



Welcome to The Ohio State University

# Insert New Employee's Name Onboarding Resource Guide

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**THE OHIO STATE UNIVERSITY**

HUMAN RESOURCES

Integrated Talent Management

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# Remote-Worker Onboarding Resource Guide

This document will help you get a successful start at The Ohio State University as a new employee, working remotely from the start of your employment. These resources, tips and guidance will orient and onboard you from the first day through your first week. While this document is not comprehensive, it is a good resource to get you started.

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**The best advice is to be in regular communication with your manager, before you start, your first day and throughout your employment with the University.**

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We realize this is not a usual way to start a new role with a new organization, but we are committed to making your onboarding experience as welcoming as possible. Before going through this document, the link below will provide you with the latest information regarding the coronavirus.

**For the latest information** related to the coronavirus and the university, go to:

[Wexner Medical Center General Coronavirus Information](#)

[Official University updates for Ohio State students, faculty, and staff](#)

## Before You Start:

- 1. Communicate with your new manager.** If you have not heard from your supervisor two to three days before you start, call or email him/her. If you don't have their contact information, outreach to the Ohio State recruiter or department contact with whom you're most familiar. Use the following questions to guide your conversation.
  - A. What should I do on the first day?
  - B. How do I obtain the necessary technology (i.e., laptop, etc.) for my role?
  - C. How should I track the work being completed?
  - D. Share needs for accessibility accommodations if applicable. Your manager realizes that not all employees will have the same telework circumstances. When shifting to a telework environment, please let your manager know if you need additional resources or accommodations for accessibility. You may also contact The Office of Human Resources, Integrated Absence Management and Vocational Services Department (IAMVS) at 614-292-3439 or [hr-integrateddisability@osu.edu](mailto:hr-integrateddisability@osu.edu)
- 2. Review the [Benefits Overview](#).** [Watch videos](#) about Ohio State's Total Rewards (i.e., Medical, Dental, Retirement) before you start and attend popular webinars after you arrive to help you make benefits decisions.
- 3. Complete your pre-boarding.** Your manager will provide information on how to get your technology up and working, obtain a BuckID, and if your position requires, obtain a parking pass through [CampusParc](#).

4. **Set up your Ohio State Digital Identity** (aka your “name.#”).
  - A. The name.# sent to you will be your Ohio State username. Make sure you follow the instructions to activate your username and create your password so you have access to university systems. If you have not received an email with your name.# from Ohio State, contact your manager.
  - B. Set up your Ohio State [email address](#). Your name.# is used for your email address (ex. brutus.1@osu.edu).
  - C. Set up [BuckeyePass](#) authentication. BuckeyePass is a multifactor authentication service provided to Ohio State that helps protect your account.

*You may not be able to complete some of the steps above without assistance – Don't worry, your manager will help you.*

5. **Review University Policies** at <https://policies.osu.edu/> (examples on last page).
6. **What else comes to mind** – concerns, questions, curiosities, desires – that might help you have a smooth transition into this job? Write them down below.

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## First Day or First Week

1. Discuss the following with your manager:
  - A. Questions you have for your manager about Ohio State such as history, culture etc.
  - B. Your job description and expectations.
  - C. Goals for the next month, six months and year (this conversation may not happen the first week)
  - D. Identify appropriate contacts to ask for additional information.
  - E. Your first week's schedule and with whom you should meet:
    - [Name, Title] \_\_\_\_\_
    - [Name, Title] \_\_\_\_\_
    - [Name, Title] \_\_\_\_\_
    - [Name, Title] \_\_\_\_\_
2. Review staff list/directory or organizational charts and/or spend some time reviewing the college or unit's website.

3. Beginning your second day, review and complete trainings via [BuckeyeLearn](#):
  - [Introduction to BuckeyeLearn](#) (helpful)
  - [Report = Support: Identifying and Responding to Sexual Misconduct](#) (required and automatically assigned)
  - [Understanding the Sexual Misconduct Policy](#) (required and automatically assigned)

*Please Note: Your manager will guide you to additional courses that may be needed for your position.*

4. Identify IT Resources and Support.
  - Ensure you have access to a functioning computer and systems.
  - The IT Service Desk offers **24-hour support, seven days a week**, visit the [self-service page](#), email [ServiceDesk@osu.edu](mailto:ServiceDesk@osu.edu), or call 614-688-4357 (HELP).
5. Go to the [Employee Self-Service](#) portal to\*:
  - Set up direct deposit.
  - Submit W-4.
  - Identify beneficiaries of university-paid life insurance and disability coverage.
  - Review your personal information.
  - Sign up for BuckeyeAlert (OSU's alert system for safety, weather, incidents).
  - Consent to receive an electronic W-2.

*\*Employee Self-Service doesn't become active until your second day of work*

## Helpful Resources





New Employee Onboarding Webpage: <https://hr.osu.edu/new-employees/>

Telework Resource: CarmenZoom <https://resourcecenter.odee.osu.edu/carmenzoom>

Professional Development Opportunities: [Visit GatewayToLearning.osu.edu](http://VisitGatewayToLearning.osu.edu)

## Policies

### 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](#)
- [Institutional Data](#)

**Special Situations** – Ask your manager which policies apply to you.

- [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 student employees)
- [Intellectual Property](#) (for those who create intellectual property)

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