

Faculty and Staff Orientation

Facilitated by
The Employment Service Center



Introduction

- Name
- Human Resources Representative
- Employment Service Center (ESC)



Agenda

- Units of Importance
- The Division of Human Resources
- The Orientation Process
- Parking and the OneCard
- Campus Pipeline
- Forms
- Frequently Asked Questions

Units of Importance

- Equal Employment (313) 577-2280
- Office of International Students and Scholars (OISS) (313) 577-3422
- Academic Personnel (313) 577-2200
- Labor Relations (313) 577-2081
- Payroll (313) 577-2138
- Risk Management (313) 577-3110

The Division of Human Resources


- Office of the Associate Vice President 3660 A/AB
- Employment Service Center 1900 A/AB
- Organization and Employee Development 1701 A/AB
- Total Compensation and Wellness 3638 A/AB

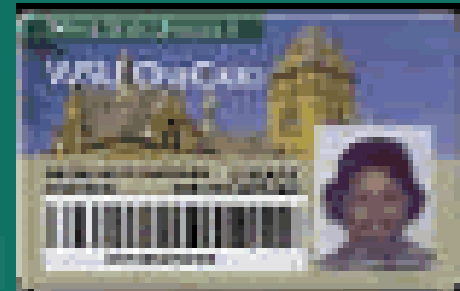
The Orientation Process



The OneCard

- Employee ID Card
- Access to Parking
- Use as debit card for purchases
- Employee Discounts

WSU oneCard
Quick Deposit
click here 




Campus Pipeline

WSU Pipeline Login - powered by SunGard SCT Inc. - Microsoft Internet Explorer

File Edit View Favorites Tools Help


Back Forward Stop Home Search Favorites Refresh Mail Print

Address <http://cpprod1.wayne.edu/cp/home/loginf> Go Links

WAYNE STATE UNIVERSITY  wsu pipeline

Contact WSU Site Map Search Go

Secure Access Login

 [FAQ](#) [Login Help](#)

WSU AccessID

Password:

Forgot your password?
[Click here.](#)

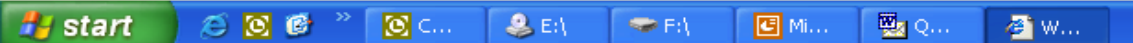
Having problems logging in?
[Click here.](#)

Welcome to Wayne

What's Inside:

- Register for Classes
- View final grades
- WSU E-mail
- Calendars
- Download Class lists
- Check pay stubs
- Get vacation balances
- ...many more WSU services

Done Internet

start  12:41 PM

Campus Pipeline

The screenshot shows a Netscape browser window titled "Campus Pipeline - Netscape". The address bar contains the URL: http://lumprod.wayne.edu/cp/tag.989425e501600812.render.userLayoutRootNode.uP?uP_root=ro. The browser's menu bar includes File, Edit, View, Go, Bookmarks, Tools, Window, and Help. The page content is organized into several sections:

- Navigation:** "My Pipeline" (selected), Student, Employee, Library, Computing, Sample. Date: September 9, 2005. Links for "e-mail", "calendar groups", "logout", and "account".
- Employee Services:** A sidebar menu with categories: "Employee Self-Service" (Benefits and Deduction, Pay Stub, Tax Forms, Time Sheet, Vacation Banks, View Personal Info, My Employee Training), "...More Employee Services", "Banner Administrative Systems" (Banner, E-Reports, Discoverer Plus), "Human Resources Links" (Campus Map, Achieve Solutions, Employee Assistance, FMLA Information and Forms, Staff Benefits, Job Postings, Safety Tips, Parking, Retirement), and "...More Human Resources".
- Employee Announcements:**
 - Human Resources Professionals 2005 Conference - Working Together:** "Please join us for the Human Resources Professionals 2005 Conference - Working Together - 8 a.m.-4:30 p.m. Tuesday, Sept. 20, Student Center ballroom. Continental breakfast at 8 a.m. Dress is business casual." Benefits listed: "-Understand the university's business case (vision and its support)", "-Explore the impact of the business case on school, college and division HR processes", "-Create HR process strategies for accomplishing the university's goals". Link: "For more information and to register, click here".
 - Wayne State University Metropolitan Programs and Summer Sessions:** "THE HARPER WOODS CENTER HAS MOVED!" "Due to the closing of Trinity Catholic High School, WWSU's Harper Woods Center has moved to: Harper Woods Middle/High School 20225 Beaconfield St. Harper Woods, MI 48225 (Just south of Eastland Mall between Moross and 8 Mile) IF YOU HAVE QUESTIONS PLEASE CALL (586) 263-6700 or (313) 577-6261".
 - Get answers to your grammar questions while you work:** "Employees: Are you working on internal or external communications such as".
- Life@Wayne Employee Newsletter:** Includes a "HEADLINES" section with a right-pointing arrow.
- Right-Side Promotions:** "Need to get the word out? Post it on wsu pipeline" and "Training Seminars Workshops Sign Up! Self-register for employee training programs".

The Windows taskbar at the bottom shows the "start" button, taskbar buttons for "Orientation", "Faculty & Staff Or...", and "Campus Pipeline - ...", and a system tray with the time "12:02 AM".

Parking

- Cost
- Voluntary
- Pre-tax
- Payroll deduction
- Structures/Surface Lots
- Blue light phones



Forms

- I-9
- Employee Data Form
- Tax Forms (Federal, State, City)
- Application
- Veterans Survey
- The One Card

- If Applicable:
 - Union Dues/Service Fees
 - Parking
 - Direct Deposit
 - Building Access
 - Bonds



Frequently Asked Questions

- **Contracts/Manual**
- **Probationary Periods**
- **Types of Leave**
- **Holidays**
- **Emergency Closure**
- **Important Contact Information**
- **WSU Policies**



Questions



Working For WSU
Working For WSU