









WELCOME TO SOUTHWESTERN!

The following is a list of tasks to help with your on-boarding process. Visit with your supervisor as they may have already started to initiate some items. (Not all apply to each position.)

 <p>CAR DECAL – Complete form after first login. Parking • Southwestern University.</p>	 <p>USING COLLEAGUE/DATATEL – Contact IT at x1301 to request an Access Application.</p>
 <p>PIRATE CARD – HR will have Pirate Card ready on first day of employment if new employee sent a picture. If not please go to Help Desk in the Library.</p>	 <p>OFFICE/BUILDING KEYS - Complete a work order request * For some buildings your Pirate Card will be your key. SU Workorder Request</p>
 <p>DEPARTMENTAL CREDIT CARD – Maria Kruger in the Business Office (x 1617)</p>	 <p>NAME BADGE – Contact Lori GTX Awards and Engraving (512)868-5881 gtxawards.com</p>
 <p>BUSINESS CARDS – After the prospective employee is entered into the system, go to the Marketing website to order Order Business Cards</p>	 <p>REQUEST COMPUTER FORM– Click HERE for the form to request a computer for your new hire.</p>

If there is any need to move furniture in preparation for the new staff member, complete a work order request. If there is a need to move electronics, email the Help Desk at helpdesk@southwestern.edu.

The following is a list of contacts, other than those listed above, that may be helpful:

- Human Resources Generalist - Bruce Wallace - x1435
- Benefits – Peggy Freitas – x1807
- Compensation / Retirement – Gozde Medina – x1822
- Payroll – Pam Leatherwood – x1932
- Help desk (anything IT related) – x7333

You may also refer to the *Orientation Website for Staff* found on the Faculty & Staff Gateway page.

