

# Welcome to Stanford

## New Employee Quick Start Guide



# TAKE ACTION!

SPECIFIC STEPS ARE NECESSARY TO “SIGN IN” AT STANFORD. PLAN TO ACCOMPLISH THESE TASKS SOON.

- » Learn your 8-digit employee **ID number** (ask your Human Resources coordinator/manager for the number if you have not received it). You'll need it to enroll in benefits and request a network ID.
- » Get your **ID Card** so you can use the libraries and recreational facilities, or access your building: <http://www.stanford.edu/services/campuscard/cardoffice.html>
- » Obtain your Stanford network ID, called a **SUNet ID**: <https://sunetid.stanford.edu>. This enables you to use email, gain security access to various administrative systems, and login to secure Stanford web sites.
- » To learn about **benefit plans**, visit: <http://benefits.stanford.edu>. Compare medical and dental plan options, learn about flexible spending accounts, and life insurance and disability options. If you are eligible for benefits, click on MYBENEFITS to make your benefit elections no later than 31 days after your hire date. While you're on the site, check out the Tax-Deferred Annuity (TDA) plan in the Retirement section to start investing in your future!
- » Complete **payroll** information, including I-9 documentation and tax withholdings (W4 or DE4). View tutorials on entering hours worked or leave taken into the online timecard, review pay dates/pay periods, and lots more at the Financial Gateway for Staff: [http://fingate.stanford.edu/staff/payemployee/new\\_employee.html](http://fingate.stanford.edu/staff/payemployee/new_employee.html)
- » Enroll in **direct payroll deposit**. Login to the Axess portal: <https://axess.stanford.edu> with your SUNet ID and password. Click the “Employee Information” tab, then “Direct Deposit.”
- » Get guidance on **commute options** from Parking & Transportation and get your free passes to ride Caltrain and/or VTA buses or light rail, or purchase a parking permit. Familiarize yourself with the free Marguerite shuttle. <http://transportation.stanford.edu>
- » Enter your **Stanford directory** information (job title, department, work address, phone, fax, etc.), your emergency contact (AlertSU) information, and change your SUNet ID password in StanfordYou: <https://stanfordyou.stanford.edu>. The online directory is StanfordWho: <https://stanfordwho.stanford.edu>
- » If you'll be using **voicemail**, learn how to set up your voicemail to receive messages: <http://www.stanford.edu/services/voicemail/dept/>
- » If you'll be using **email**, learn about your options: <http://www.stanford.edu/services/email>. Use Stanford webmail and the integrated calendar from anywhere in the world: <https://webmail.stanford.edu>
- » Complete required **safety training**, from general safety and ergonomics to specific lab procedure training. Use the Training Advisor tool to identify the training you need: <https://trainingadvisor.stanford.edu>
- » Enroll in **computer security training** for protection of electronic information. Go to Axess, click the STARS tab, and enroll in course # ISO-0001.
- » **New supervisor?** Complete state-mandated sexual harassment prevention training: <http://harass.stanford.edu>. Also enroll in New Supervisor Orientation, course # TOD-0130 using STARS in Axess.
- » For non-supervisory staff, register for **sexual harassment prevention training**. Go to Axess, click the STARS tab, and enroll in course # TOD-0201.
- » Managing **financial transactions or research administration?** Enroll in “Introduction to Stanford Finance & Research Administration,” course # FIN-0120. Register in Axess using STARS.
- » Review the **Workers Compensation** information to decide if you want to pre-designate your physician for any worker's compensation issue: <https://www.stanford.edu/dept/Risk-Management/docs/workcompben.shtml>



# COMMUNITY CITIZENSHIP

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## LEARN HOW YOUR WORK FITS IN AT STANFORD.

The **Stanford web site** is rich with information to help you learn more; the 'A to Z Index' and the Gateway for Faculty & Staff are great places to start your review: [www.stanford.edu](http://www.stanford.edu)

Review the University's **governance and organizational structure**, including school, VP area, and independent lab organization charts (documents are PDFs): <http://adminguide.stanford.edu/ch1contents.html>

**Key values and behavior commitments** for all employees include honesty, integrity, fairness, respect, and trust: <http://adminguide.stanford.edu/1.pdf>  
Also posted: **Conflict of Commitment and Interest**: [http://adminguide.stanford.edu/15\\_2.pdf](http://adminguide.stanford.edu/15_2.pdf)

Stay informed by reviewing **news articles** online. Also, subscribe to receive regular email updates: <http://news.stanford.edu>

We value efforts to conserve energy and build **sustainability** practices into every aspect of campus life: <http://sustainablestanford.stanford.edu>

Look for opportunities to connect with others, including project teams, committees, and task forces.

## KEY RESOURCES

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### YOU CAN COUNT ON THE PEOPLE HERE TO PROVIDE THE SUPPORT YOU NEED.

#### Your Supervisor

This is the person who can answer questions or point you in the right direction, so ask!

#### Your Human Resources Manager or Group

University Human Resources: <http://hrweb.stanford.edu>  
School of Medicine: <http://hrg.stanford.edu>  
Campus HR Managers: <http://hrweb.stanford.edu/HRM.pdf>

#### The Faculty and Staff Help Center

Confidential, professional counseling for employees and family members, workshops, and peer support groups: <http://www.stanford.edu/dept/helpcenter>

#### Technical Help

Submit an online request to get help for software, hardware, administrative systems, and more: <https://helpsu.stanford.edu>

# YOUR DEVELOPMENT

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## CONTINUE YOUR PROFESSIONAL DEVELOPMENT.

Take a **Stanford Continuing Studies** course: <http://continuingstudies.stanford.edu/>

Get **financial assistance** for your training (STAP) or degree efforts (STRP): <http://hreap.stanford.edu>

Get **workplace or career advice** from a counselor through the Career Counseling Network: <http://ld.stanford.edu/compass/ccn.html>

**Training and learning workshops** are held quarterly, on topics including: administrative systems, computer and technical programs, financial and research administration, health and safety, purchasing, and work effectiveness skills training. Look for the Training Opportunities Guide where you get ID mail, or review the online version in Axess.

**Audit** an academic course by getting permission from your supervisor and the instructor. Form: <http://registrar.stanford.edu/pdf/PTA-Auditor.pdf>



#### Ombuds Office

An impartial dispute resolver for all members of the community: <http://www.stanford.edu/dept/ombuds>

#### Diversity and Access Office

Creates and maintains a diverse community with equal access to resources: <http://www.stanford.edu/dept/diversityaccess>

#### Sexual Harassment Policy Office

Resources to help with your concerns about sexual harassment: <http://harass.stanford.edu>

#### The WorkLife Office

Strike a balance with your work, personal, and family life: <http://worklife.stanford.edu>

# GET CONNECTED!

BE PROACTIVE TO HELP YOURSELF FEEL A SENSE OF FAMILIARITY AND BELONGING. ALONG WITH LEARNING ABOUT YOUR NEW JOB AND DEPARTMENT, TAKE TIME TO EXPLORE WHAT STANFORD HAS TO OFFER!

## Athletic Events

Attend any of the athletic events and you'll see the enthusiasm for Stanford students who are athletes. Or, view event videos on YouTube! [www.gostanford.com](http://www.gostanford.com)

## Campus Events

The Stanford Events Calendar displays musical events, symposiums, lectures, and exhibits; many are free or discounted with staff ID: <http://events.stanford.edu>.

Stanford Lively Arts presents music, theater, dance, and multimedia events: <http://livelyarts.stanford.edu>

## Get Active, Eat Better, Unwind

The BeWell @ Stanford site has classes, events, and resources for your health: <http://bewell.stanford.edu>

Join a lunchtime walking group, work out in the recreational facilities, or complete an online fitness assessment (a SHALA) and earn \$\$\$ in your paycheck!

## Stay Fit

Exercise and healthy living classes from the Health Improvement Program (HIP) give you a way to stay fit and have fun doing so! Classes are held during lunchtime, after work, and even some weekends in various recreational facilities: <http://hip.stanford.edu>

## Stroll Around the Grounds

With over 8,000 acres, get out and enjoy the scenery! Grounds Services has a "Points of Interest" map with locations of historic trees, many planted at the founding in 1891! <http://grounds.stanford.edu/points/index.html>.

## Tours with the Stanford Visitors Center

The Stanford Visitors Center conducts a free campus walking tour that you can do, and bring your family and friends to, even on the weekend. Or take the elevator up the 285 ft. high Hoover Tower to see the panorama. Downloadable maps are also on the site:

<http://www.stanford.edu/dept/visitorinfo>



## Places to Eat on Campus

From the Alumni Cafe to the eateries at Tresidder Student Union, there is delicious food all over campus, with healthy eating options at all locations: [http://www.stanford.edu/dept/rde/shaa/retail\\_all.html](http://www.stanford.edu/dept/rde/shaa/retail_all.html)

## Unique to Stanford

Fascinating **facts** about Stanford's history, our schools and student programs, campus life, the medical center, and lots more: <http://www.stanford.edu/about/facts>

Learn **acronyms** that are part of our everyday language: <http://www.stanford.edu/about/speak.html>

Download **iStanford** from Apple to your iPhone or Touch iPOD and get a campus GPS, access to online info and more.

## Join a Group

Staff groups provide opportunities for social and personal support. Staff groups: <http://diversityworks.stanford.edu/facultyStaff/>. You may wish to attend TIPS meetings (Team to Improve Productivity at Stanford): <http://www.stanford.edu/group/tips>

## Religious Life

The Office of Religious Life guides and nurtures spiritual, religious, and ethical life in our community, and offers interdenominational services and a walking labyrinth at Stanford Memorial Church.

<http://www.stanford.edu/group/religiouslife>

## Museum

View the exhibits in the Cantor Art Museum galleries free of charge, stroll through the Rodin Sculpture Garden, and more: <http://museum.stanford.edu> "Stone River," below left, across from the museum, is 320 feet long, and made from 128 tons of sandstone—just one of the fantastic sculptures on campus!

## Departments of Art & Art History, Music, and Drama

These departments offer programs, productions, and exhibits:

<http://art.stanford.edu> (includes Art Gallery)

<http://www.stanford.edu/dept/drama/>

<http://music.stanford.edu/Home/index.html>

## Stanford Federal Credit Union

You may wish to join the Stanford Federal Credit Union for a wide range of banking and savings services:

<http://www.sfcu.org>