Onboarding
Is it your first day on the job? Still trying to learn the ins and outs of UITS? Learn how to hit the ground running at your new workplace.

Training for New Employees

Orientation
New employees will be invited to a campus-wide orientation shortly after their first day. Visit the UHR Employment website for additional information.

Buddy Program
Some new employees may use SICE’S Buddy Program, wherein a manager assigns the new employee to a coworker—or “Buddy”—to act as a mentor and help the new hire integrate effectively with the workplace. The Buddy's role is flexible, and the manager must decide how the Buddy Program will work for your new hire and existing team.

Managers and Buddies should use the following guides to ensure the new employee is being acquainted with all aspects of SICE:

- Buddy Program Overview
- Tips for assigning buddies
- Tips for buddies

Accounts and Services

Creating an IU account

IU students, faculty, staff, affiliates, and guests can use the Account Management Service to create and manage their computing accounts and passphrases.

Employee Center

Use the employee center to access and update personal information, as well as payroll, tax, and benefit information.

CrimsonCard

The IU CrimsonCard is the official photo ID card for all campuses. It provides essential university services as well as secure entry to campus buildings. Employees may obtain a CrimsonCard from any campus card services location.

Computer setup & technical support

Executive and Internal Technology Support (EITS) manages inter-campus technical support 24 hours per day, 365 days per year for IU Bloomington and IUPUI UITS staff.

Parking

IU employees can purchase a parking permit through IU Parking Operations online or by visiting one of the on-campus offices. They have the option to pay in full or use a monthly, pre-tax deduction on their paycheck.

Onboarding checklist

New SICE employees will need to complete several steps once they begin work, partly with the help of their manager or supervisor.

Employees

- Access Management
- Create IU Network ID
- Set up email
- Sing the acceptable use agreement
• Activate Duo authentication tokens
• Enroll in benefits

Managers/supervisors

• Email sichehelp@iu.edu for the following:
  • Office space request
  • Computer/software setup and support
  • Request secure building access once CrimsonCard is obtained
• Physical mailbox
• Team introductions
• Expectations, including:
  • Work schedule
  • Telecommuting options
  • Protocols for requesting PTO and absence notification
  • Performance goals

Download the manager's onboarding guide for the full checklist and schedule of tasks.

Human Resources

• Schedule department orientation
• I-9 verification