

What topics are covered in the onboarding course?

The onboarding course organizes topics into the three modules below, that employees can complete at their own pace within their first three months on the job. Employees aren't restricted from "working ahead" but are required to complete all of the modules within the first 90 days on the job.

Module 1 (days 1-30): Things you NEED to know within your 1st month on the job.

- How to read your paystub
- Banner time entry
- Health and Retirement Benefits Overview
- Personal Safety and Mutual Respect
- Campus Safety & Security
- New Employee Safety Training
- University policies: drug and alcohol, discrimination and harassment, Title IX, EEO, improper relationships with students, workplace violence.

Module 2 (30-60 days): Things you MUST know within your 2nd month on the job.

- IT Cyber Security
- Performance Management
- Diversity, Equity and Inclusion
- University Policies: adverse weather, conflict of interest, FERPA, public records, secondary employment, workers compensation.

Module 3 (days 61-90): Things that are NICE to know within your 3rd month on the job.

- Arts and Entertainment
- Campus Services
- Getting Involved in the Campus Community
- Health & Wellness
- Employee Perks
- Professional Development Options
- Fraud, Waste and Abuse Hotline
- University policies: employee relations, protection of reporting improper activities, App State policy manual.