



---

# NEW EMPLOYEE ONBOARDING RESOURCES

---

## FACULTY, STAFF AND GRADUATE STUDENTS

Joining a large organization like the University of Arizona can be a daunting experience. The first days and months on the job are filled with excitement and uncertainty. Provided here are a number of tools to help you build a successful foundation at UA and the College of Optical Sciences (OSC).

▶ <http://www.optics.arizona.edu/about/employment>

---

## ▼ ▼ ▼ ONBOARDING PROCEDURES ▼ ▼ ▼

### HUMAN RESOURCES REPRESENTATIVE

▶ <http://www.optics.arizona.edu/about/staff/hr>

As questions come up about starting your new role at the University, you may contact the college human resources representative. They will be best able to answer your questions or point you in the right direction.

---

### BACKGROUND CHECKS & PRE-EMPLOYMENT SCREENING

▶ <http://policy.arizona.edu/human-resources/pre-employment-screening-policy>

New employees at the University are required to undergo a criminal background check. This process will involve filling out and submitting an electronic consent and disclosure form. Security sensitive positions also require fingerprints check.

---

### BENEFITS ONLINE PROGRAM

▶ <http://www.hr.arizona.edu/benefits>

The University of Arizona offers eligible employees an exceptional array of benefits and work/life support services. Use the link above to review the benefit options available to you, and to assist you in the decision-making process.

---

### CAT CARD

▶ <https://catcard.arizona.edu>

The Cat Card is your key to room/building access, money management, and other privileges on and off campus.

---

### ELECTRONIC I-9

▶ <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>

Completion of this form is mandatory for all employees. Review the List of Acceptable Documents and bring in documentation establishing your identity and employment authorization on your first day.



▼▼▼ **ONBOARDING PROCEDURES CONTINUED** ▼▼▼

### **EMPLOYEE ID (EmplID)**

All University employees are electronically assigned a personal identification number. This EmplID will be used as your personal identifier for University business systems and transactions. You will receive an email notification with additional instructions from UA Human Resources.

### **NETID & UNIVERSITY EMAIL ACCOUNT**

▶ <https://netid.arizona.edu/>

Your UA NetID, which you create during the initial hiring process, verifies your identity when you use many of the online services the University of Arizona provides. This ensures the privacy of personal information and restricts the use of resources to those for whom they are intended. The UA NetID also consolidates the disparate authentication mechanisms of various UA online services, replacing several unique identifiers with a common one. You will need a NetID to request a University email account.

### **COLLEGE OF OPTICAL SCIENCES EMAIL ACCOUNT**

▶ <http://www.optics.arizona.edu/new-user-account>

The College of Optical Sciences utilizes an intra-email account system. To establish your college email address, complete the New User Account Form.

### **KEYS, KEYLESS ACCESS, PHOTOCOPY CODES & P-CARDS**

▶ <http://www.optics.arizona.edu/about/staff/accounting>

Access to the Meinel Optical Sciences Building is managed through the OSC Accounting Office, as are photocopier codes and purchasing cards.

### **PARKING PERMITS & TRANSPORTATION OPTIONS**

▶ <http://parking.arizona.edu/>

Parking options are available on and around campus to fit any budget. For questions regarding parking options and any associated costs, contact Parking and Transportation Services at 520-626-PARK/520-626-7275. Parking space near OSC includes Cherry Avenue Garage, Lot 6093 and Lot 6097. The University also provides CatTran, a free campus-wide shuttle service.

### **PAYROLL & TIMESHEETS**

▶ [http://uits.arizona.edu/sites/default/files/workshops/watt/UAccess\\_Employee\\_Time\\_Reporter\\_Quick\\_Reference\\_Guide.pdf](http://uits.arizona.edu/sites/default/files/workshops/watt/UAccess_Employee_Time_Reporter_Quick_Reference_Guide.pdf)

Timesheets are submitted biweekly online via UAccess Employee. You can only access your timesheet when you have established your NetID and password. Your supervisor will provide additional guidance with completion of timesheets.



▼▼▼ **REQUIRED ONLINE TRAINING** ▼▼▼

**REQUIRED UA TRAINING**

There are several required online training sessions you must complete upon employment with the University of Arizona. Follow the instructions for each of the training sessions through completion.

▶ **AZ Public Service Orientation:**

<http://hr.arizona.edu/employees-affiliates/new-ua/new-employee-orientation-programs/arizona-public-service-orientation>

▶ **Harassment Prevention Education:** <http://equity.arizona.edu/online-training>

▶ **Information Security Essentials:** <http://security.arizona.edu/infosecessentials>

▶ **Exception Time Reporting:** <https://it.arizona.edu/exception-time-reporting>

▶ **Positive Time Reporting:** <https://it.arizona.edu/positive-time-reporting>

**REQUIRED OSC TRAINING**

OSC may require training beyond UA's training, depending upon your employment classification. Please contact the Director of Finance and Operations or Financial and Data Analyst with any questions.

▶ <http://www.optics.arizona.edu/about/staff/contracts-and-grants>

**CONFLICT OF INTEREST ONLINE DISCLOSURE AND TRAINING**

Required for OSC individuals who meet the University's definition of Investigator, regardless of faculty, staff or student status and research sponsorship. Submit online disclosure at the start of employment or research activity, update the online disclosure every June and submit disclosure updates as required. COI training must be completed at the start of employment and then every four years.

▶ <http://rgw.arizona.edu/compliance/conflict-interest-program>

**EXTERNAL PROFESSIONAL COMMITMENT OR OUTSIDE EMPLOYMENT**

Per the UA Conflict of Commitment Policy, all full-time Appointed Personnel must request written approval prior to Outside Employment or Outside Professional Commitments that will occur during the calendar year while a full-time UA employee. Faculty requests will be approved by the dean; other employees need to submit requests to their supervisor before approval by the dean. Completed requests need to be submitted to the Director of Finance and Operations for processing. The request form should be submitted four weeks prior to beginning the outside activity to allow consideration.

▶ <http://rgw.arizona.edu/compliance/conflict-interest-program/information-university-employees-and-affiliates/conflict-commitment>

**EXPORT CONTROL TRAINING**

Required for College of Optical Sciences individuals before they begin work on an export controlled project and for all export control liaisons. Training is required every year, with additional refresher training opportunities announced as they become available.

▶ <http://rgw.arizona.edu/compliance/export-control-program/export-control-training>

**RESPONSIBLE CONDUCT OF RESEARCH CERTIFICATE**

Required for postdocs, graduate students and undergraduate students who work on National Science Foundation grants housed in the College of Optical Sciences. The core workshop requirement must be completed within 30 days of starting work on the project. Please see the Research Gateway website for additional requirements.

▶ <http://rgw.arizona.edu/research-compliance/rcr/certificate-program>

**UACCESS EMPLOYEE TRAINING & CAREER DEVELOPMENT COURSES/WORKSHOPS**

▶ <http://uaccess.arizona.edu>



▼▼▼ **OSC STAFF SECTIONS** ▼▼▼

**OPTICAL SCIENCES SUPPORT**

The College of Optical Sciences provides a variety of support and services to our faculty and staff and outline of primary support functions.

**ACADEMIC PROGRAMS (MEINEL 403)**

Admission, recruitment, advising, curricula (B.S., certificate, M.S., Ph.D., distance learning).

▶ <http://www.optics.arizona.edu/about/staff/academic-programs>

**ACCOUNTING (MEINEL 641)**

Financial oversight and administrative transaction review and approval, keys and building access, photocopier codes, P-Card applications, UAccess provisioning, payroll oversight.

▶ <http://www.optics.arizona.edu/about/staff/accounting>

**ADMINISTRATIVE SUPPORT**

Assistance with purchase orders, travel arrangements and registration, calendaring and meeting coordination, special events, typing of coursework, publication activity, website maintenance. Check with your supervisor regarding administrative support for your section.

▶ <http://www.optics.arizona.edu/about/staff/administrative-support>

▶ **Faculty & Staff Assignments:** <http://www.optics.arizona.edu/assignments>

**COMMUNICATIONS (MEINEL 718)**

OSC website & faculty/group microsites, Watts Up! newsletter, marketing & promotional material, UA branding, press releases, photography, website directory updates.

▶ <http://www.optics.arizona.edu/about/staff/communications>

**CONTRACTS & GRANTS (MEINEL 704)**

Industry and government research, proposal and awards, compliance, financial and data analysis, export control.

▶ <http://www.optics.arizona.edu/about/staff/contracts-and-grants>

**DEAN'S OFFICE (MEINEL 702)**

Personnel administration, faculty affairs and promotion and tenure, adjunct and joint appointments, international faculty and research scholar visas.

▶ <http://www.optics.arizona.edu/about/staff/deans-office>

**DEVELOPMENT & ALUMNI RELATIONS (MEINEL 721)**

Donation stewardship and alumni relations and activities.

▶ <http://www.optics.arizona.edu/about/staff/development-alumni-relations>

**FACILITIES & BUILDING MAINTENANCE (MEINEL 400N)**

Building maintenance, including assistance with planning and coordinating office and lab moves, dock deliveries of equipment, FedEx and UPS purchase order deliveries, campus courier, office signage, other special requirements not provided by the University's Department of Facilities Management.

▶ <http://www.optics.arizona.edu/about/staff/facilities>



▼▼▼ **OSC STAFF SECTIONS CONTINUED** ▼▼▼

**OPTICAL SCIENCES SUPPORT**

The College of Optical Sciences provides a variety of support and services to our faculty and staff and outline of primary support functions.

**HUMAN RESOURCES (MEINEL 720)**

Onboarding guidance, benefits information.

▶ <http://www.optics.arizona.edu/about/staff/hr>

**TECHNOLOGY MANAGEMENT (MEINEL 431)**

OSC email and webmail, telephone maintenance, OSC databases and distribution lists.

▶ <http://www.optics.arizona.edu/about/staff/technology-management-group>

▼▼▼ **OSC RESEARCH** ▼▼▼

**RESEARCH SPECIALTIES**

The College of Optical Sciences is internationally recognized for its innovative and unusually comprehensive research programs. Our research encompasses a broad set of technologies and techniques for exploiting the properties and applications of light, touching virtually every field of science and industry. Our faculty are innovative and decorated — and constantly expanding the boundaries of optics knowledge.

▶ <http://www.optics.arizona.edu/research>



**OPTICAL ENGINEERING**

Optical engineers examine and develop different uses of light with instruments like lenses, spectrometers and interferometers; they build the practical devices that put light to use.



**OPTICAL PHYSICS**

Optical physics concentrates on the inspection, manipulation and control of electromagnetic radiation in relation to matter, focusing on the discovery and application of new phenomena.



**PHOTONICS**

Photonics is the science of the dual nature of light, emphasizing that it is both particle and wave at once; it covers the research and application of light from ultraviolet to the infrared.



**IMAGE SCIENCE**

Image science investigates the ways that image quality can be defined, measured and optimized; it touches and improves the visualization of everything from healthy bones to unstable atmosphere to millennia-old geological formations.



## OTHER USEFUL INFORMATION

### ADDRESS & HOURS

Meinel Optical Sciences Building #94 | 1630 E. University Blvd. | P.O. Box 210094 | Tucson, AZ 85721-0094

- ▶ **West Entrance (3rd Floor Lobby):** 7:30 a.m.-5:15 p.m.
- ▶ **Central Entrance (4th Floor Bridge):** 6:45 a.m.-6:15 p.m.
- ▶ **East Entrance (Main Door):** 6:45 a.m.-6 p.m.

### EMPLOYMENT/HUMAN RESOURCES POLICIES

- ▶ <http://policy.arizona.edu/human-resources>

### CONFERENCE ROOM SCHEDULER

- ▶ <http://www.optics.arizona.edu/about/facilities/meinel-building/conference-rooms>

### EMERGENCY NUMBERS & RESOURCES

**CALL 911** for emergencies requiring medical attention, fire assistance and/or police presence. UAlert is a registration-required, free service that delivers text-message and/or email alerts to UA students, faculty, staff, friends and family during an emergency.

- ▶ **UA Police (UAPD):** 520-621-8273
- ▶ **UA Risk Management:** 520-621-1790
- ▶ **UAlert:** <http://cert.arizona.edu/ualert>

### EMERGENCY/FIRE DRILL ASSEMBLY LOCATIONS

- ▶ **Primary Location:** Southeast corner of Lot 6093 (located on south side of Meinel Building)
- ▶ **Secondary Location:** Between Cherry Avenue Garage and McKale Memorial Center
- ▶ **Other Location:** Between McKale Memorial Center and Hillenbrand Aquatic Center

### EVENTS CALENDAR

Contact Michelle Bryan ([mbryan@optics.arizona.edu](mailto:mbryan@optics.arizona.edu)) or Graeme Hunt ([ghunt@optics.arizona.edu](mailto:ghunt@optics.arizona.edu)) to add events.

- ▶ <http://www.optics.arizona.edu/news-events/events/calendar>

### FORMS & DOWNLOADS

- ▶ **OSC Internal Forms:** <http://www.optics.arizona.edu/about/staff/forms>
- ▶ **Logos & Powerpoint Templates:** <http://www.optics.arizona.edu/about/staff/forms>
- ▶ **Terminating Employees and DCCs:** Clearance Form available with OSC internal forms

### LOADING DOCK HOURS

- ▶ **Gates lock promptly at 5 p.m.:** 7:30 a.m.-5 p.m.



▼▼▼ **OTHER USEFUL INFORMATION** ▼▼▼

**LOCKED OUT OF YOUR OFFICE?**

Don't panic! A master key is available through the following sources.

**BUSINESS HOURS**

- ▶ Academic Programs Office (Meinel 403)
- ▶ Dean's Office (Meinel 702/704)
- ▶ Building Maintenance & Facilities Coordinator (Meinel 400N)
- ▶ Technology Management Group (Meinel 431)

**AFTER BUSINESS HOURS**

- ▶ UA Police Department: 520-621-8273 (CatCard & Key Card required)

---

**MAIL ROOM**

- ▶ Meinel 426

---

**MUSEUM OF OPTICS**

- ▶ Self Guided Tour: <http://www.optics.arizona.edu/outreach/museum>

---

**OFFICE SUPPLIES, BUSINESS CARDS, DOOR NAME PLATE**

- ▶ See your supervisor for assistance.

---

**ORGANIZATIONAL CHART**

- ▶ Under construction.

---

**TELEPHONE INSTRUCTION MANUAL**

- ▶ [http://uits.arizona.edu/sites/default/files/7961G-GE\\_7941G-GE\\_user\\_guide.pdf](http://uits.arizona.edu/sites/default/files/7961G-GE_7941G-GE_user_guide.pdf)

---

**UA NEWS & COMMUNICATIONS**

Stay abreast with everything going on at the College of Optical Sciences and the University of Arizona. We encourage you to subscribe to the following OSC and campus newsletters.

- ▶ **OSC Watts Up! Newsletter:** <http://www.optics.arizona.edu/wattsup>
- ▶ **UANews:** <http://uanews.org/signupfornews/subscribe>
- ▶ **UA@Work:** <http://uaatwork.arizona.edu/>
- ▶ **UAnnounce:** <http://uaatwork.arizona.edu/uannounce>
- ▶ **Lo Que Pasa:** <http://uaatwork.arizona.edu/lqp>
- ▶ **Daily Wildcat:** <http://www.wildcat.arizona.edu>

