Message to New Employee
Welcome to the College of Health Solutions. You are now part of the ASU workforce and our college depends on you.

The following are your responsibilities as a CHS employee:

- Employee must coordinate work hours, lunch, and rest breaks with their supervisor.
- Excessive tardiness/absenteeism are grounds for disciplinary action or may lead to a justifiable cause for dismissal in accordance with university policies.
- Employee must notify their supervisor in advance if they will be absent or tardy from work by phone or email. The supervisor determines the internal process for requesting time off.
  - **Time Sheets/Time Entry** is done via My ASU based on their category below. Look in the “My Employment” Box as seen below for the Time Tab, see Figure 1.
    - Hourly Staff Employees – Enter time on a weekly basis for approval of hours worked, vacation, sick time etc. Staff will need to enter requests for time off in both The Department Time and Attendance Support (TAS) and Time and Leave Reporting (PeopleSoft) links. This includes university paid holidays.
    - Salaried Employees – Enter time off request by pay period for exceptions to salary such as sick or vacation hours. You will need to enter your request for time off in both The Department Time and Attendance Support (TAS) and Time and Leave Reporting (PeopleSoft) links. Salaried employees do not enter leave time for university paid holidays.
    - Hourly Student Employees – Enter time on a weekly basis for approval of hours worked in both The Department Time and Attendance Support (TAS) and Time and Leave Reporting (PeopleSoft) links.
    - Stipend Student Employees – Time entry is not needed.
  - **Time approval** is done by supervisor when they receive an email requesting approval. The assigned DTA will approved time in PeopleSoft after the supervisor has approved TAS. Employees will receive an email when time has been approved.
  - **Getting paid**
    - You are paid bi-weekly and the payroll calendar can be found at: https://cfo.asu.edu/hr-calendars.
    - Holiday Pay- holiday pay is paid to Benefits Eligible employees only.
    - Hourly employees need to enter time on their timesheet for holiday pay
    - Salaried employees will be paid holiday time automatically.
    - For a list of Holidays go to: https://cfo.asu.edu/hr-holidayschedule. Please also check for exceptions regarding holiday pay at: http://www.asu.edu/aad/manuals/spp/spp703-01.html.

* Contract Staff/Temporary Staff – enter hours directly with your staffing organization.
- Avoiding activities that can be distracting, such as conducting personal business (phone/email) on the job, and limiting personal conversations not related to work to avoid interrupting staff from completing their responsibilities and tasks.
- Due to liability issues refrain from bringing in children and/or allowing family/friends into your work area during your scheduled work hours.
- If taking classes, avoid studying or doing homework during work hours, unless approved by your supervisor or you are on your personal time/lunch.
- Employees are expected to attend designated meetings, complete role specific trainings, and all mandatory training set by the university or unit by the given deadlines.
- Observe policies on confidentiality for all University, school information and student records.
- Maintain appropriate attire, grooming, and professionalism at all times.
  - Avoid unacceptable attire such as spaghetti straps, cutoffs, shorts, provocative attire, see-through tops, leggings, torn and cut-off shorts, torn or faded jeans or "workout clothes".
  - Semi-casual Fridays and Special college events: ASU attire and jeans (see above) are welcomed. See lead event coordinator to verify attire for special events.
- Be an ambassador for the college fostering a welcoming environment and participating as an active member of the CHS and ASU community.
- Abide by all university technology policies.

*Unless related to your role and approved by your supervisor.

Applicable ASU Policies
1. SPP 306: Work Schedules
2. SPP 701-01: Sick Leave policy (Benefits Eligible)
3. SPP 702-01: Vacation Leave policy (Benefits Eligible)

Figure 1