

## ONBOARDING ITEMS DISCUSSED IN WSU NEW EMPLOYEE ORIENTATION

March 23, 2020

### **Academica:**

This is the WSU intranet. If the employee is already a student, they already have access to Academica. If they are an employee, they may need to contact C&IT (313.577.HELP) to access their computers. After an employee can sign on to a WSU computer, go to <https://academica.aws.wayne.edu/>. When employees have an active assignment, they will see an Employee Resources link on the left of their screen.

### **Timesheets:**

If you are eligible for overtime, be sure to enter all hours worked in Web Time Entry. Employees not eligible for overtime need to enter time when they have full day exceptions to regular hours worked. To access your time sheet go to Academica>Employee Resources tab>Employee Self Service>Time Sheet. This requires duo authentication (see below). A tutorial is available through Accelerate accessible through Academica > Employee Resources > Other Resources > Accelerate > View the Catalog. Non-exempt employees are also required to complete a sign in/out sheet for approval by their supervisor and then send to the department's designated payroll approver prior to the end of the payroll cycle. Manager approval can be sent via email instead of actual signature on the form if manager and supervisor are not in the same location.

### **Direct deposit:**

You will need to set up duo authentication (personal security.) After that, please follow the path below:

[https://academica.aws.wayne.edu/Employee Resources/Employee Self Service/Other services/Pay information](https://academica.aws.wayne.edu/EmployeeResources/EmployeeSelfService/OtherServices/PayInformation)

To set up duo authentication, use the guide in the link below, after you download the app to your cell phone:

<https://guide.duo.com/>

### **Payroll calendar:**

Below is the link to our payroll calendar

<https://payroll.wayne.edu/files/pr-cal-bw-pa-20.pdf>

We will be mailing the employee benefits and enrollment guides. Also below are the links to the benefits forms as well as the supporting documentation required and the rates:

### **Medical, dental and vision**

<https://hr.wayne.edu/tcw/health-welfare/benefit-enrollment-form.pdf>

<https://hr.wayne.edu/tcw/health-welfare/dependent-supporting-documentation.pdf>

<https://hr.wayne.edu/tcw/health-welfare/2020-active-rates.pdf>

**Dental (use this form only if you do not enroll in the WSU medical plan:**  
<https://hr.wayne.edu/tcw/health-welfare/2020-voluntary-dental-form.pdf>

**Vision (use this form only if you do not enroll in the WSU medical plan:**  
<https://hr.wayne.edu/tcw/health-welfare/2020-voluntary-vision-form.pdf>

**Life insurance and rates:**

<https://hr.wayne.edu/tcw/health-welfare/life-insurance-form.pdf>

<https://hr.wayne.edu/tcw/health-welfare/life-rates>

To calculate the cost of life insurance for yourself, after reviewing the link above, substitute your age, salary and employee type in the below example to calculate your cost per-pay.

Example: 12 month employee, 47 years old, \$50,100 salary, electing coverage at two times salary level

1. Multiply salary by 2 ( since coverage is two times salary): \$100,200
2. Round up to the nearest 1,000: \$101,000
3. Divide by 1,000: 101
4. Determine age and Employee Contribution Rate (using table above) : \$0.138
5. Multiply #3 x #4 (this represents the monthly cost): \$13.93
6. Divide by 2 (this represents the bi-weekly cost): \$6.96

**Retirement plan (403(b):**

<https://hr.wayne.edu/tcw/retirement-savings/403b-salary-reduction-agreement.pdf>

The amount you can contribute to your 403(b) is \$19,500 in 2020. The 403(b) catch-up contribution limit—if you're 50 or older in 2020—is \$6,500.

**OneCard WSU ID:**

Below is the link to upload your photo. The OneCard will mail the card.

<https://onecard.wayne.edu/photoupload>

**Parking:**

Below is the link to the payroll deduction form for parking, the map of campus lots and the parking rates:

<https://forms.wayne.edu/parking-new-assignment/>

[https://parking.wayne.edu/pdf/parking\\_area\\_data\\_8\\_1\\_2019.pdf](https://parking.wayne.edu/pdf/parking_area_data_8_1_2019.pdf)

[http://maps.wayne.edu/pdf/main-medical\\_shuttles.pdf](http://maps.wayne.edu/pdf/main-medical_shuttles.pdf)

**Strategic Plan:**

To understand your role and how it connects to the mission, vision and values of the university, please visit the link below

<https://president.wayne.edu/strategic-plan/overview>

**Policies:**

Review university policies (i.e., University Policy, APPM and Non-Rep Manual) at <https://wayne.edu/policies/> and collective bargaining agreements

at <http://laborrelations.wayne.edu/contract-info.php> and <https://provost.wayne.edu/resources/academic-personnel/collective-bargaining-agreements>

**Performance Management:**

WSU uses WaynePM for non-probationary evaluations. Please go to Accelerate accessible through Academics > Employee Resources > Other Resources > Accelerate > View the Catalog for a tutorial on WaynePM.

**Organizational charts:**

To understand some of the reporting relationships on campus, please see the link below for organizational charts.

<https://hr.wayne.edu/about/org-chart>