New Employee Information

Welcome to A-State!

We’re so excited to have you join the team. To help you get started, we’ve created a simple step-by-step guide covering everything from completing your I-9 and setting up your A-State email to finishing required trainings, requesting system access, and picking up your ID card. Each step has its own detailed page to walk you through the process—just follow along and you’ll be all set for your first day!

Please contact the A-State Human Resources Department with any questions. We are happy to help!

A-State Human Resources
870-972-3454
hr@astate.edu

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1. Completing Your I-9

> It is essential that all new employees complete their I-9 on or before their first day of work.

I am a new employee. How do I complete my I-9?

You can complete section one of your I-9 virtually or by visiting the Human Resources office. For section 2, you'll need to visit the Human Resources office with the necessary documentation. If you are unable to visit the Human Resources office, please contact your employment recruiter about setting up a remote I-9.

Virtual I-9 Form (Section 1)

View the acceptable document for I-9

What documentation do I need to present for my I-9?

View a list of acceptable documents here.

What is an I-9 form?

Form I-9, or the Employment Eligibility Verification form, is used by U.S. employers to verify the identity and employment authorization of individuals hired for employment in the United States. It is a **mandatory** requirement for all employers to properly complete this form for each new employee.

Why do I have to fill out an I-9 form?

The I-9 form ensures that employers are hiring individuals who are legally authorized to work in the U.S., and it helps document the verification of their identity and employment authorization.

> Questions about the I-9? Contact the Human Resources office for any questions regarding your I-9. We are happy to help!

2. Checking your A-State Email as a New Employee

> You will receive a notification once your A-State account has been created. Please follow the instructions in the email to activate your Pack Portal account.

I am a new employee. Do I get an A-State Email?

Yes! You will receive a notification once your A-State email account has been created. Please follow the instructions within the email to activate it. Trouble activating your A-State email? Please contact the IT help desk.

I am a new employee, and I cannot access my Pack Portal. What do I do?

You will not have access to Pack Portal until your email address has been created. If you are having trouble activating your email, please contact the IT help desk.

Can I use my A-State email for personal purposes?

No. Please remember that your A-State email is for official business purposes only. Upon termination or retirement, you will no longer have access to this email.

> Questions? Reach out to Human Resources. We are happy to help guide you through the process!

3. Required Training as a New Employee

Do I need to complete training?

Yes, all A-State employees are required to complete certain training courses for compliance purposes. This includes part-time employees, student workers, and graduate assistants.

Where do I complete my new employee training?

You will need to log into your Pack Portal account and click on the Employee Learn Center.. Click on the New Employee Training Seminar module under 'My Learning' to complete the required courses. Complete learning assessments for each course with a passing score to finalize required training.

Please note that you will not have access until your A-State email has been activated.

Having trouble logging into the Employee Learn Center?

Contact Cathy Naylor within our Training & Development department for any trouble logging in to the Employee Learn Center.

I am a new employee. What training is required?

Great question! There are several required training courses for all A-State employees. They are listed below.

- FERPA
- Protecting Youth: Abuse and Neglect Prevention
- Building Supportive Communities: Clery Act and Title IX
- Cybersecurity Awareness for Employees at Educational Institutions: Security Awareness Essentials
- Preventing Harassment and Discrimination: Gateway
- Drug Free Workplace
- Active Shooter

> Questions about New Employee Training? We are here to help! Contact Cathy Naylor with any questions regarding your new employee training or the Employee Learn Center.

4. Requesting Access as a New Employee

> If your role requires access to Banner or other university systems, be sure to connect with your supervisor. They will guide you through the appropriate steps to request access and ensure you have the tools needed to perform your job effectively.

I need access to Banner. How do I get that?

You will need to complete a Banner Access Request Form. Coordinate with your supervisor on what kind of access you need. Below are the different types of request forms.

Banner Finance/HR/TEM Security: Utilized for finance initiator/approvers, supervisors and leave/time approvers and their proxies, travel and expense, and student accounts receivable access. Please contact cpi-security@astate.edu for further assistance with Finance and Travel security.

Banner Student Security: Maintained by the Registrar's Office for Banner Student module access. FERPA training is required for employees who request access to student information. Please contact registrar@astate.edu for further assistance with Banner Student security.

Non-Employee/Sponsored Email Account: Submitted by an Employee who is sponsoring a non-employee/privatized employee for an A-State account and/or system access. Any individual who is not paid by the University and needs access must be set up through this process.

I need access to a Taleo Admin. How do I get that?

Contact Human Resources for any questions related to Taleo access.

> Questions? Reach out to Human Resources. We are happy to help guide you through the process!

5. Parking Permits for New Employees

All new faculty and staff employees will need to purchase a parking pass upon hire. Please view the parking regulations and maps before your first day on campus.

Campus Map

Parking Regulations

If you have trouble ordering your parking permit, contact Parking Services at parking@astate.edu or 870-972-2945 for help.

I am a new employee. How do I get a parking permit?

Student, faculty/staff, and motorcycle parking permits are ordered online through the Pack Portal. After logging in to the Pack Portal, look for the 'Campus Life' dropdown menu. Click on the Parking eBiz tab, and then select 'Permits' from the drop-down. From there, you will click the 'Get Permits' menu option. Carefully read each screen throughout the ordering process. At the end of the transaction, a link to a free 8-day temporary permit will appear for you to print and display on your dashboard until your parking permit is delivered by USPS.

Please allow at least 5 days for your permit to be delivered by USPS.

I am a new employee. Where do I park?

View the campus map to view all available lots on campus.

Additional Resources for New Employee Parking

Campus Map

Parking Regulations

Parking Tips

More about Parking Permits

Order your Parking Permit

6. ID Cards for New Employees

All new employees will receive an A-State ID card. Visit the Campus Card Center on the first floor of the Library to get your A-State ID card created.

I am a new employee. Where do I get my ID card?

A-State ID cards for new employees can be picked up at the Campus Card Center, located on the first floor of the Library.

I am a new remote employee. Do I need an ID card?

An A-State ID card is not required for employees who work remotely or off-campus.

I am a new employee. Can I get my A-State ID on my phone?

Absolutely! Now you can add your A-State Access to Apple Wallet on iPhone or Apple Watch and use it anywhere the physical A-State card is accepted. Open a door, enjoy a meal, or attend an event, all with a simple tap of your Apple device. Contact the Campus Card Center for assistance getting this set up.