

**WELCOMING A NEW EXEMPT COLLEAGUE
BEFORE
THE INDIVIDUAL'S OFFICIAL START DATE**

When a new exempt staff member (faculty or administrative/academic support staff) comes to campus to start preparations for the new position before the person's official employment start date we will accommodate their needs for the following as described below.

Their spouses/significant others and dependents will also be accommodated, as described.

SITUATION: until the individual's official date of appointment the individual is not really an employee. The individual CAN NOT be accommodated as a new employee: until the official date of appointment the individual is a guest on the campus. No traditional personnel benefits apply. HR can't enter the person into the EIS database until the official start date [and being in that EIS database is what makes some things possible, like an official ID].

FIRST STEP: if HR [Louise Mathieu] has on file a fully signed appointment letter for an individual the person will be listed [on a list Louise creates and maintains] as a legit about-to-be-colleague. No letter? - full stop on all requests until that is cleared up.

UNIVERSITY ID: Security will provide a GUEST BADGE for the people on Louise's list. IT MUST BE DISTINCT FROM AN OFFICIAL EMPLOYEE ID. [Until the individual has started work no ID # can be assigned, and without that # Patrick can not imprint a complete bar code.] Eligibility for this guest badge will be based on verification of status with HR [Louise's list]. The Guest Badge will be invalidated 30 days from the official start date of employment: the new colleague will be told that and will be asked to stop by for an official employee ID within 30 days of starting work.

LIBRARY: ODY signs individuals up on an internal ODY system. They have and will continue to do that, and if there is any doubt about a person's status they will check with HR.

COMPUTERS: IT will verify eligibility with HR [Louise's list] as per the Security check.

This applies to account access: this does not address equipment, furnishings, office, etc..

AUGSBURY: the new colleague can be granted full Augsburg use per the usual procedure re filling out a form at Augsburg. When Lynn Gollinger verifies the necessary form at Augsburg the individual's guest badge can be coded by Security to allow access to Augsburg.

BOOKSTORE: How / when to initiate charging privileges and discount will be decided at the Bookstore.

SPOUSE/DOMESTIC PARTNER / DEPENDENTS

A new employee will be asked to complete a form at HR listing any individuals in these categories. HR will then be able to verify the people who are legitimate spouses/partners/dependents. This information will be available as per all of the above procedures and guest badges can also be prepared for these individuals. A 30 day expiration will not apply to these cards as the cards will not change after the employee starts work.

Questions? Contact Sue Cypert, 5584.

*Prepared by Sue Cypert, HR, with Patrick Gagnon, Security and Louise Mathieu, HR.
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