

## New Employee Passport – A guide for your early days at Earlham

Please introduce yourself in each area as a new employee learning about Earlham.

### Day One

First Stop: Human Resources Office, (Basement of Carpenter Hall)

**Complete New Hire Paperwork (I-9 and tax & benefits paperwork) with Tim Branson, Director of Human Resources.**

- Ask the Human Resources Office for your Banner ID number, so that Security can issue your ID.
- Review pay dates and/or time slip information with Jennifer Broncho, Payroll Clerk.
- We are happy to answer any questions you might have about your employee benefits anytime. Please call us at 983-1619.

Second Stop: Time with your supervisor/department convener. Below are some suggested topics for discussion.

- Tour and introduction of offices & individuals pivotal to your work.
- Departmental organizational chart with names & contact numbers.
- Supervisor's responsibilities and background: how did they find their way to Earlham?
- Security procedures for office, FERPA training where applicable.
- Where should you park? Where are the restrooms? When is lunch? Break times?
- Overview of annual calendar for office/department: busy times, down times, good & bad times for vacation. Is there required weekend work? Does the office/dept. close over mid-semester breaks, Winter Break or Spring Break?
- Review job description. How does your position support Earlham's mission? What about the departmental mission? How does your work effect the "bottom line"?
- How will you be evaluated? When?
- How does the office/department celebrate birthdays, holidays? Open or closed for Convocation?

Other stops:

- Visit Loretta Templeton at Campus Safety & Security for ID, keys and parking tag.
- Wellness Center (call ahead extension 1791 to request a brief tour).

### Day 2 – 6:

Visit Runyan Center – Locate Runyan Desk, the Post Office, Bookstore, Coffee Shop, Dining Hall

Visit Lilly Library

- Computing Center (basement) – Do you have any email questions? If you don't have a desktop computer (housekeeping/maintenance), ask to see the lab available to access your campus email.
- Get registered as a borrower. Faculty members should request a catalog demonstration and also locate Instructional Technology & Media to be aware of available resources. Staff members are invited to learn this information too!

Visit the Service Building (Maintenance/Security)

- Stop by Security; meet Loretta Templeton if you missed this office the first day.
- Meet Marlene Penfield in Maintenance; learn how to submit a work request.
- The Food Co-op is right next door if you want to check it out while you're in the area.

### Day 7

Use WebDB instructions to review and update your directory information

Visit Accounting

- Ask at the window about your personal account and reimbursement procedures (for travel, etc.)

Visit Campus Services – Request basic information about resources & procedures.

### Other areas of interest to locate within your first month:

Joseph Moore Museum, the Meetinghouse, "Brick City" (ask in Campus Services). Also be certain to check out the Earlham website—there is a great deal of information available at [www.earlham.edu](http://www.earlham.edu). If you are an Earlham College employee, don't overlook locating the Earlham School of Religion & Bethany Seminary—they are important colleagues!

## Earlham Lingo and Acronyms

There are many more, but this quick list should help you through your first few days.

*BANNER* – the name of Earlham’s administrative database system.

*Convocation* – Every other Wednesday at 1:00 pm, typically in Goddard Auditorium, Earlham College sponsors a speaker or event for the entire community. All employees are encouraged to attend.

[www.earlham.edu](http://www.earlham.edu) – Earlham’s website; includes a campus map and much, much more

*ESR* -- Earlham School of Religion

*Faculty* – refers to employees paid monthly, based on contracts

*IPO* -- International Programs Office

*PAGS* -- Peace and Global Studies

*Quakers* – another name for members of the Religious Society of Friends

*Staff* – refers to employees paid bi-weekly, based on an hourly wage

*The Heart* -- refers specifically to the circle of green space in the center of the main part of campus.

*WebDB* – you can access WebDB from Earlham’s homepage and do things like update your directory information and look up other employee’s email addresses. Students use WebDB to register for classes.

## Everyday Reflections of Earlham’s Quaker Connections

- We all address each other using first names; no Mr., Ms., Dr., President, etc.
- There is an intentional effort to include as many points of view as possible with decision-making. We have lots of committees, and you’ll find that the committees with significant decision-making responsibilities (Budget Committee for example) have at least one faculty member, one staff member and one student. There is a *Governance Document* which outlines the responsibilities and membership models for each committee: <http://www.earlham.edu/policies/governance>.
- We use a consensus model for decision-making, not “majority rules.”
- Committees and academic departments are led by conveners instead of “chairs.”
- Convocations, meetings, classes, meals, and other gatherings often start off with a moment of silence.

To learn more about Quakers and the connection with Earlham, contact Campus Ministry, Extension 1501, or the Newlin Center for Quaker Thought & Practice (on campus!), Extension 1413.

## I have a question about...

*Email:* Computing Center Help Desk: Extension 2000

*Voicemail or other phone concerns:* Contact Rachel Marcum in the Business Office: Extension 1411

*Reimbursements for mileage/travel expenses:* Accounting: Extension 1212

*Paychecks:* Jennifer Broncho, Extension 1626

*Reserving space on campus for a meeting:* This depends on the space you need. If you want a classroom during the day (before 4 pm), you need to talk to Carol Goss in the Registrar’s Office @ Extension 1515. If it’s a space in Lilly Library, call Jeannette Wilson, Extension 1269. The Richmond Room in LBC and the Conference Room in LBC 106 are reserved through the President’s Office, Extension 1211. Wellness Center rooms are reserved through Extension 1791. Everything else goes through the Reservation Desk at the Runyan Center, contact Courtney Hughes @ Extension 1587.

*Important dates for the academic year:* you’ll find the academic calendar on our website.

You can also find an Earlham, “Survival Guide” on our website that provides answers to FAQ’s.

## Annual Employee Events on Campus

August	Faculty Retreat	August/Sept.	Staff Retreat
December	Staff Recognition Lunch or Dinner	June	All Employee Summer Picnic