Newly Appointed Professional Staff:

A QUICK GUIDE

University of South Australia | People Development and Performance

Congratulations on your appointment to the University.

Your first few days as a new staff member can be exciting and daunting but also frustrating. The most frustrating aspect is usually not knowing how the University operates and where to find information.

This is because we are a large and complex institution with thousands of people involved in keeping us moving. A series of induction resources have been developed to help fill the gaps in your knowledge relatively quickly so you can concentrate on the pleasure of becoming a part of the UniSA community.

This Quick Guide for new professional staff provides answers to some of the initial questions you might have as you commence work with the University. It is complemented by an Induction website and handbook, and other Quick Guides that will help you find your way through the organisation in the first few weeks of your employment.

At the University of South Australia we want our new staff to feel welcome and appropriately introduced to both the organisation and to its people.

If you have any questions regarding your induction please speak with your supervisor or contact People,Talent and Culture.

	QUESTION	THE BASICS	FURTHER INFORMATION
Organisational	1. **What are the legislative and ethical responsibilities of staff at UniSA?**	The legislative and ethical responsibilities of UniSA staff include adherence to the following University policies and procedures: • Ethical conduct • Use of the intellectual property of others • Dealings with people under the age of 18 • Program delivery for overseas students • Work Health and safety • Responsible practice in research • Trade practices and consumer law obligations • Equal opportunity and anti-discrimination • Confidentiality of student's personal information • Privacy • Respect. Now. Always	*Legislated and ethical responsibilities of staff: A Quick Guide*. *Equity and Diversity: Treating People with Respect* *Respect. Now. Always*
	2. **How many students, staff and academic programs are there at UniSA?**	UniSA is a distinctive and internationally competitive University which now has more than 33,000 students (including 2,000+ online and 5,400+ international students). Over 2,800 staff, 7 academic units which offer more than 200 world-class degrees, and a suite of online degrees in 12 different discipline and career areas. Campuses at City East, City West, Magill, Mawson Lakes, Whyalla and Mount Gambier.	*UniSA website* *UniSA College*
	3. **What is the organisational structure at UniSA?**	Seven academic units and a number of coordinating portfolios report directly to the Provost and Chief Academic Officer. UniSA also has the UniSA College proving a pathway into university.	*Governance and management structure* *Senior Staff* *UniSA College*
	4. **What are the dates of the UniSA academic year?**	UniSA operates on seven study periods throughout the year. Offshore programs may be offered at any time of the year. Many postgraduate programs operate on a four-semester pattern. UniSA Online offers six online study periods per year.	*Key dates and academic calendars* *Offshore Academic year calendars* *UniSA Online key dates*

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People, Talent & Culture	**5. What induction activities and materials are available?**	A range of Corporate induction materials are available on line. Corporate Induction occurs 4 times per year and is available to all new staff on continuing contracts and those on fixed term contracts of six months or longer. Staff can also speak with their local PTC contact and manager to discuss your induction program for your work area and Division or Portfolio.	*People, Talent and Culture (PTC) contacts* *Induction for New Staff website*
	6. Why is a probationary period necessary?	All continuing professional staff commencing employment with UniSA are subject to a period of probation of three (3) to six (6) months depending on the complexity of the role and the timeframe over which critical duties can be assessed.	*Probation website*
	7. How will my performance and development be managed?	Performance management recognises that the effective operation of the University depends on the knowledge, skills and performance of its staff. Performance development and management is a participative process in which the staff member and supervisor share responsibility for the development of an action plan. The process should be implemented within the first two weeks of commencement of employment.	*Performance Development and Management*
	8. Who will I meet during my induction period?	During your induction your supervisor will introduce you to key professional and academic staff both internal and external to your Professional or Academic Unit as required.	*Your supervisor*
	9. How will I be paid?	University staff are paid fortnightly by electronic funds transfer. Your salary will be deposited in the bank account you nominated in your bank deposit form for Continuing and Fixed term contract staff. On the staff portal (myUniSA) under the '*my Details* 'section is a tab called *Pay Details,* information about each pay. A link to download your payslip, can also be found here.	*myUniSA*: *(password protected)* *Payroll Office 830 22911* *payrollservices @UniSA.edu.au* *Your Pay and Benefits*
	10. What leave entitlements will I have?	Information regarding leave entitlements is available from the PTC website. On the staff portal (myUniSA) under the '*my Details'* section is a tab called *Leave.* Information about your personal leave balances and any leave bookings, including a link to the online leave application system (myHR), can be found here.	*PTC Leave and Flexible Work Arrangements* *myUniSA (password protected)* *myHR*

People, Talent & Culture	**11. What about superannuation?**	Superannuation contributions became compulsory for employers in 1986. Information can be found on the superannuation website.	*Superannuation* website
	12. What about workers compensation?	If you have an accident or sustain an injury or illness while working, you must lodge an Incident Report within 12 hours to your supervisor and the Safety and Wellbeing team. This is a record of the incident. If you lose time from work or incur medical expenses as a result of your injury or illness you can lodge a claim for worker's compensation. It is generally better to do this sooner rather than later but if you choose not to at the time you can still claim later as long as you have submitted the incident report.	*WHS Induction and Training* *Safety and Wellbeing contacts* *PTC Contacts* *Report a Hazard or Incident* *Hazard and Incident report*
	13. What are my responsibilities regarding workplace health, and safety?	The health and safety requirements for staff will be outlined by your supervisor during your induction. Further information is available from the Safety and Wellbeing website. Staff are also required to undertake online and other relevant training courses. The relevant training for you and your role will be identified, in consultation, with your supervisor and/or local Health and Safety consultant.	*Safety and Wellbeing website* *Training and Staff Development* *Safety & Wellbeing contacts*
	14. What should I know about confidentiality?	All staff should be aware of the sensitivity of information they may be exposed to at the University of South Australia. Further information is available at the University's Policies and Procedures website.	*Confidentiality of students' personal information* *Policies and procedures*
	15. What online IT help resources are available for staff?	The Information Strategy & Technology Services for Staff site contains a range of IT related information and advice including software, apps, hardware, help desks etc.	*Information Technology Services for Staff*
	16. What training and development is available to staff?	The principal provider of professional staff development is the Talent and Organisational Development team which is based in the People, Talent and Culture Team. All staff now have access to a wide range of online professional development resources through Lynda.com.	*Performance and Development* *Professional Staff Development* *LinkedIn Learning Courses*
	17. What University acronyms do I need to know?	Glossaries of academic terms and acronyms are found on the UniSA website.	*Index of research terms and acronyms* *Glossary of University terms* *Finance acronyms*

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Services, resources and facilities	18.	**What should I know about my campus?**	It would be useful to familiarise yourself with the location of the following and the services they provide: · supervisor's office · school office · division office · Campus Central · Library · Student Engagement Unit · teaching rooms · photocopiers · security – offices and call points · first aid boxes · fire extinguishers.	*Explore our campuses*
	19.	**Why do I need to have a Staff ID and Access Card?**	The Staff ID Card is a multi-use card for visual identification of staff, access to *Cardax* controlled buildings, library services, monitored photocopying and printing services. Once you have an active contract, a Staff ID card can be issued by FM Assist staff on any campus. myUniSA has a link to enable you to request a new card if your old card gets lost or damaged.	*Facilities Management Unit* *Building Access* *myUniSA - My ID and access card* *(password protected)*
	20.	**How can I access the University's information technology network?**	UniSA's computing network supports a broad range of integrated systems, desktop applications and internet facilities for use by staff. Access to the UniSA network and email will be automatically arranged for you as part of your contract. On your first day you will need to ring the IT helpdesk to set your password. Access to other parts of our systems (if you require them to do your role) will be arranged in discussion with your supervisor. Further information about email and calendars, telephones, the standard operating environment, how to connect from home, wireless access and the full range of services provided can be found via the ISTS homepage.	*IT Helpdesk 8302 5000* *ITHelpDesk@unisa.edu.au* *Staff Passwords, Network Access & IT Security* *IT Services for Staff*
	21.	**What library facilities can I access, and how?**	You can borrow from the Library at any campus, access inter-library loans, and exercise reciprocal borrowing rights with the libraries at Adelaide University and Flinders University. You can gain access to Library services by taking your Staff ID card to the Service Desk at your campus Library.	*Library home page* *About the Library – Key Staff*

Services, resources and facilities	22. What office, computer, telephone, photocopying and stationery facilities can I access, and how?	Most staff are entitled to a desk at which to work, a computer, a telephone, stationery and photocopying facilities.	*IT Helpdesk: 830 25000*
		Your telephone access will have been automatically set up and further information about how to use the system and set up voicemail (and how to use mobile devices and conferencing) can be found on the ISTS site related to this topic.	*ITHelpDesk@unisa.edu.au* *Telephones, Mobiles and Conferencing* *Welcome to UniPrint*
		Your area will have photocopying facilities and can provide you with other stationery needs; they can also advise you on the local policy regarding the use of UniPrint for printing multiple copies of materials.	
	23. How do I book a room?	One-off bookings in teaching rooms for any purpose can be booked via the online request or by contacting the FM Assist office on the campus where the room is located.	*Room bookings* *Welcome to the Facilities Management Unit*
		Other meeting rooms can be booked via your calendar or specific local processes (check with your supervisor).	
	24. What audiovisual facilities can I access, and how?	Most teaching spaces and meeting rooms are connected to the University network, allowing direct access to network facilities when using IT equipment. Most teaching areas and meeting rooms also have PCs and data projectors available for use.	*Computing on campus*
	25. What should I know about the University's mail system?	The University has a GPO Box mailing address and this should be used whenever possible. You should ask people to include your School, Research Institute or Centre and internal post code in the address to ensure prompt delivery.	*UniSA mailing address:* *University of South Australia* *GPO Box 2471* *Adelaide SA 5001*
		There is an internal mailing system for locations within UniSA and an external system.	*Mail and Courier – includes link to lists of internal post codes*
		Incoming mail is sorted daily. Most areas have a central collection point for mail directed to staff and a method of notifying staff when mail has arrived. Ask your supervisor for details.	
		Australia Post mail goes in the postbags in your area.	
		Correctly stamped personal mail can also be mailed through the University system.	
	26. What should I know about on-campus parking?	Parking arrangements and fees vary across the University.	*FM Assist Services* *Parking Guidelines*
		Short term permits can be purchased from pay stations on the Magill and Mawson Lakes campus or via the UniSA Parki app which can be downloaded from the Apple iStore or the Google Play store.	*Parking and transport* *V-Permit Parking*
		Long term permits are purchased via the online V-permit portal. More details regarding eligibility criteria for purchasing permits can be found on the Parking Guidelines website.	*Download the Parki app: App Store for iPhone and Google Play for Android* *Adelaide Metro – Plan My Journey*

Services, resources and facilities		City East and City West do not offer on-campus parking. You can park anywhere in the city through metered or free on-road parking and/or commercial off-road parking.	
	27. **How do I access my building after-hours?**	After-hours access to controlled buildings can be granted by your campus Security Office upon submitting the online *Building access request* form to change your access level. Access with then be gained by swiping your Staff ID card.	*Campus Security on 88888* *Building access* *Access request forms – Electronic and Keys*
	28. **How do I obtain keys for my office space?**	Keys for an office or other area within the university that you require access to can be requested through an Access Request Form – Electronic and Keys	
	29. **What are UniSafe Escorts?**	To enquire about or book a vehicle escort on any of the four campus's you can either attend the Security Office on your campus or dial 88 888 from any internal phone. Also check the SafeZone app which is a smart phone based safety initiative for use on all UniSA Campuses.	*SafeZone app* *UniSafe Escorts*

CONTACT	INTERNAL	EXTERNAL
Library	**26231**	**1300 137 659**
Campus Central Main Enquiries	**20150** **26161** (Whyalla)	**1300 301 703** (Metropolitan campuses) **1800 808 957** (Whyalla)
People Talent & Culture ptc@unisa.edu.au	**22220** Central Administration Units and Portfolios **21818** UniSA Allied Health and Human Performance **21818** UniSA Clinical and Health Sciences **27130** UniSA Business **24200** UniSA Creative **24200** UniSA Education Futures **24200** UniSA Justice and Society **25800** UniSA STEM and FII	**830 22220** Central Administration Units and Portfolios **830 21818** UniSA Allied Health and Human Performance **830 21818** UniSA Clinical and Health Sciences **830 27130** UniSA Business **830 24200** UniSA Creative **830 24200** UniSA Education Futures **830 24200** UniSA Justice and Society **830 25800** UniSA STEM and FII
First Aid	**88 888** (Security)	**1800 500 911** (Security)
FM Assist	**22261** City East **20555** City West **24055** Magill **25055** Mawson Lakes **55555** Mount Gambier and Whyalla (internal only)	**8302 2261** City East **8302 0555** City West **8302 4055** Magill **8302 5055** Mawson Lakes
IT Helpdesk	**25000**	**8302 5000** or **1300 558 654**
OHSW & IM Enquiries	**22459**	**8302 2459**
Room Bookings	See FM Assist	See FM Assist
Security	**88888**	**1800 500 911** Free call
Switchboard	**9**	**8302 6611** Metropolitan **(+61 8) 8302 6111** Whyalla
UniSafe Escorts	**88888**	See Security
Voicemail	**26700**	**8302 6700**

If you find yourself in an EMERGENCY situation RING SECURITY. 88888

Be ready to give YOUR NAME, LOCATION, PHONE NUMBER AND THE PROBLEM