WELCOME TO SEMTE

HR Staff Contact information

semtehr@asu.edu

Gayla Livengood – HR Specialist
(480) 965-3095, ECG 301
Gayla.Ruark@asu.edu

Tom Dobrick – HR Specialist Senior
(480) 727-2639, ECG 301
Tom.Dobrick@asu.edu

Mariah Pacey – Business Operations Manager
(480) 727-9316, ECG 303A
Mariah.Pacey@asu.edu
HIRING/PAYROLL PACKETS

• If you do not have a **current active position** or **have never worked on campus before**, you will need to complete and submit a New Employee Payroll Packet and I-9 Employment Eligibility Verification form for Human Resources.

• NOTE: You have 72 hours after your hire date to submit your Payroll Packet including the I-9 form. Failure to submit within 72 hours may result in reduced pay or termination.
HIRING/PAYROLL PACKETS

• I-9: Log on to [https://cfo.asu.edu/new-employee-info](https://cfo.asu.edu/new-employee-info) to complete Part I

• Submit the rest of the completed payroll packet IN PERSON to the Human Resources office located at 1100 E. University Drive in Tempe. **Be sure to bring your original identifying documents to support your I-9.**
ISAAC ACCESS

Building/Lab Access
• Many SEMTE labs and offices are controlled by ISAAC access, which allows for approved faculty, staff, and students to use their Sun Card to enter rooms. The normal turnaround is 24-48 hours.

• Set up your profile and complete the online ISAAC Form request accessing to specific buildings and rooms: http://isaacrequest.asu.edu/control.php

• If you are having difficulties requesting access, please contact SEMTE Facilities at SEMTE_Facilities@exchange.asu.edu
KEY REQUESTS

To request a key:

• Complete the online key request form which is located at: https://webtma-support.asu.edu/ASUServiceRequest/Default.aspx
  • The form should be routed to George Ahlers and you will need to attach an email with your supervisors approval.

• The Form is authorized and forwarded to ASU Facilities Management (FM) Lock Services

• The key holder will receive an email from ASU Facilities Management (FM) Lock Services once the request has been processed.

• Keys can be picked up between 10 am-12 pm and 12:30 pm – 2:30 pm Monday through Friday. Anyone picking up keys must know for whom and for what building the keys have been requested. Authorized pickup persons must also present a valid form of picture identification upon request.
KEY REQUESTS

When a key is no longer needed:

- Key holders are responsible for completing the key return form [http://www.asu.edu/fm/documents/key-return.pdf](http://www.asu.edu/fm/documents/key-return.pdf)
- Return the keys directly to the University Services Building ASU Facilities Management (FM) Lock Services
- Keys may only be transferred with authorization from IT Manager or Designee.

NOTE:****Keys should not be given to any other individual*****.

If a key is lost or stolen:

- All lost or stolen keys must be reported to ASU Police Department and ASU Facilities Management (FM) Lock Services within 24 hours of the discovery of their loss.
- Key holders are responsible for all keys issued to them and will be charged a fine if their keys are lost or stolen.
- Please refer to the Key Policy for more information.
IT SERVICE REQUESTS

asksemte.it@asu.edu

• SEMTE IT Support group Provides IT support assistance to Faculty, Staff and Students.

• We utilize two Service Request Systems.
  • Service Now for employee requests (including student workers)
  • Salesforce for student requests related to studies.

• Service Now and Salesforce are part of your My ASU Page (https://my.asu.edu) under the “Service”/”Service Center” Tab (Faculty-Staff/Student).

• If you need help regarding IT for your job then use the Faculty/Staff

• If you need help regarding your studies please use the Student Tab (Picture on next slide)
IT REQUESTS

Click on the “Staff” tab to submit request for employment related IT issues. Click on the “Student” tab to submit IT requests related to your studies.
Travel & Purchasing

• If you will be traveling, you will need to obtain approval and make arrangements through the My ASU TRIP system. For more information and instructions, please see the website: [https://cfo.asu.edu/myasutrip](https://cfo.asu.edu/myasutrip) or contact [semte.travel@asu.edu](mailto:semte.travel@asu.edu)
  – Be sure to list **Shannon Pete** as the account signer/approver and **Mariah Pacey** as the ATO when submitting requests.

• For purchasing, Sunrise access (and more!), please see the SEMTE Business Services website:
  [http://engineering.asu.edu/semte/services_business_overview.html](http://engineering.asu.edu/semte/services_business_overview.html)

• Send your purchasing requests to [semte.purchasing@asu.edu](mailto:semte.purchasing@asu.edu).
  – Email your completed purchase request form or submit your quote along with the business purpose, supervisor approval and account number.
PAY DATES/PAY CHECKS

• Paydays are bi-weekly (every two weeks) on Friday and direct deposit is highly recommended. You can sign up for direct deposit online through “MyASU” (directions to follow).

• If you do not have direct deposit, regular paychecks can be picked up in the SEMTE main office on payday (ECG Room 301) with proper ID.

• NOTE: Regular paychecks will be held at the front desk for no longer than two weeks and will then be sent back to Human Resources where you can pick them up in person with proper ID.
PAY DATES/PAY CHECKS

• Contact SEMTEHR@asu.edu as soon as possible if you do not receive a paycheck or if your pay is incorrect.

• You can review your pay stubs/statements on MyASU under the My Employment box Payroll link and then click on View Paycheck.

• Link to Academic Pay Schedule is available on MyASU.
HOW TO SET UP DIRECT DEPOSIT

- Click on MYASU & log in.
- Click on payroll, and then direct deposit.
- Input your account information, and click save.
- Frequently Asked questions: DD Enrollment: http://students.asu.edu/faq/233

Please contact Human Resources at 1-855-278-5081 or visit the Human Resources office in person if you have difficulty setting up direct deposit.
HOW TO SET UP DIRECT DEPOSIT
HOW TO SET UP DIRECT DEPOSIT
# HOW TO SET UP DIRECT DEPOSIT

Review, add or update your direct deposit information.

## Direct Deposit Detail

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>Deposit Type</th>
<th>Amt/Pct</th>
<th>Deposit Order</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

### Add Account

**Your Bank Information**

- **Routing Number:**
- **Account Number:** View check example

### Distribution Instructions

- **Account Number:**
- ***Account Type:**
- ***Deposit Type:**
- **Amount/Percent:**
- **Deposit Order:** 1 (example: 1 = first account processed)

### Check Example

1. Routing Number: 9999
2. Account Number: 9999

Select checking or savings for deposit

Enter balance if only one account set up for deposit.

[Return to Direct Deposit](#)
INTERNATIONAL STUDENTS & SOCIAL SECURITY LETTERS

• If you are an International Student and are in need of an employment verification letter for ISSC and/or the Social Security Administration, please submit your request via email to SEMTEHR@asu.edu and we will have the letters typed up for you within three business days.

• We will prepare two letters for you, one for the International office (ISSC) and one for the Social Security Administration office.
NEO ORIENTATION / REQUIRED TRAINING

- The following items should be completed within 2 weeks of your hire date. If you have already completed the training in another position, you will not need to review. If Lab Safety training will be required, please see your supervisor.
  - As a new employee, you are required to participate in viewing the New Employee Online Orientation. Please follow the link and navigate to the Orientation section: https://cfo.asu.edu/new-employee-info
  - Click on “Your first day” tab to link to orientation
  - Review the Arizona Public Service Policy: https://cfo.asu.edu/public-service-policy
  - Complete the online ASU Information Security Training: http://getprotected.asu.edu/Security_Training
NEO ORIENTATION / REQUIRED TRAINING

• The following items should be completed within 2 weeks of your hire date. If you have already completed the training in another position, you will not need to review. If Lab Safety training will be required, please see your supervisor.

• Attend an instructor-led Fire Safety & Prevention Training: http://cfo.asu.edu/ehs-training

• Complete the online Workplace Behavior Training: https://secure.newmedialearning.com/pwh/arsu/index.php

• If you will be working in a lab, Lab Safety training is required: http://cfo.asu.edu/ehs-training

• Note: If training is not immediately available, please schedule as soon as possible.
NEO ORIENTATION / REQUIRED TRAINING

- **Responsible Conduct in Research Online Training** - required for RAs supported on a sponsored project.
  [https://researchintegrity.asu.edu/training/rcrtraining](https://researchintegrity.asu.edu/training/rcrtraining)

- All students and postdoctoral researchers supported on a sponsored project are required to complete the CITI RCR Online Training to receive their ASU RCR Certificate within 60 days of beginning work on a sponsored project regardless of sponsor.

- If you do not complete the training, we may be forced to terminate your position.
INTELLECTUAL PROPERTY

• Please be advised that as an employee of ASU, you will be subject to Arizona Board of Regents Policy 6-908 relating to the ownership of intellectual property [https://azregents.asu.edu/rrc/Policy%20Manual/6-908-Intellectual%20Property%20Policy.pdf](https://azregents.asu.edu/rrc/Policy%20Manual/6-908-Intellectual%20Property%20Policy.pdf)

• ASU retains the right to preserve ownership in intellectual property developed by its employees. Employees receive recognition for and share in the revenue of intellectual property with commercial value.

• The Arizona Technology Enterprises (AzTE) ([www.azte.com](http://www.azte.com)) is responsible for the development and commercialization of intellectual property developed by ASU employees. As an employee, you have an obligation to disclose any intellectual property you create to AzTE.
BENEFITS FOR GRADUATE RA/TA APPOINTMENTS

• As a full time (50% FTE) RA or TA, you will receive tuition remission and health insurance.
• The current value of the tuition benefit for students enrolling in 12 or more hours is $28,186 for non-residents and $10,810 for residents for the academic year.
• Based on the 2016-2017 academic year, the estimated value of the health insurance premium is approximately $2,586.
BENEFITS FOR GRADUATE RA/TA APPOINTMENTS

Health Insurance for full time RA/TA or to purchase if not covered by appointment:

• To enroll, sign in at My ASU
• Under Quick Links, click on “Campus Services” on the top left side of the page, then “Health Insurance”.
• For more information please see the Health Services website: https://eoss.asu.edu/health/resources/coverage or call (480) 965-3349
BENEFITS FOR GRADUATE RA/TA APPOINTMENTS

- Students with a part time TA/RA 25–49% appointments (i.e., 10–19 hours per week) will receive an award covering 100% of the nonresident portion of tuition and 50% of the remaining resident portion of the tuition for the semester.
  - Translation: you will pay half of the resident tuition rate
- Part time TA/RAs do not receive health insurance as part of the graduate stipend package.
- Graduate Service Assistants (GSAs) do not receive tuition remission or health insurance benefits.
BENEFITS FOR GRADUATE RA/TA APPOINTMENTS

• Tuition remission covers only tuition, not fees. Examples of fees would be Health & Wellness Fee, Recreation Fee, Technology Fee, etc.

• You will see a fee which is called **Program Tuition GR Engr** on your student account, however, this is a fee and not tuition and is **not** covered by the waiver.
ENROLLMENT REQUIREMENTS

RA/TA Credit Hour Requirement
• To remain qualified for your RA/TA position and award you must enroll for twelve (12) or more non-audit credit hours each fall and spring semester and a minimum of one credit hour for the summer session. Please note that if you drop below 12 credit hours, you will no longer be eligible for this position.
• While the summer enrollment is one credit, you must enroll in at least one credit during session C in the summer or both session A and session B to avoid paying FICA taxes.

Graduate Service Assistant – Credit Hour Requirement
• GSAs must be enrolled in at least 1 credit during the semester they are working during the academic year.
• GSAs are not required to enroll over the summer.

Additional Requirements for Mechanical and Aerospace Engineering (MAE) RA/TA:
• MAE students on assistantships are required to enroll in MAE 591 each semester during the academic year.
OTHER REQUIREMENTS & TA/RA HANDBOOK

Requirements for RA/TA position

• Your appointment is conditional based on remaining a SEMTE student in good academic standing and satisfactory work performance.

TA/RA Handbook

• The TA/RA Handbook provides an overview of ASU policies and further information about your rights and responsibilities. For an electronic version of the handbook, please visit: https://graduate.asu.edu/ta-ra-handbook.
LIMITATIONS ON HOURS WORKED

• International Students can work a maximum of 20 hours per week during the academic year to include all positions they are employed in.

• Domestic students are limited to 25 hours or less per week between all positions during the academic year to be in compliance with ASU’s guidelines and rules surrounding the Affordable Care Act. If you go over 25 hours per week, we may be forced to terminate both of your positions.

• During the summer, most students are eligible to work up to 40 hours per week as long as they didn’t exceed 25 hours per week on average during the school year.
LEAVING ASU

• If you will be resigning or leaving your position, please let your supervisor and HR know as soon as possible.

• Domestic students who are graduating can work up to two weeks past their graduation date.
LEAVING ASU

• International students who are graduating are not able to work past their completion date unless OPT is approved.
  
  • The completion date is typically defined as the date when all revisions are completed for their defense although this can also be the last day of the semester if course requirements are still to be completed.
  
  • If you plan to stay in the US to work after graduation, please be sure to check with an International Scholar Advisor at ISSC regarding the Optional Practical Training (OPT) process and application.
    https://students.asu.edu/international/support/opt
  
  • If you have applied for OPT and it is approved and you have received your EAD card, you can work through end of the semester in a student position. Please see the Student Employment website for more information about end dates for students and student rights and responsibilities: https://students.asu.edu/employment
PLEASE REMEMBER

• Your ASU Outlook Exchange email account (not ASU Gmail) is the official email address for ASU correspondence and is how we will be contacting you – please be sure to check your email!

• You can forward your ASU Outlook email to your ASU Gmail account or a personal email account:

PLEASE REMEMBER

• Please contact us any questions at SEMTEHR@asu.edu or come to the Business Office at ECG301 with HR or payroll related questions.

• Please see the SEMTE Business Services website for more information: http://engineering.asu.edu/semte/services.html
Do you have any questions?
Thank you for your time and welcome to SEMTE!