

Take the next steps toward excellence...

- Obtain your Cougar ID card at the Service Center in Rendleman Hall (Room 1309)
- Obtain email (E-ID) and computer access by visiting siue.edu/eid
- Set up your voicemail and phone access code by going to siue.edu/its/network/index.shtml
- Purchase a parking tag by calling ext. 3680 for information
- School of Dental Medicine employees should call 474-7088 for email (E-ID) and computer access; call 474-7100 for parking tags, voicemail and phone access.

Ask your Supervisor about:

- Your Position Description Questionnaire (PDQ)
- Organizational chart for your department, unit and the University

Ask your HR Representative about:

- Your Banner ID, E-ID and SIUE Cougar card
- Completing the I-9 form and tax forms
- How to obtain benefits information and the applicable forms
- Your responsibilities under the Illinois 'State Officials and Employees Ethics Act'

Visit ethics.siu.edu for more information

Links of Interest

- Download the New Employee Guidebook at siue.edu/humanresources/employment for more detailed information
- Access the SIUE office directory at siue.edu/search/azindex/index.shtml
- View campus maps at siue.edu/maps



New Employee

Quick Facts at SIUE



Office of Human Resources

Campus Box 1040
Edwardsville, Illinois 62026-1040
siue.edu/humanresources

Phone: 618.650.2190
FAX: 618.650.2696

Email: webmasterhr@siue.edu

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Welcome to SIUE



Welcome to SIUE and congratulations on joining a University on the move! There are few things more important to the health of a region than the quality of its educational system. Your choice of higher education as a career places you in the middle of an exciting and rewarding opportunity. The faculty and staff of the “e” are dedicated to student success and working as a team for the benefit of the larger community. I am very happy that you have joined the SIUE family and look forward to your contributions as part of Southern Illinois University Edwardsville.

Congratulations and best wishes!

Julie Furst-Bowe
Chancellor

New Employee Orientation Schedule

8–9 a.m.	Welcome	Sherrie Senkfor <i>Director, Office of Human Resources</i>
	Introduction to the SIU System and Organizational Structure, Education and Training, Ethics	Representative from Office of Human Resources
9–9:45 a.m.	Educating the Whole Student: The Academic Affairs and Student Affairs Partnership (<i>Part One</i>)	Representative from Academic Affairs and Student Affairs
9:45–10 a.m.	Break	
10–10:45 a.m.	Educating the Whole Student: The Academic Affairs and Student Affairs Partnership (<i>Part Two</i>)	Representative from Academic Affairs and Student Affairs
10:45–11:15 a.m.	Helping Students in Distress	Representative from Counseling Services
11:15–11:30 a.m.	Sustainability at SIUE	Kevin Adkins <i>Sustainability Officer</i>
11:30-Noon	SIUE Mission and Values	Sherrie Senkfor <i>Director, Office of Human Resources</i>
Noon-1:00 p.m.	Lunch	
1–2 p.m.	Harassment: Your Rights and Responsibilities on Campus	Representative from the President’s Office/Office of the Chancellor
2-2:30 p.m.	Accessing Employment and Personal Information Through CougarNet	Representative from Payroll <i>Office of Human Resources</i>
2:30–2:45 p.m.	SIUE Credit Union	Representative from the SIUE Credit Union
2:45–3:15 p.m.	Safety on Campus	Stephen Springer <i>Business Admin. Associate University Police</i>
3:15–3:30 p.m.	Break	
3:30–4 p.m.	Diversity on Campus: Making Sure We are One	Representative from Office of Human Resources
4-4:15 p.m.	The Next Steps on Your Journey	Representative from Office of Human Resources