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

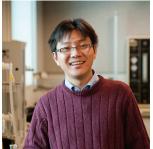
Links of Interest

- 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 SIUC



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 **SIU**



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 Director, Office of Human Resources
	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 (Part One)	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 (Part Two)	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 Sustainability Officer
11:30-Noon	SIUE Mission and Values	Sherrie Senkfor Director, Office of Human Resources
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 Office of Human Resources
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 Business Admin. Associate University Police
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