



HOBART AND WILLIAM SMITH

New Employee Reference Guide

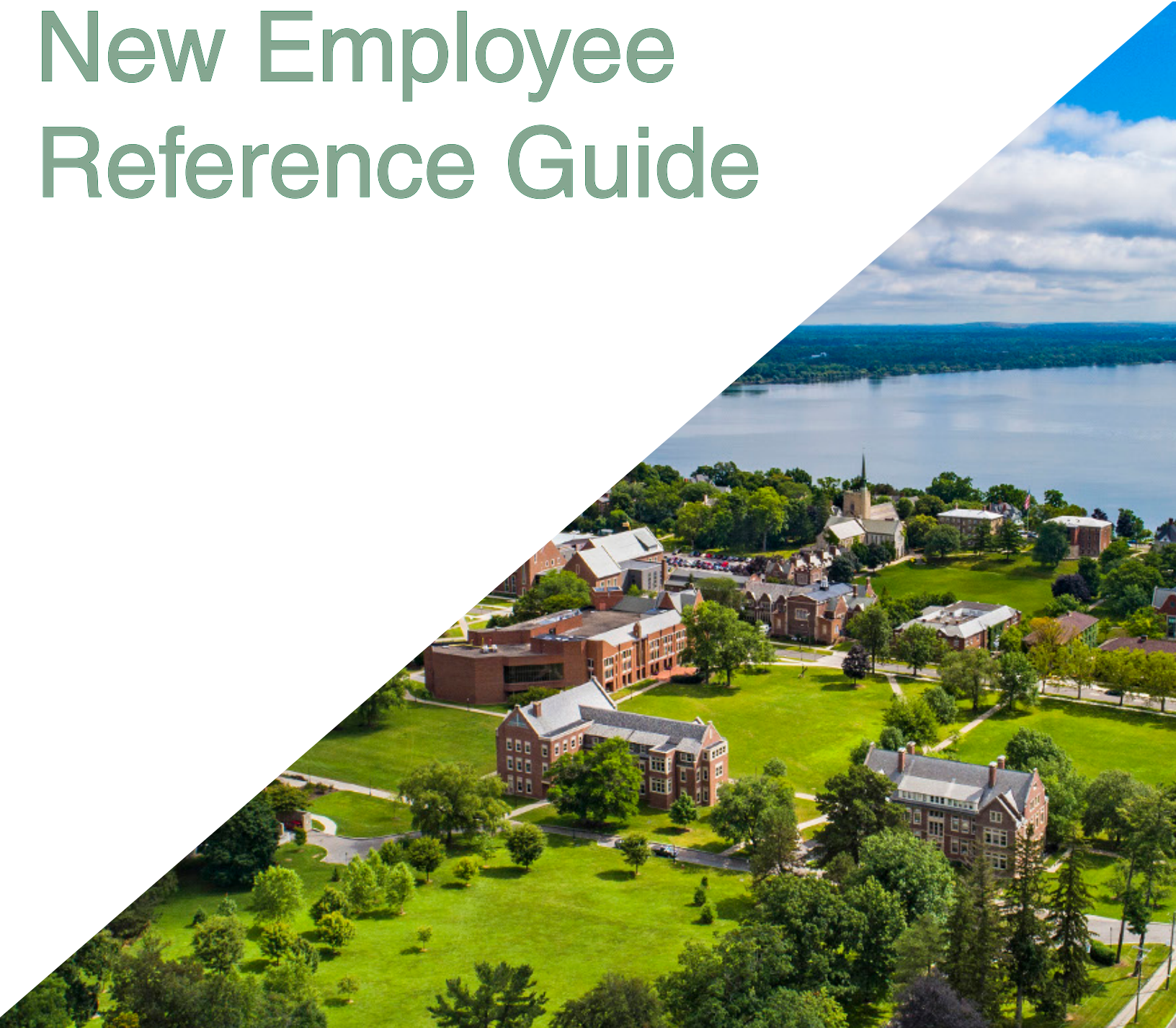


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This guide provides information regarding a variety of services and day-to-day needs for HWS employees. If you have suggestions for additions, please email hr@hws.edu.

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Building and Grounds

Work Orders

Sodexo Campus Services provides full facilities services to HWS, including maintenance, custodial, grounds, construction project management, and program support.

Work orders can be submitted through their [self service portal](#) or by calling ext. 3660.

Office Keys

Keys for your office can be given to you either by your supervisor or by the Buildings and Grounds (B&G) Department with the approval of your supervisor. You can contact B&G by calling ext. 3660.



Campus Facilities

Athletic Facilities/Events

Employees have access, through their OneCard, to Bristol Field House, which includes a fitness center, group exercise classes, squash courts, locker rooms, walking/running track, and a multipurpose floor that is used for tennis, basketball, and other activities.

The campus pool is located in Bristol Gymnasium and is open to employees. Hours of operation can be found on the Campus Recreation webpage.

Employees get free or discounted entrance to all HWS athletic events.

Campus Store

The Campus Store supports textbook and class supply needs and offers a variety of gifts and collegiate clothing. Up to date hours of operation can be found on the Campus Store webpage.

Employees receive a 10% discount at the Campus Store (some restrictions apply).

Campus Facilities Con't.

Dining Services

Sodexo provides dining services for all the campus eateries and cafes.

HWS employees receive discounts for lunch at Saga, the main dining hall inside the Scandling Center, as well as in the Common Room, which is open to faculty and staff and is accessible through Saga.

A full listing of dining options and hours is available on the [dining webpage](#).

Catering Services

Sodexo provides personalized catering services for campus events. Use the [catering website](#) to order or call ext. 3948 for more information.

Library

All employees have full library privileges at the Warren Hunting Smith Library with their HWS OneCard. The [library website](#) includes information on their collection, events, and offerings.



Campus Safety

Emergency Preparedness

For all emergencies on campus, dial ext. 3333 on any campus phone. Dialing “911” on campus will also reach campus security. For non-emergency situations, please call ext. 3656.

Campus Safety is located in the northeast corner of the Medbury parking lot.

HWS uses the Everbridge Emergency Notification system to share critical safety information. Employees provide contact information so that they can be reached in the event of a campus or weather emergency.

Campus Safety also provides safety escorts around campus. Call ext. 3656 to request a ride.

Campus Safety Con't.

Parking

All vehicles that are parked on campus must be registered and show a valid parking sticker. Faculty and staff complete the registration process with Campus Safety.

Please bring your HWS OneCard and your car's information to Campus Safety's Medbury Office to register.

Communications

Community Event Calendar

The Communications Office maintains the events calendar for the campus. To publicize a major public event, such as an invited speaker or a concert, visit the Community Event Calendar and select the "Submit an Event" option.

Campus Directory

Microsoft Outlook hosts HWS' directory and gives email addresses, phone, and office location for staff/faculty members.

If your phone or email information is incorrect, please contact the IT Help Desk at helpdesk@hws.edu. If your office location is incorrect, please contact hr@hws.edu.

Information Technology

Employee Accounts

HWS email and network accounts are set up through Information Technology as soon as they receive notice that a new employee will be working at HWS.

Initial email account and temporary login information is sent to the personal email used on the job application.

Phone service will be set up by IT after the employee's start date.

If you have any questions about your email, phone, or network account, please contact the IT Help Desk.

IT Help Desk

Information Technology Services offers a single point of contact for all of your technology needs.

The Help Desk can be reached by calling the help desk at ext. 4357 (HELP) or emailing helpdesk@hws.edu.

IT Services also has a New to HWS webpage to support new community members.

IT Con't.

Post and Print Services

The HWS Post Office is a full-service USPS substation and offers range of services including international and domestic mailing through USPS and major shipping services.

Mail is generally delivered daily to campus offices during the academic year. Summer campus mail delivery may be on a different schedule or suspended. Intercampus mail and address information can be found on the [Post and Print webpage](#).

Post and Print also provides printing and supplies. Information on these services and placing orders can be found on the [Post and Print webpage](#).



Human Resources

Benefits

A benefits orientation is held for all new benefit-eligible employees. The benefit open enrollment period is held annually each fall. Employees are encouraged to review and update their benefits during open enrollment.

The [HR benefits webpage](#) details benefit offerings. Contact HR at hr@hws.edu or 315-781-3312 if you have benefit questions.

Campus ID Cards

Campus ID cards, sometimes called a OneCard, are provided to each employee. New employees can obtain their OneCard at the Student Engagement Office on the second floor of the Scandling Center.

HR Information System

HWS uses PeopleSoft as its HR, Campus Solutions, and Finance technology vendor. Employee HR information can be accessed, viewed, and updated in the PeopleSoft HR portal. All employees should be familiar with PeopleSoft and able to access their employee dashboard as it includes information about pay, PTO balances, taxes, supervision, and other helpful position information.

Human Resources Con't.

Payroll

Timesheets for hourly employees are entered and approved in PeopleSoft.

Paychecks are issued on a biweekly schedule of every other Friday according to the payroll calendar.

Employees can set up or edit their direct deposit information in PeopleSoft. Employees who receive paper checks will have the check sent to their home address on file.

Miscellaneous

ATM

Five Star Bank has an ATM machine located in the Lobby of the Scandling Center.

HWS Vehicle Use

To drive a college vehicle, you must complete a motor vehicle background check and training. Contact Pamela Pietrusinski in the Finance Office to start the certification process.

Notary

Staff in the Post Office and HR Office are Notary Publics. Please contact these offices for more information.

Reimbursements

Business expense and travel reimbursements are handled by the Finance Office through the Unimarket procurement system.

Relocation expense reimbursements are handled by hr@hws.edu.

Room Reservations

Room reservations are made through the 25Live event management system. Reserve rooms on the 25Live HWS website.





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