



# Welcome to A-State!

## New Faculty Orientation

# My.Astate.edu Portal

The screenshot displays the My.Astate.edu Portal dashboard. At the top left is the ST ATE logo. To its right is a search bar with the placeholder text "Search my.AState..." and a magnifying glass icon. The main area contains 15 service tiles arranged in a 5x3 grid. Each tile features a colored icon and text describing the service.

Service Name	Icon Description
A-State Jobs	Green briefcase icon
Admissions Slate	Red graduation cap icon
Argos	Blue pie chart icon
Banner 9	Yellow flag icon
Banner Self Service	Blue person and document icon
Blackboard	Blue person and tablet icon
Clock In TimeClock Plus	Blue person and clock icon
Contracts Manager	Blue document icon
CSS Statements	Blue printer icon
dotCMS	Purple globe icon
DUO	Green key icon
eAccounts	Yellow document with dollar sign icon
Emergency Alert Setup	Blue bell icon
Employee Learn Center Taleo Learn	Orange building icon
Employee Mail	Red envelope icon



# My.Astate.edu Portal

- Duo Login
- Blackboard Learn
- Employee Learn Center
- Parking eBiz
- Banner Self Service
- Pack Support
- Concur – Travel
- Manage Timesheets
- Employee e-mail



# ID Card

## Campus Card Center - Student Union – 2<sup>nd</sup> Floor

### Uses:

- Library for Checking out Books, DVD's, etc.
- Hotels – State Employee Discount may be available
- 25% Discount at Textbook Brokers
- Local Restaurants and Stores
- Reserved parking lots on Campus
- Access to buildings
- Cafeteria Plan
  - 15 Meals for \$75
  - Payroll deduction



# Parking Overview

- Must purchase a Parking Permit if parking a vehicle on campus
- Permits can be transferred as long as vehicle is registered
- Permits are for August to August each year
- Payroll Deduction

## Parking Options:

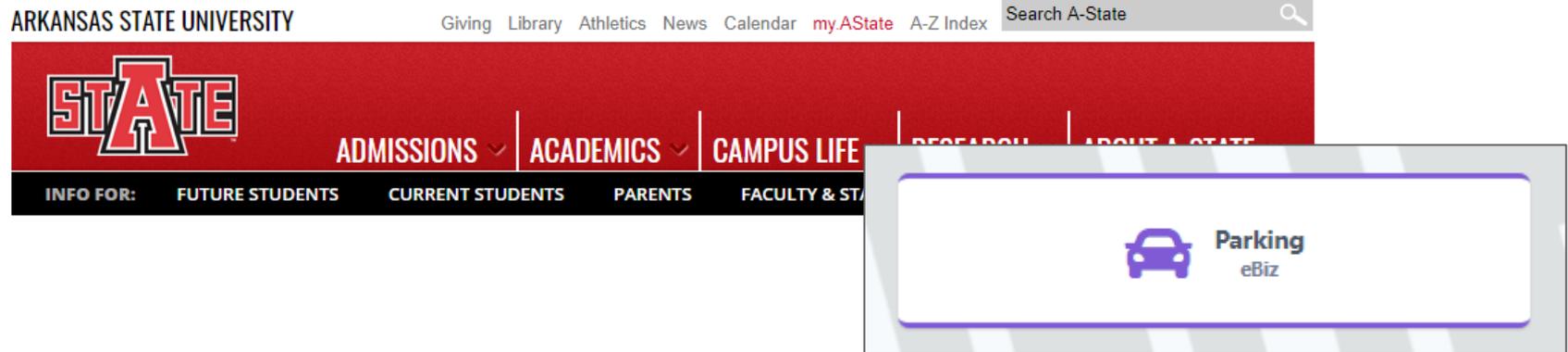
- \$80 Faculty/Staff Parking
- \$60 Staff/Employee Parking permit
- Visit Parking Services web page to view maps for parking options in your area

Reserved spaces available and assigned through Parking Services.

- \$500 for covered garage spaces
- \$300 for all other reserved spaces

# Ordering Parking Permit

- Log in to my.AState



- Click on Parking eBiz icon
- Print temporary parking pass
- Employees must order new permit each school year
- Permits are from August to August



# Payroll

## Pay Day

- Semi-monthly
- 15<sup>th</sup> and last day of each month
- If either falls on a weekend, payroll deposits will be issued on the Friday before
- Retirement deduction begins with your first pay check

## Vacation and Sick Leave

Vacation Leave: earn 15 hours per month (12 month faculty only)

- Can carry over 240 hours each year

Sick Leave: earn 8 hours of sick leave per month

- Can carry over 960 hours each year

**You can view your balances by logging in to my.AState then click on your Banner Self Service icon.**



# A-State Account Notification

- New employees (full-time/part-time non-student) receive an email notification
- Activate account and follow instructions on [New Employee web page](#)

Dear New Employee,

Welcome to Arkansas State University and the Red Wolf Nation! Your A-State ID Number is 12345678 and email address is [email@astate.edu](mailto:email@astate.edu).

To activate your account, click here: <https://webapps.astate.edu/digitalid/campusid.htm> |

- Enter your Social Security Number or Passport Number and Campus ID Number and click on Submit. The system will retrieve your PIN Number.
- Click on the <https://mycampus.astate.edu> link for "Newly admitted students and employees".
- Click the First Time Users link under the Login button to read and acknowledge the Acceptable Use Policy.
- On the Automated Account Manager web page, enter your Campus Wide ID, PIN, and password at the bottom of the page.
- Click on Submit to activate your account.

Visit the [New Employees](#) web site which details the tasks that need to be completed within your first 30 days.

Please contact the [BANNER Security Administrator](#) for assistance.

Welcome to A-State!!



ARKANSAS STATE  
UNIVERSITY

# Employee Training Requirements

- Required for ALL employees
- Complete within 30 days
- Taleo Learn
  - Title IX (Sexual Discrimination)
  - Child Maltreatment
  - Privacy and Security
  - FERPA
- Access through My.Astate – Employee Learn Center icon



# Additional Training Resources

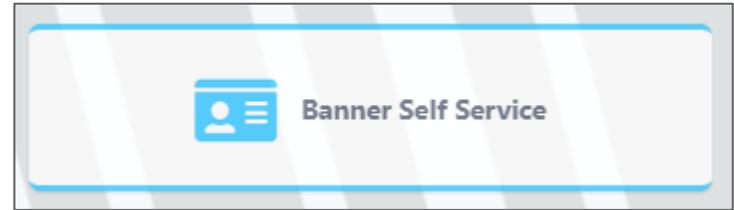
- Search “Training & Development”
- Schedule directly with contact listed
- Submit Banner Access Request to [cpi-security@astate.edu](mailto:cpi-security@astate.edu)

Faculty and Adjunct positions may need some combination of the following trainings:

Training	Contact to Schedule
Banner Finance (If managing/approving a budget)	Traci Ellington
Banner Student	Registrar's Office
Travel (Concur)	Traci Ellington
Sponsored Program Accounting (Grants)	Sponsored Programs
Faculty Professional Development and Training Guides	CETL



# Banner Self Service



- Viewing Paystub
- Viewing Leave Balances
- Submitting Leave Report
- Viewing W-2 and 1095-C
  - Consent to receive electronically
- Update personal information
  - Update address and phone number
  - Emergency Contacts

# Benefits

- Receive email from Kristin Helms
- Complete enrollment/waiver within 30 days of hire
- Complete by August 31 to be effective September 1
- Failure to enroll:
  - Classic Plan - Employee Only Health Insurance (12 month employee pays \$52.00 a pay period)
  - A-State Paid Life Insurance and Long Term Disability Insurance
  - TIAA Retirement (employee contributes 6%, A-State contributes 10%)
- Benefit Changes:
  - Open Enrollment in November / Effective January
  - Qualifying event: Marriage, Divorce, Birth/Adoption, Court Ordered Change

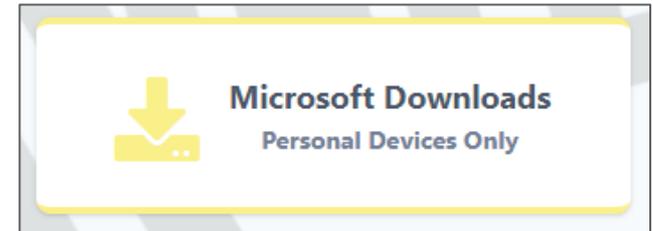
# Employee Assistance Program

- The St. Bernard's Counseling Center EAP assists employees and their family members when dealing with problems that can occur in everyday life.
- You can seek assistance in a simple and confidential manner from a trained professional.
- Referrals to the EAP can be made by yourself, family members, supervisors or physicians, etc.
- You will receive 6 free visits.



# Additional Benefits

- **Free University Software Access/Download**
  - For personal computer
  - Microsoft Office, discounts on others
- **Education OR Physical Fitness Leave (12 month faculty only)**
  - 3 hours/week
  - Must be approved by supervisor – form on HR webpage
- **RedWolf Wellness Center**
  - Free membership for faculty, staff, and spouses
  - Located in HPESS building
- **Dean B. Ellis Library**
  - Check out books, including popular selections
  - Rent movies, audio books, board games



# Additional Benefits

- **Education Benefits**

- Tuition Discount Program:

- Available for Bachelor and Graduate degrees at each campus and some online programs (check HR website for list of eligible programs)
    - Faculty, staff, spouses, and tax dependent children
    - Submit Tuition Discount Form every semester

**Online:**

**Bachelors = 50% Graduate = 50%**

**On-Campus:**

**Bachelors = 75% Graduate = 50%**

- Professional Development Plan Bonus

- Submit form with supervisor's signature



# Tobacco Free Campus

- The Arkansas Clean Air on Campus Act of 2009
- No tobacco is allowed anywhere on campus
  - Cigarettes
  - Cigars
  - Pipes
  - Smokeless tobacco
  - Vaping devices including e-cigarettes
- Enforced by UPD
- Fines from \$100-\$500



# Drug-Free Workplace

- The Drug-Free Workplace Act of 1988
- Annual notice can be found:
  - On UPD webpage – Annual Security Report
  - Emailed out to campus community from Student Conduct each October



# Final Thoughts

- Complete I-9 in Human Resources office
- Pick up Welcome Box from me at lunch!

*Welcome!*



THANK YOU  
&  
WELCOME TO  
ARKANSAS STATE UNIVERSITY



- Human Resources: 870-972-**3454**  
Benefits: Kristin Helms
- Parking Services: 870-972-**2945**
- Training Questions:  
Cathy Naylor: 870-680-**8079**



ARKANSAS STATE  
UNIVERSITY