# The Ohio State University

# New Employee Essentials Guide

## Congratulations on your new opportunity at Ohio State!

Updated February 2024

**THE OHIO STATE UNIVERSITY**
HUMAN RESOURCES

New Employee Essentials Guide

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# Welcome

Congratulations on your new opportunity at Ohio State! You are now part of an outstanding university and a leading medical center. We are thrilled to have you join us.

This guide includes a high-level checklist of essential onboarding tasks. You will also find an overview of essential websites, resources, and systems to support your onboarding and ongoing work.

## Our Vision

The Ohio State University is the model 21st-century public, land grant, research, urban, community-engaged institution.

## Our Mission

The university is dedicated to:

- Creating and discovering knowledge to improve the well-being of our local, state, regional, national, and global communities
- Educating students through a comprehensive array of distinguished academic programs
- Preparing a diverse student body to be leaders and engaged citizens
- Fostering a culture of engagement and service.

We understand that diversity and inclusion are essential components of our excellence.

## Our Values

Excellence and Impact

Diversity and Innovation

Inclusion and Equity

Care and Compassion

Integrity and Respect

# Onboarding Tasks

The checklists on the following pages include essential high-level tasks.  They are organized by **when you need to complete them:** before you start, your first day, first week, and beyond.

Ask your manager about additional tasks that are specific to your college, department, or role.

The New Employee Onboarding webpage that we refer you to as a web resource is intentionally similar to this checklist.

# Before You Start Checklist

Web Resource: [Before You Start](#) and [New Employee Orientation](#)

## Set Up Your Ohio State digital identity, email, and BuckeyePass

You will use many different systems to accomplish your work and manage your employee profile. The key to accessing them is activating your digital identity, including email address, and BuckeyePass (aka "Duo") authentication.

**Instructions**

- Check your email for a message from Ohio State Office of the Chief Information Officer (OCIO) that contains your **lastname.#** (i.e., buckeye.1870)

- Activate your account and set up your email: [my.osu.edu](http://my.osu.edu)

**Helpful Tip for Med Center Employees**
Medical Center employees have both an Ohio State email address *and* a medical center email address. Please **link the two emails** and forward your Ohio State email address to your medical center email address by logging in to my.osu.edu and clicking "Change Email Delivery".

## Talk to Your Manager

As you begin, communicate regularly with your manager. These ongoing conversations are essential to keep you informed, on track, and developing in your career journey at Ohio State. Your manager is your first stop for questions or concerns.

**Instructions**

- Discuss your start date, time, and first-day activities.

  **Important:** New Employee Orientation on the morning of your first day is *virtual.* Find out if your manager wants you to attend orientation from your work location on a work computer, from your home with personal equipment, etc.

- Discuss where and to whom to report on the first day. Get information on what to bring the first day, parking and dress code.

- Discuss your technology needs and requirements.

- Identify any activities that may need to occur prior to your first day (e.g., obtain employee ID).

## Review Benefits Information

As part of your total rewards package, Ohio State is proud to provide access to high-quality benefits to support your health and financial goals. There is a 30-day deadline to enroll in many of your benefits, and you need to make decisions regarding mandatory retirement plans in your first 120 days of hire or eligibility.

**Instructions**

- Review the Benefits Overview for new hires

- Watch videos about the robust package of total rewards that are a part of working at Ohio State.

- We strongly encourage you to attend a live webinar the week you start. Refer to your welcome letter for details. These workshops are offered twice every orientation week. You can attend one two weeks after your orientation if you prefer.

**Helpful Tip**

You can select benefits in Workday before your start date. However, your health benefits, if you choose to enroll in Ohio State's plan, do not begin until your first day.

## ☐ Go to your Onboarding Portal in Workday

Onboarding items have been assigned to you in Workday, our cloud-based employee management system. You may work on these tasks before your first day if you wish.

**Instructions**

- Go to Workday: workday.osu.edu

- Enroll in benefits (you can do this after you start if you prefer)

- Provide or update personal and contact information

- Set up direct deposit (payment election). Note: Direct deposit is the only option at the university. If you don't sign up for direct deposit, you are automatically assigned a pay card. More information at Payroll Services.

- Set up tax withholding

- See and access your required training through BuckeyeLearn

## ☐ Obtain a Parking Pass (if needed)

Ohio State parking lots and garages require a parking pass. Parking is managed by CampusParc. Ask your manager or team members about their parking experience and what surface lot or parking garage they use.

**Instructions**

- Go to CampusParc to learn more and purchase a parking permit

# First Day Checklist

🌐 Web Resources: [New Employee Onboarding: First Day](#)

☐ **Attend New Employee Orientation**

During New Employee Orientation you will learn more about Ohio State's culture, leadership, systems, and benefits.

**Instructions**

- Refer to the email you receive inviting you to [orientation.](#)

☐ **Talk to Your Manager**

**Instructions**

- Review your job description, responsibilities, and expectations

- Discuss key people to meet

- Discuss your probationary period (if applicable)

- Confirm your first week's schedule and meetings

- Obtain access to your collaboration tools (e.g., Microsoft Teams), shared drives, and folders

- Ask about team and 1:1 meeting schedules

☐ **Set Up Collaboration & Communication Tools**

Ohio State supports several options to collaborate and communicate with your colleagues.

**Instructions**

- Set up Outlook Email

- Set up CarmenZoom and Microsoft Teams

- Set up voicemail

☐ **Attend New Hire Retirement and Health Benefits Webinar**

Ohio State offers webinars that guide you through the health and retirement benefits choices to aid in your decision-making. Benefits experts are present to answer questions.

**Instructions**

- Select a benefits webinar that fits your schedule. One [New Hire Retirement and Health Benefits Webinar](#) is offered weekly. Refer to your welcome email for details. This webinar will also be mentioned during new employee orientation.

**Helpful Tip**

Remember you have 30-days to enroll in health benefits and 120-days to enroll in retirement benefits. If attending a live webinar does not fit your schedule within the 30 days you have to enroll, you may watch a recorded presentation.

# First Week Checklist

🌐 Web Resource: [New Employee Onboarding: First Week](#)

☐ **Sign up to attend a Health and Retirement Benefits Webinar**

(if you haven't already)

**Instructions**

- [Attend webinar](#) that fits your schedule.

☐ **Complete required Compliance and Policy training in BuckeyeLearn**

All Ohio State employees must complete several required compliance trainings **within their first week.**

**Instructions:**   Complete the following required training in [BuckeyeLearn](#):

1. "Introduction to BuckeyeLearn"

2. "Protecting Institutional Data"

3. "Report = Support: Identifying and Responding to Sexual Misconduct"
   **Note:**  This training is updated yearly, usually in September. If this training is not assigned to you in your Onboarding portal, it will be assigned to you (along with the rest of the university) when the new version is available.

## Complete additional department or role-specific training

Different departments and roles may require additional training to access and work in certain systems.

**Instructions**

- Ask your manager if you need to complete training specific to your role. Most training will be found in BuckeyeLearn.

**Helpful Hints**

Examples of additional training you may need in your role:

- Security Awareness
- Hazard Communication
- Responsible Conduct of Research (required to conduct research)
- Digital Accessibility Policy
- Family Education Rights and Privacy Act (FERPA)
- HIPAA

## Review essential policies at the university level and for your role

It is the responsibility of all individuals to identify and familiarize themselves with all applicable university and unit policies. Listed below are a few key university policies you should review during the early days of your employment. Ask you manager it there are other policies specific to your role that you should know.

**Instructions**

- Watch short videos to understand the compliance topics related to reporting, conflicts of interest, public records, occupational safety, and export controls. Web resource: University Compliance and Integrity

- **Review** the following key university policies in the "policies" section:
  - Work Environment Tobacco Free Ohio State
  - Alcohol and Other Drugs Drug-Free Workplace Sexual Misconduct
  - Affirmative Action, Equal Employment Opportunity & Non-Discrimination / Harassment
  - Workplace Violence Technology and Information Security
  - Responsible Use of University Computing and Network Resources

- **Special Situations** – *Do these apply to you?* Access policies here.
  - Probationary Period (for CCS and bargaining unit staff)
  - Activities and Programs with Minor Participants (for those who interact with minors)
  - Privacy and Release of Student Education Records (for those who handle student education records)
  - Student Employment (for student employees and those who supervise them)
  - Intellectual Property (for those who create intellectual property)

# First Month and Beyond

Use the online New Employee Onboarding web resource as your guide to essential tasks throughout your first year as an Ohio State employee. Click on one of the below boxes to access the correlating web page.

| First Month | hr.osu.edu/new-employees/employees/first-month |

| First 3 Months | hr.osu.edu/new-employees/employees/first-3months |

| First 6 Months | hr.osu.edu/new-employees/employees/first-6months |

| First Year | hr.osu.edu/new-employees/employees/first-year |

# University Calendars

$ Pay Period Schedules

Observed Holidays: correlating HR Policy 6.20, Holidays

Academic Calendar

# Understanding Your Benefits

## Ways to learn about Ohio State benefits:

- **Read** the Benefits Overview website

- **Attend** webinars or **watch** videos about the robust package of total rewards

- **Ask questions** during the live webinars

- **Ready to enroll?** Here's how in Workday

## Frequently Asked Questions

**Enrollment Deadlines**

Health Benefits: 30 days

Retirement Benefits: 120 days

1. **What benefits does Ohio State offer?** You may view a summary of the benefits here.

2. **How can I get help to decide which health benefits are best for me?** Attend a benefits presentation (live webinar) to learn more about health and retirement benefits and get your questions answered. The webinars are offered twice during each orientation week.

3. **Can I ask questions during the benefits webinar?** Yes! We strongly encourage and welcome your questions.

4. **How do I enroll in benefits?** Enrollment details found here.

5. **What if I need more help understanding my benefits?** Contact the HR Consultant in your unit or contact HR Connection at (614) 247-6947 or hrconnection.osu.edu.

6. **What is the deadline to enroll in health benefits?** Within 30-days of your employment.

7. **What is the deadline to enroll in retirement benefits?** Within 120-days of your employment.

8. **When do my health benefits become active?** Your benefits will be effective on the date of your eligible appointment if you enroll within 30 days of the event.

# Requesting Accommodations

Ohio State strives to be a model for inclusive excellence. We value diversity, the range of differences that make each of us unique.

**To request accommodations:**

- Go to osu.edu and click on the "Search Ohio State" link at the top of the page and type in "disability functions"

- To inquire about access or to request reasonable accommodations contact Disability Benefits at hr-integrateddisability@osu.edu, (614) 292-3439, **or** ADA-OSU@osu.edu (614) 292-7024

# Exploring Your Wellness Options

Explore Your Plan for Health (YP4H), Ohio State's employee wellness program with tools and resources for living a healthy life.  Participants can earn rewards, including medical plan premium credit, Health Reimbursement Account (HRA) credits and PulseCash, through healthy behaviors such as completing a health assessment with biometrics, tracking physical activity, and attending wellness programs.

- Go to the Your Plan for Health website to learn about the many wellness resources and programs.
- Your credential to log into the YP4H Virgin Pulse app will be active about two days after your first day.

# Good to Know

## Getting Involved

**University Staff Advisory Committee (USAC)**
The University Staff Advisory Committee (USAC) is an advisory body to university leadership. Comprised of members from across the university and medical center, its mission is to maintain an active and participatory line of communication with the university community and to provide a forum through which university staff can raise, discuss, and make recommendations to support the university's mission.

- **Visit the** USAC webpage and **sign-up** to receive their monthly newsletter.

## Getting Around

**Tour**
Take a virtual tour of campus or try out the interactive campus map using the Ohio State App.

**Park**
Go to the CampusParc website for details on parking. Ask your manager or team members about their parking experience.

**Bus**
- The Campus Area Bus Service (CABS) is a free transit service provided by The Ohio State University Transportation and Traffic Management.

## Safety

The Department of Public Safety includes police (OSUPD), emergency management, central campus security services, communications and security technology, and Wexner Medical Center security, all helping to keep Buckeyes safe.

- **OSUPD's non-emergency** phone number is **614-292-2121**

- **View** the Department of Public Safety's Run, Hide, Fight: Surviving an Active Aggressor video.

- **Use** the "Rave Guardian" app (included in the OSU app) to have others monitor your walk.

## Buckeye Wellness

Buckeye Wellness is part of the university-wide health and wellness initiative striving to make Ohio State the healthiest campus in the world through awareness and education, programs, activities and events.

- Explore the Buckeye Wellness website.

- Learn more about becoming a Buckeye Wellness Innovator

# Onboarding Resources

Below is an overview of essential web resources and systems to support your onboarding. Please bookmark these websites as many of them will become part of your daily functions.

| RESOURCE | URL | OVERVIEW |
| --- | --- | --- |
| **ADMINISTRATIVE RESOURCES CENTER (ARC)** | admin.resources.osu.edu | Webpage providing helpful guides, job-aids, training for systems and software (i.e., Workday and Office 365) |
| **BUCKEYELEARN** | buckeyelearn.osu.edu | Online learning management portal used to access and complete compliance training and professional development |
| **BUCKEYEPASS** | buckeyepass.osu.edu | Multifactor authentication service that provides a second layer of security to your Ohio State account. You will need BuckeyePass (also known as "Duo") when logging in to secure sites. |
| **BUCKID** | buckid.osu.edu | Official Ohio State University ID to access secured buildings, use printers/copiers and receive discounts with participating merchants. |
| **CARMENZOOM** | carmenzoom.osu.edu | Audio and web conferencing service |
| **COMPASS** | compass.osu.edu | Employee dashboard and web resource with quick links to frequently used technology systems, bus routes, and University news |
| **DISCOUNT PROGRAMS** | hr.osu.edu/benefits/discount-programs | Discounted products, attractions and services for employees from a variety of companies such as AEP and Huntington Bank |
| **EMPLOYEE ASSISTANCE PROGRAM** | hr.osu.edu/benefits/discount-programs | Discounted products, attractions and services for employees from a variety of companies such as AEP and Huntington Bank |

| RESOURCE | URL | OVERVIEW |
| --- | --- | --- |
| **HUMAN RESOURCES** | hr.osu.edu | Main web page with links to resources for new and current employees, a HR Directory, career information and HR-focused policies and forms. |
| **NEW EMPLOYEE ONBOARDING** | hr.osu.edu/new-employees | Web resource with detailed information and timeline to support your onboarding |
| **SAFE AND HEALTHY BUCKEYES** | safeandhealthy.osu.edu | For information on flu shots, COVID or other health concerns in the Buckeye community, visit the Safe and Healthy Buckeyes site.  It includes a page for faculty and staff. |
| **WORKDAY** | workday.osu.edu | Cloud-based HR and Finance management system for your employee information |