting
☐ Rules for After-Hours Access to Work Area
☐ Sign-Up for UA Alert
☐ Personal Conduct Standards
☐ Security (Email, Pcard, Cash Handling)
☐ Confidentiality
☐ Dress Code
☐ Phone Calls/Visitors Standards
☐ E-mail and Internet Use Policies
☐ Workspace/Kitchen/Breakroom
☐ Breaks/Lunch Schedule
☐ Unit Emergency Procedures
☐ UA Holidays Policy
☐ Emergency Contact Information

INTRODUCTIONS/TOURS - SUPERVISOR

☐ Give introductions to department staff and key personnel during tour.
☐ Tour of facility, including:
  ☐ Restrooms
  ☐ Mail Rooms
  ☐ Copy Centers
  ☐ Fax Machines
  ☐ Parking
  ☐ Printers
  ☐ Office Supplies
  ☐ Kitchen/Breakroom
  ☐ Coffee/Vending Machines
  ☐ Cafeteria
  ☐ Emergency Exits
  ☐ And Supplies

POSITION INFORMATION - SUPERVISOR

☐ Explain the Unit’s goals and mission.
☐ Explain how the department is organized, and the specific functions of the unit/section.
☐ Review job description, training plan, and performance expectations and standards.
  ☐ Review Training Schedule (On Campus/On-the-Job)
  ☐ Discuss Safety Training (Lab, Maintenance, Garage, etc.)
☐ Review how to report any issues and to whom.
☐ Review job schedule and hours.
  ☐ Overtime Procedure
  ☐ Expectations for requesting time off, reporting absences, and tardiness.
☐ Review how performance planning and evaluation is managed, by whom, and how often (3-6-12 months).
☐ Review Performance Review Schedule (3-6-12 months).
☐ Review Progressive Disciplinary Actions.
☐ Review Probationary Period Date.
☐ Explain Available Career Development Opportunities (QTR/Workshops/Etc.).
☐ Prioritize list of projects/tasks to be completed (get new employee started).
BUSINESS OFFICE PROCEDURES – BUSINESS OFFICE PERSONNEL

☐ Review general administrative procedures.
☐ Remind Employee about Benefits Sign-Up
☐ Register employee for New Employee Orientation (if necessary)
☐ Describe Unit Pcard Procedures
☐ Give Details on Acquiring Pcard
☐ Provide Fund Numbers
☐ Review Expense Reports
☐ Provide Information on Making Purchases
☐ Clarify Elevated Privilege
☐ Review Travel Authorization and Policies
☐ Discuss FML and Supplemental Comp Procedures
☐ Provide Information/Procedures for:
  ☐ Mail (incoming and outgoing)
  ☐ Shipping (FedEx, DHL, and UPS)
  ☐ Business Cards
  ☐ Conference Rooms
  ☐ Keys
  ☐ Building Access Cards
  ☐ Picture ID Badges
  ☐ Emergency Contact Information on File

COMPUTERS – INFORMATION TECHNOLOGY SUPPORT OR BUSINESS OFFICE PERSONNEL

☐ Hardware and software reviews, including:
  ☐ Email
  ☐ Intranet
  ☐ Security
  ☐ Microsoft Office
  ☐ Data on Shared Drives
  ☐ Printer
  ☐ Databases
  ☐ Internet

UNIT NEWS – VARIOUS INFORMATION PERTAINING TO INDIVIDUAL UNIT (IF APPLICABLE)

Please add below any necessary information or reminders relative to individual unit.