



CALS NEW EMPLOYEE WELCOME HANDBOOK

Welcome to The College of Agriculture and Life Sciences-
where we strive to “be the most sought after place to be a part
of!”

MSSOLUTIONS VERSION 2018.01



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 APPOINTED PROFESSIONALS COUNCIL

1140 E. So. Campus Drive
P.O. Box 210036
Tucson, AZ 85721-0036
Phone: 520-621-7195
Fax: 520-621-8558



THE UNIVERSITY OF ARIZONA

College of Agriculture
& Life Sciences

cals.arizona.edu/appointed

Welcome to CALS!

Welcome to the College of Agriculture & Life Sciences (CALS)! As part of the community environment here in CALS, you'll find many resources and helpful people as you become familiar, and the CALS Appointed Professionals Council (APC) is your partner from the start.

What is CALS Appointed Professionals Council?

The CALS Appointed Professionals Council is composed of members who represent the diverse positions held by CALS appointed professionals (APs) in all of the branches of the college: instruction, research, extension, and administration. We are part of the college's shared governance support alongside CALS Staff Council and CALS Faculty Council.

We're Here to Help You

The APC partners with you and college leadership to foster a work environment that inspires personal and professional growth and improves the quality of work life for APs in CALS. We facilitate the process of identifying and communicating issues important to CALS appointed professionals to CALS administrators. And, we strive to prevent silos and increase transparency by connecting appointed professionals with each other and pertinent matters.

Participate and Connect

When you get a moment, please visit our website: <http://cals.arizona.edu/appointed>. There, you'll find more information and resources for APs.

Also at the website, you'll also find the members of APC. Please feel free to contact any of us. We would be happy to answer questions, help you get more familiar around CALS and the university, or discuss further participation in shared governance.

Welcome to the college, and we're excited you've chosen to join the CALS community with us!

All the Best,

Brian Berrellez
Chair, CALS Appointed Professionals Council





THE UNIVERSITY OF ARIZONA

College of Agriculture & Life Sciences

Classified Staff Council

CALS Staff Council
College of Agriculture and Life Sciences
P.O. Box 210036, Tucson, Arizona 85721-0036
<http://cals.arizona.edu/staff>

Dear New CALS Classified Staff:

Welcome to the College of Agriculture and Life Sciences (CALs)! The College of Agriculture and Life Sciences is an interesting, and diverse, place to work. Because of our Land Grant mission, we have staff spread out over all the State of Arizona, and the CALs Classified Staff council is here to represent all Classified Staff in the College.

As chair of the Council, I would like to let you know of some of the things that we do. The Staff Council is a mix of volunteers from different CALs departments who come together to plan both fun, social activities for everyone in the College, and twice yearly professional development events, intended to make your employment here just a bit easier (and perhaps more fun!). The Staff Council, along with the CALs Faculty Council, and CALs Appointed Professionals Council is also an important part of the overall Shared Governance model employed in the College. At the request of the College Dean and members of the CALs Executive Council, we work to provide guidance and leadership on issues directly related to Staff and the College as a whole. We play a vital and important role in being a voice for one of the largest contingent of employees in the College. We are also the organization that quarterly awards the Outstanding Staff award, recognizing the great work done here by Classified Staff.

I encourage you to participate in as many events as you can, and get to know your colleagues in other departments throughout the College. You can contact any of the current Staff Council members by visiting cals.arizona.edu/staff. We are your CALs connection to the College as a whole and welcome hearing from you.

Best of Luck!

Robert K. Lanza
Chair, CALs Staff Council
Information Technology Support Analyst, Principal
Norton School of Family and Consumer Sciences



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

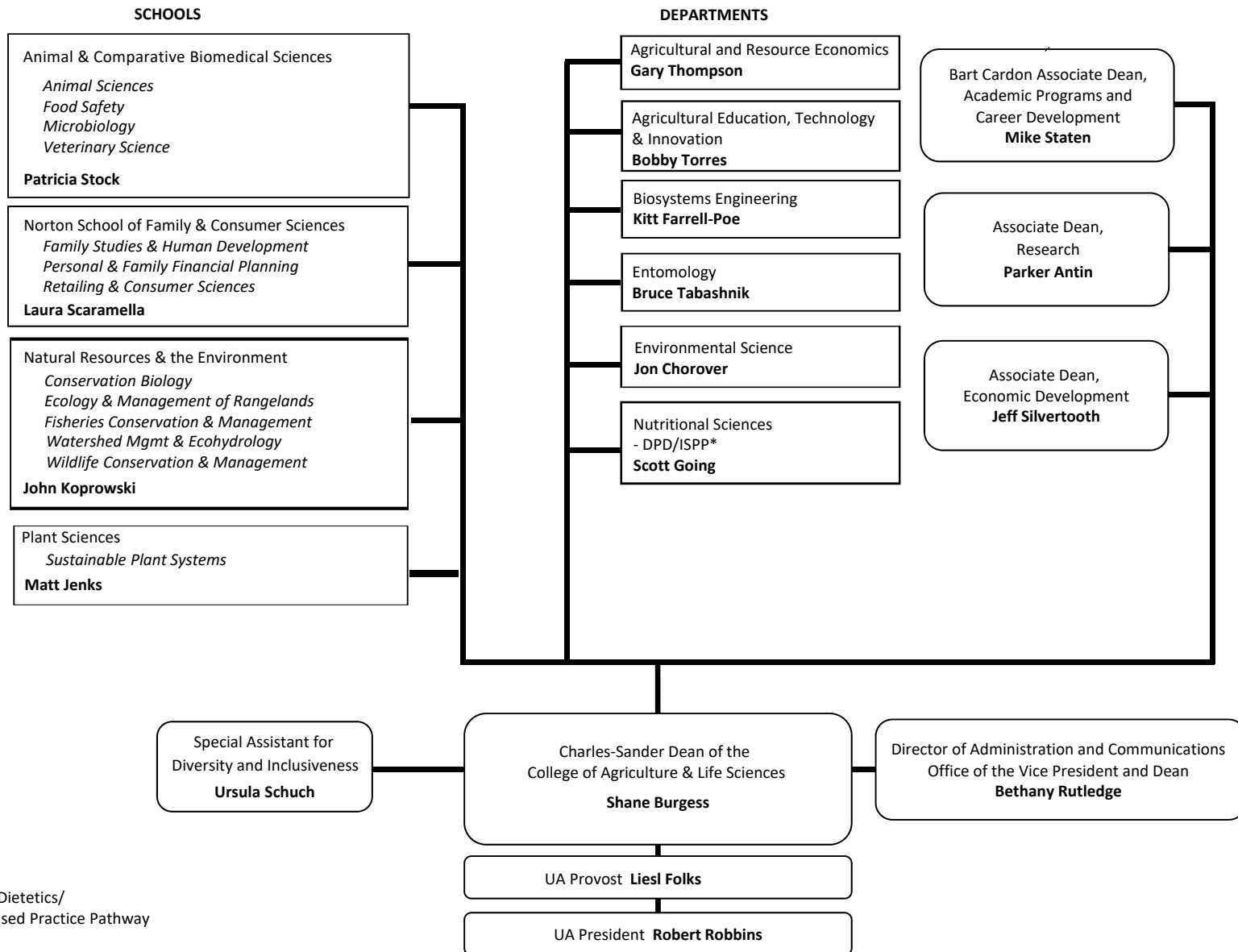
- Build on existing research strengths.
- Identify and invest in CALS research infrastructure needs.
- Define and measure productivity and resource generation for research.
- Expand communication on research activities.
- Build tech transfer, intellectual property development, external business relations/development.

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>.

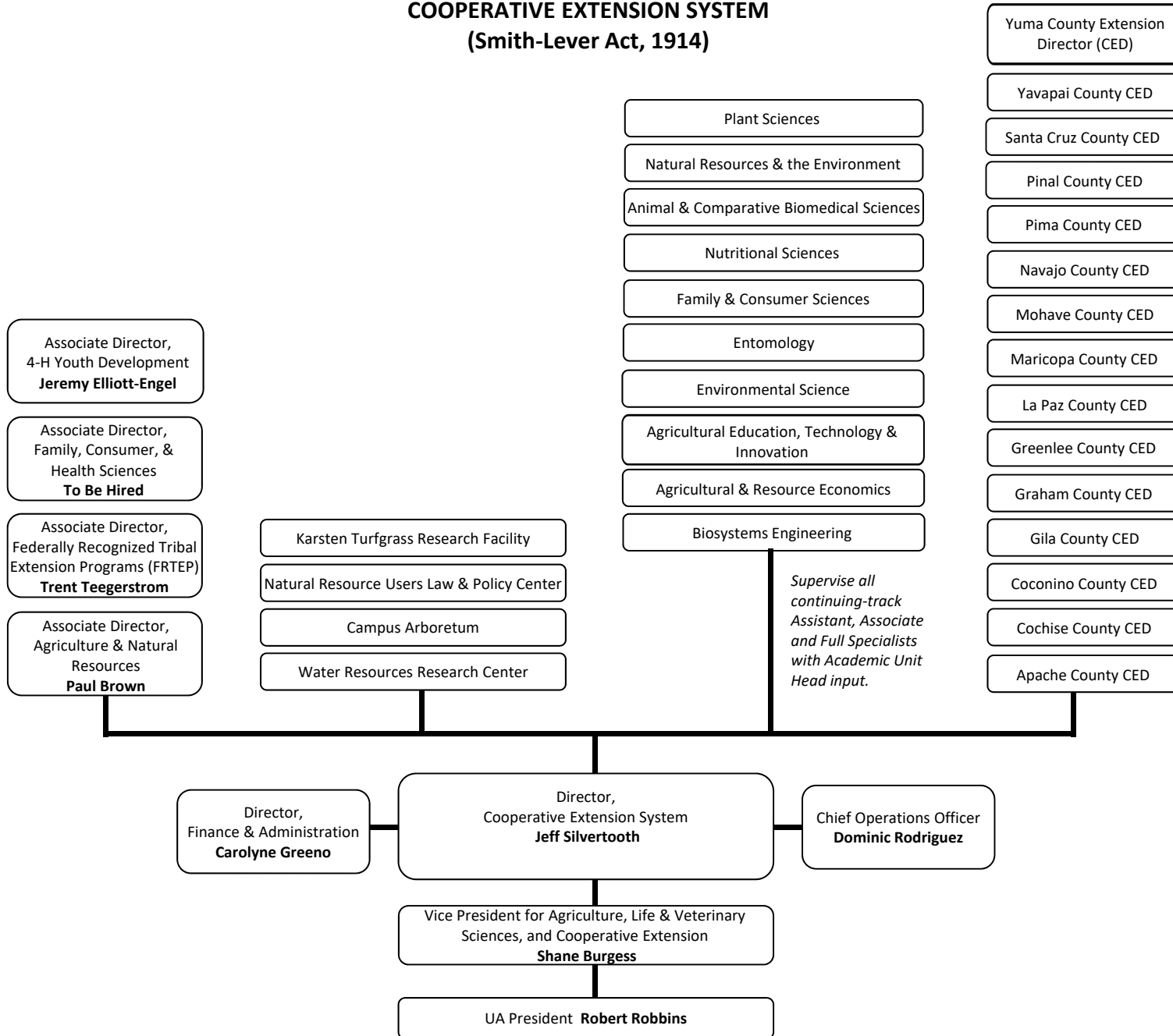
The University of Arizona
COLLEGE OF AGRICULTURE & LIFE SCIENCES
(Morrill Act, 1862)



*Didactic Program in Dietetics/
Individualized Supervised Practice Pathway

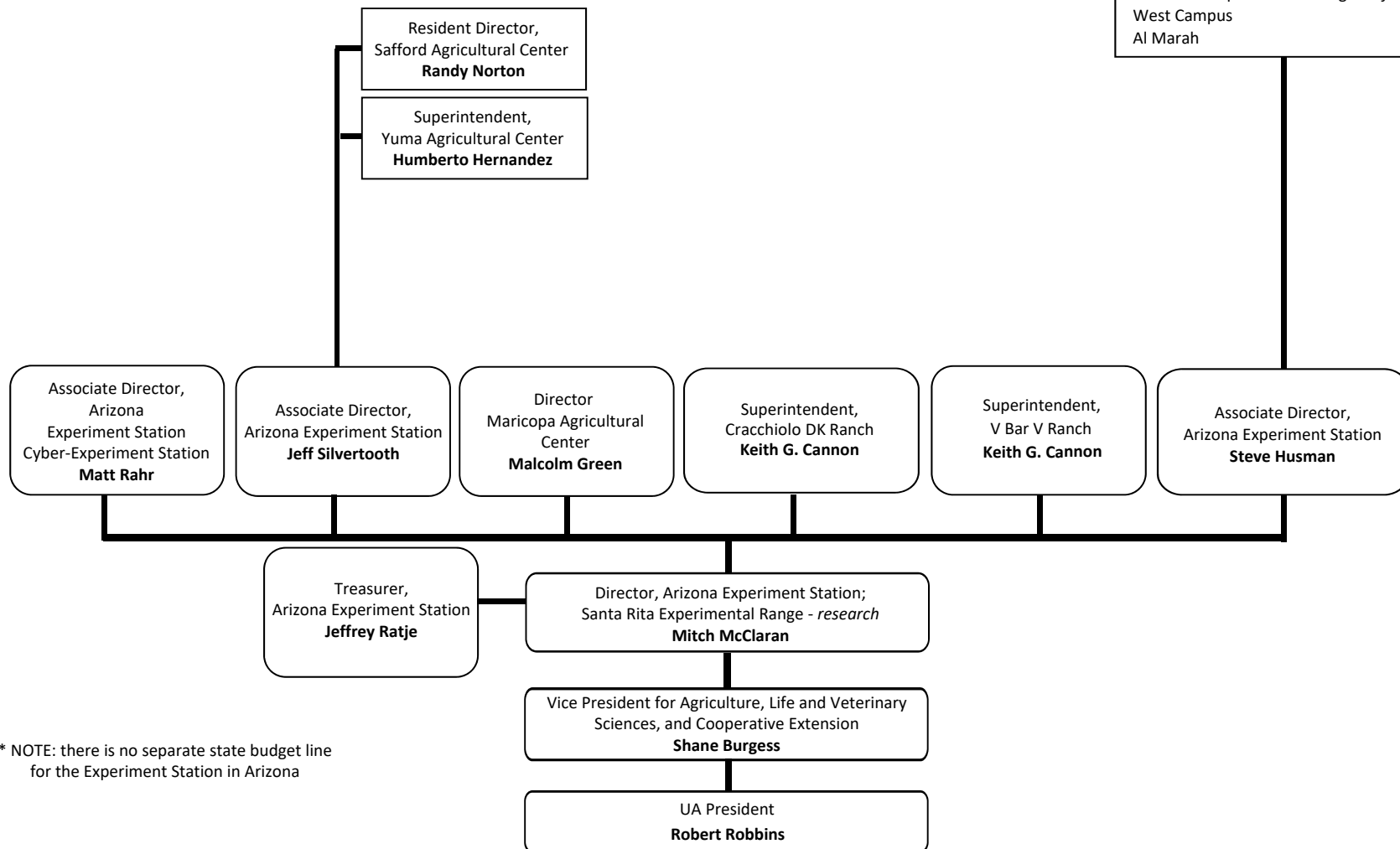
**The University of Arizona
COOPERATIVE EXTENSION SYSTEM
(Smith-Lever Act, 1914)**

updated 6/3/2019



**The University of Arizona
EXPERIMENT STATION *
(Hatch Act, 1887)**

Tucson Area Agricultural Centers
Campus
Red Rock
Santa Rita Experimental Range - *infrastructure*
West Campus
Al Marah



* NOTE: there is no separate state budget line for the Experiment Station in Arizona



New Employee Checklist

Before your Hire Date

✓	
	Reviewed Benefits information for University and state-sponsored benefits and retirement plans and noted critical enrollment deadlines. http://hr.arizona.edu/employees-affiliates/benefits/benefits-overview-and-eligibility/new-hires-newly-eligible-employees
	Confirmed that your department has registered for you the optional New Employee Benefits Orientation session. http://hr.arizona.edu/employees-affiliates/new-ua/new-employee-orientation-programs
	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
	Completed all required activities in the electronic New Employee Work Center in UAccess (after NetID is established). https://uaccess.arizona.edu/
	Considered your relocation needs. The University of Arizona contracts with Above & Beyond to provide free relocation support services. For a referral to this service, contact your hiring department or contact Above & Beyond and identify yourself as a new UA employee. http://aboveandbeyondrelo.com/

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

✓	Complete the Candidate Consent and Disclosure, and if applicable, return a completed fingerprint packet for any required criminal background checks	For questions contact: Human Resources Pre-Employment Screening Coordinator: (520) 626-0715 or FAX (520) 626-8236 http://policy.arizona.edu/human-resources/pre-employment-screening-policy
	Enroll for Benefits and Retirement	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 http://hr.arizona.edu/employees-affiliates/benefits/benefits-overview-and-eligibility/new-hires-newly-eligible-employees
	Obtain your UA CatCard	A government or state issued photograph identification and Emplid is required. Please obtain your emplid from your Business Office (xx@email.arizona.edu). For CatCard office hours and location please follow the link below. https://catcard.arizona.edu/office
	Obtain keys/building access	Coordinate with your home department for forms/information before visiting the UA Key Office. Contact xx@email.arizona.edu for assistance. https://www.fm.arizona.edu/#/department/6
	Parking	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. parking.arizona.edu
	Complete required online training	Please send all training completion confirmations to the Business Office at xx@email.arizona.edu Preventing Discrimination and Harassment: http://equity.arizona.edu/training/online-training Uaccess User Agreement request.uaccess.arizona.edu/useragreement/ Information Security Awareness security.arizona.edu/infosecessentials#employee FERPA Tutorial registrar.arizona.edu/ferpa/tutorial Arizona Public Service Orientation http://hr.arizona.edu/employees-affiliates/new-ua/new-employee-orientation-programs/arizona-public-service-orientation
	Complete Driver Registration and Motor Vehicle Record Check	If at any time you anticipate driving a University vehicle or your own vehicle on University business, you must complete the Driver Registration & Motor Vehicle Record Check and the Personal Vehicle Use Form. Please send the completed form and confirmation to xx@email.arizona.edu https://risk.arizona.edu/forms
	Add direct deposit information	To receive your paychecks via direct deposit, complete in Uaccess Employee/Manager Self Service -> Payroll & Compensation -> Direct Deposit. Signing up for direct deposit is optional. Contact xx@email.arizona.edu for questions. https://uaccess.arizona.edu/
	Sign up for Ualert	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) https://cert.arizona.edu/ualert
	UA Life and Work Connections	Life and Work Connections is a free service for all students, faculty, and staff and they offer services to complement life work balance at the University of Arizona. Services include- child care or elder care assistance, striving to improve your physical or emotional health, stress management, supervisor coaching, and so much more. For questions contact 520-621-2493 https://lifework.arizona.edu/

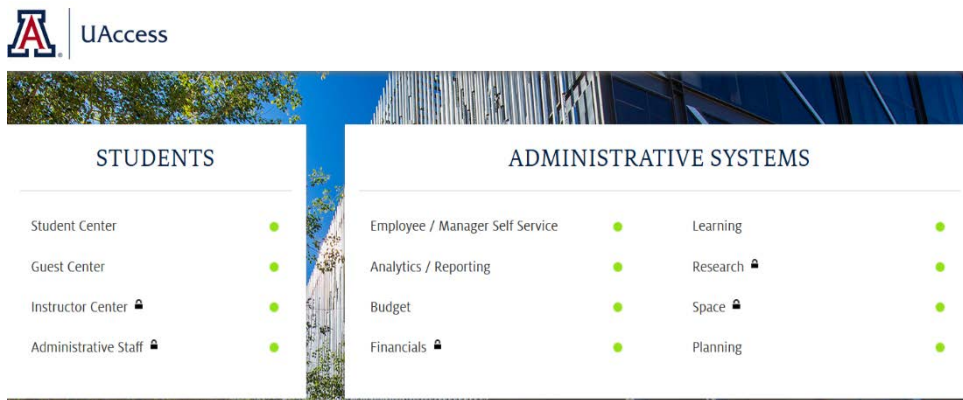




Time Reporting

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

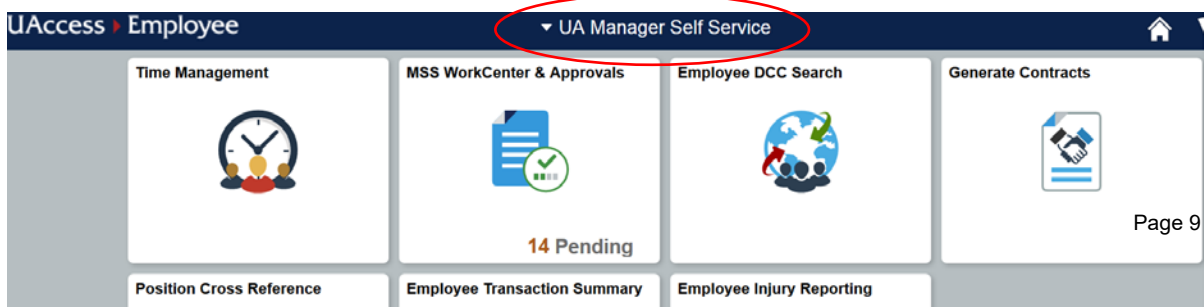
Enter your NetID and Password

NetID:

Password:

- [Sign up for NetID+ for a second layer of security!](#)

4. Click on UA Manager Self Service and select UA Employee Main Homepage





THE UNIVERSITY OF ARIZONA College of Agriculture & Life Sciences

5. Under Time Reporting



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

From Monday 07/31/2017 to Sunday 08/13/2017 ?

Mon 7/31	Tue 8/1	Wed 8/2	Thu 8/3	Fri 8/4	Sat 8/5	Sun 8/6	Mon 8/7	Tue 8/8	Wed 8/9	Thu 8/10	Fri 8/11	Sat 8/12	Sun 8/13	Total	Time Reporting Code		
8.000														8.000	Holiday - HLE	+	-
1.000														1.000	Presence at Work - PAW	+	-
									8.000					8.000	Sick Taken - STE	+	-
				8.000										8.000	Vacation Taken - VTE	+	-

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.

From Monday 09/11/2017 to Sunday 09/24/2017 ?

Mon 9/11	Tue 9/12	Wed 9/13	Thu 9/14	Fri 9/15	Sat 9/16	Sun 9/17	Mon 9/18	Tue 9/19	Wed 9/20	Thu 9/21	Fri 9/22	Sat 9/23	Sun 9/24	Total	Time Reporting Code	Pay Overtime		
8.000															REG - Regular		+	-
	8.000														VTP - Vacation Taken		+	-
		8.000													STP - Sick Taken		+	-
			8.000												CTT - Comp Time Taken		+	-
				8.000											REG - Regular	COMP	+	-

Submitting this timesheet signifies that I certify this timesheet is a true record of time worked and/or leave time used.

Submit



Name: _____
Start Date: _____
FLSA Status: _____ Supervisor: _____

SUPERVISOR Conversation

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

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

INTRODUCTIONS/TOURS - SUPERVISOR

- Give introductions to department staff and key personnel during tour. _____
- Tour of facility, including:

<input type="checkbox"/> Restrooms	<input type="checkbox"/> Parking	<input type="checkbox"/> Coffee/Vending Machines
<input type="checkbox"/> Mail Rooms	<input type="checkbox"/> Printers	<input type="checkbox"/> Cafeteria
<input type="checkbox"/> Copy Centers	<input type="checkbox"/> Office Supplies	<input type="checkbox"/> Emergency Exits
<input type="checkbox"/> Fax Machines	<input type="checkbox"/> Kitchen/Breakroom	<input type="checkbox"/> 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

- | | | |
|---|--|---|
| <input type="checkbox"/> Review general administrative procedures.
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> | <input type="checkbox"/> Remind Employee about Benefits Sign-Up
<input type="checkbox"/> Register employee for New Employee Orientation (if necessary)
<input type="checkbox"/> Describe Unit Pcard Procedures
<input type="checkbox"/> Give Details on Acquiring Pcard
<input type="checkbox"/> Provide Fund Numbers
<input type="checkbox"/> Review Expense Reports
<input type="checkbox"/> Provide Information on Making Purchases
<input type="checkbox"/> Departmental Authorization for Use of Personal Vehicle on UA Business,
https://risk.arizona.edu/sites/risk/files/personalvehicleuseform.pdf
<input type="checkbox"/> Clarify Elevated Privilege
<input type="checkbox"/> Review Travel Authorization and Policies | <input type="checkbox"/> Discuss FML and Supplemental Comp Procedures
<input type="checkbox"/> Provide Information/Procedures for: <ul style="list-style-type: none"> <input type="checkbox"/> Mail (incoming and outgoing) <input type="checkbox"/> Shipping (FedEx, DHL, and UPS) <input type="checkbox"/> Business Cards <input type="checkbox"/> Conference Rooms <input type="checkbox"/> Keys <input type="checkbox"/> Building Access Cards <input type="checkbox"/> Picture ID Badges <input type="checkbox"/> Emergency Contact Information on File <hr/> <hr/> <hr/> |
|---|--|---|

COMPUTERS – INFORMATION TECHNOLOGY SUPPORT OR BUSINESS OFFICE PERSONNEL

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Hardware and software reviews, including: | <input type="checkbox"/> Email
<input type="checkbox"/> Intranet
<input type="checkbox"/> Security | <input type="checkbox"/> Microsoft Office
<input type="checkbox"/> Data on Shared Drives
<input type="checkbox"/> Printer | <input type="checkbox"/> Databases
<input type="checkbox"/> Internet |
|--|--|---|---|

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

Please add below any necessary information or reminders relative to individual unit (i.e., [Minor's Policy and Background Checks](#))

GET YOUR CAT CARD – To obtain your CAT CARD, you are required to pay the cost for the card & provide a picture ID to the CAT Card Desk. Your photo will be taken. Call ahead for specific fee information at 520-626-9162. Follow this link for location and additional pertinent information: <https://catcard.arizona.edu/> **AFTER OBTAINING YOUR CAT CARD ... Bring it to your department's business office for additional processing.**

DEPT REPRESENTATIVE or FIRST LINE OF CONTACT

NAME: _____ **PHONE #:** _____ **EMAIL ADDRESS:** _____

Business Manager Name: _____ **PHONE #:** _____ **EMAIL ADDRESS:** _____





SUPERVISOR Conversation (Employee Version)

Name: _____
Start Date: _____
FLSA Status: _____ Supervisor: _____

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

FIRST DAY

- Received New Employee Workbook. <http://policy.arizona.edu/human-resources>
- Have a "buddy" employee(s) to answer general questions. _____

POLICIES - SUPERVISOR

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

INTRODUCTIONS/TOURS - SUPERVISOR

- Met department staff & key personnel during tour. _____
- Tour of facility, including:

<input type="checkbox"/> Restrooms	<input type="checkbox"/> Parking	<input type="checkbox"/> Coffee/Vending Machines
<input type="checkbox"/> Mail Rooms	<input type="checkbox"/> Printers	<input type="checkbox"/> Cafeteria
<input type="checkbox"/> Copy Centers	<input type="checkbox"/> Office Supplies	<input type="checkbox"/> Emergency Exits
<input type="checkbox"/> Fax Machines	<input type="checkbox"/> Kitchen/Breakroom	<input type="checkbox"/> & Supplies

POSITION INFORMATION - SUPERVISOR

- Received a review of the Unit's goals & mission. _____
- Received information on department organization/ specific functions of the unit/section . _____
- Reviewed job description, training plan & performance expectations and standards. _____
 - Reviewed Training Schedule (On Campus/On-the-Job) _____
 - Discussed Safety Training (Lab, Maintenance, Garage, etc.) _____
- Reviewed how to report any issues & to whom. _____
- Reviewed job schedule / hours. _____
 - Overtime Procedure _____
 - Expectations for requesting time off / reporting absences / tardiness. _____
- Reviewed how performance planning & evaluation is managed, by whom, and how often (3-6-12 months).
- Reviewed Performance Review Schedule (3-6-12 months). _____
- Reviewed Progressive Disciplinary Actions. _____
- Reviewed Probationary Period Date. _____
- Reviewed Available Career Development Opportunities (QTR/Workshops/Etc.). _____
- Reviewed priorities of projects/tasks to be completed (get new employee started). _____





BUSINESS OFFICE PROCEDURES – BUSINESS OFFICE PERSONNEL

- Reviewed general administrative procedures.

- Reviewed Benefits Sign-Up
- Registered for New Employee Orientation (if necessary)
- Reviewed unit Pcard Procedures
- Reviewed Details on Acquiring Pcard
- Reviewed Fund Numbers
- Reviewed Expense Reports
- Received Information on Making Purchases
- Departmental Authorization for Use of Personal Vehicle on UA Business, <https://risk.arizona.edu/sites/risk/files/personalvehicleuseform.pdf>
- Discussed FML and Supplemental Comp Procedures
- Reviewed 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
- Clarified Elevated Privilege
- Reviewed Travel Authorization and Policies

COMPUTERS – INFORMATION TECHNOLOGY SUPPORT OR BUSINESS OFFICE PERSONNEL

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

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Business Manager Name: _____ **PHONE #:** _____ **EMAIL ADDRESS:** _____

