

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?	<p>The legislative and ethical responsibilities of UniSA staff include adherence to the following University policies and procedures:</p> <ul style="list-style-type: none"> ▪ Code of Ethical conduct ▪ Use of the intellectual property of others ▪ Dealings with people under the age of 18 ▪ Program delivery for overseas students ▪ Occupational health, safety and welfare ▪ Responsible practice in research ▪ Trade practices and consumer law obligations ▪ Equal opportunity and anti-discrimination ▪ Confidentiality of student's personal information ▪ Privacy 	<ul style="list-style-type: none"> ▪ Legislated and ethical responsibilities of staff: A Quick Guide.
	2. How many students, staff and academic programs are there at UniSA?	<p>UniSA is a distinctive and internationally competitive University which now has more than 31,000 students (including 5000+ international students), over 2,500 staff, 14 schools which offer more than 300 programs, plus UniSA College. Campuses at City East, City West, Magill, Mawson Lakes, Whyalla and Mount Gambier.</p>	<ul style="list-style-type: none"> ▪ UniSA website: www.unisa.edu.au ▪ UniSA College
	3. What is the organisational structure at UniSA?	<p>Four academic divisions and a number of coordinating portfolios report directly to the Provost and Chief Academic Officer. The four academic divisions are made up of Schools, Research Institutes and Centres.</p> <p>UniSA also has the UniSA College proving a pathway into university.</p>	<ul style="list-style-type: none"> ▪ Senior academic and administrative structure: ▪ UniSA College
	4. What are the dates of the UniSA academic year?	<p>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.</p>	<p>Academic calendars</p> <ul style="list-style-type: none"> ▪ Key dates and academic calendars ▪ Offshore-Academic-year-calendars

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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. Staff can also speak with their local PTC contact and manager to discuss your induction program for your work area and Division or Portfolio.	<ul style="list-style-type: none"> ▪ 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 3 to 6 months (depending on the complexity of your role), to assess your suitability, skills and performance against the requirements of the position.	<ul style="list-style-type: none"> ▪ Probation website
	7. How will my performance and development be managed?	<p>Performance management recognises that the effective operation of the University depends on the knowledge, skills and performance of its staff.</p> <p>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.</p>	<ul style="list-style-type: none"> ▪ 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 Division/School or Unit as required.	<ul style="list-style-type: none"> ▪ <i>Your supervisor</i>
	9. How will I be paid?	<p>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.</p> <p>On the staff portal (MyUniSA) under the 'my Details' section is a tab called <i>Pay Details</i>. Information about each pay, including a link to download your payslip, can be found here.</p>	<ul style="list-style-type: none"> ▪ MyUniSA: my.unisa.edu.au/staff/Portal/myDetails/Personal/PayDetails.aspx (password protected) ▪ Payroll Office 830 22911 ▪ payrollservices@UniSA.edu.au ▪ Payroll website
	10. What leave entitlements will I have?	<p>Information regarding leave entitlements is available from the PTC website.</p> <p>On the staff portal (MyUniSA) under the 'my Details' section is a tab called <i>Leave</i>. Information about your personal leave balances and any leave bookings, including a link to the online leave application system (MyHR), can be found here.</p>	<ul style="list-style-type: none"> ▪ PTC Leave website ▪ MyUniSA: my.unisa.edu.au/staff/Portal/myDetails/Personal/Leave.aspx (password protected) ▪ My HR: https://my.unisa.edu.au/staff/myHR/home.do
	11. What about superannuation?	Superannuation contributions became compulsory for employers in 1986. Information can be found on the superannuation website.	<ul style="list-style-type: none"> ▪ Superannuation website

People, Talent and Culture	<p>12. What about workers compensation?</p>	<p>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.</p> <p>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.</p>	<ul style="list-style-type: none"> • Safety and Wellbeing - induction and training • Health and Safety contacts • PTC contacts <p>Safety and Wellbeing Team</p> <ul style="list-style-type: none"> • 8302 2459 • email: HSIM.SafetyWellbeing@unisa.edu.au • Incident report https://my.unisa.edu.au/Staff/OHS/ <p>Reporting a hazard or incident – general webpage</p>
	<p>13. What are my responsibilities regarding workplace health, and safety?</p>	<p>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 Web site.</p> <p>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 person.</p>	<ul style="list-style-type: none"> • Safety and Wellbeing Web site • Training Courses • Safety & Wellbeing and Injury Management contacts
	<p>14. What should I know about confidentiality?</p>	<p>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 Web site.</p>	<ul style="list-style-type: none"> • Confidentiality of students' personal information • Policies and procedures
	<p>15. What online IT help resources are available for staff?</p>	<p>The Information Strategy & Technology Services for Staff site contains a range of IT related information and advice including software, apps, hardware, help desks etc.</p>	<ul style="list-style-type: none"> • Information Technology Services for Staff
	<p>16. What training and development is available to staff?</p>	<p>The principal provider of professional staff development is the People Development and Performance team which is based in the People, Talent and Culture Unit.</p> <p>All staff now have access to a wide range of online professional development resources through Lynda.com.</p>	<ul style="list-style-type: none"> • Staff development site • Training and development specifically for Professional Staff • Lynda.com
	<p>17. What University acronyms do I need to know?</p>	<p>Glossaries of academic terms and acronyms are found on the UniSA website.</p>	<ul style="list-style-type: none"> • Index of research terms and acronyms • Glossary of academic terms • Finance Unit acronyms (link to password protected PDF document)

	QUESTION	THE BASICS	FURTHER INFORMATION
Services, resources and facilities	18. What should I know about my campus?	<p>It would be useful to familiarise yourself with the location of the following and the services they provide:</p> <ul style="list-style-type: none"> • 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. 	<p>Campus maps are available on-line at the University's website:</p> <p>www.unisa.edu.au/Campus-Facilities/Maps-Tours/</p>
	19. Why do I need to have a Staff ID and Access Card?	<p>The Staff ID Card is a multi-use card for visual identification of staff, access to <i>Cardax</i> controlled buildings, library services, monitored photocopying and printing services.</p> <p>Once you have an active contract, a Staff ID card can be issued by FM Assist staff on any campus, no appointment is necessary.</p> <p>MyUniSA has a link to enable you to request a new card if your old card gets lost or damaged.</p>	<p>Facilities Management Unit</p> <ul style="list-style-type: none"> • w3.unisa.edu.au/facilities/idcard/staffidcard.asp • MyUniSA - My ID and access card (password protected)
	20. How can I access the University's information technology network?	<p>UniSA's computing network supports a broad range of integrated systems, desktop applications and internet facilities for use by staff.</p> <p>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.</p> <p>Access to other parts of our systems (if you require them to do your role) will be arranged in discussion with your supervisor.</p> <p>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.</p>	<p>IT Helpdesk</p> <ul style="list-style-type: none"> • 8302 5000 • ITHelpDesk@unisa.edu.au • Passwords, security and access • Information Strategy and Technology (ISTS) homepage
	21. What library facilities can I access, and how?	<p>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.</p> <p>You can gain access to Library services by taking your Staff ID card to the Service Desk at your campus Library.</p>	<ul style="list-style-type: none"> • Library home page • Library services for staff • Contact details

Services, resources and facilities	<p>22. What office, computer, telephone, photocopying and stationery facilities can I access, and how?</p>	<p>Most staff are entitled to a desk at which to work, a computer, a telephone, stationery and photocopying facilities.</p> <p>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.</p> <p>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.</p>	<p>IT Helpdesk:</p> <ul style="list-style-type: none"> • 830 25000 • ITHelpDesk@unisa.edu.au • ISTS – telephones, mobiles and conferencing
	<p>23. How do I book a room?</p>	<p>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.</p> <p>Other meeting rooms can be booked via your calendar or specific local processes (check with your supervisor).</p>	<p>FM Assist staff</p> <ul style="list-style-type: none"> • Room booking • FM Assist teams and services
	<p>24. What audiovisual facilities can I access, and how?</p>	<p>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 PC's and data projectors available for use.</p>	<ul style="list-style-type: none"> • Computing on campus
	<p>25. What should I know about the University's mail system?</p>	<p>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.</p> <p>There is an internal mailing system for locations within UniSA and an external system.</p> <p>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.</p> <p>Australia Post mail goes in the postbags in your area.</p> <p>Correctly stamped personal mail can also be mailed through the University system.</p>	<p>UniSA mailing address:</p> <p>University of South Australia GPO Box 2471 Adelaide SA 5001</p> <p>Mail processes and Internal post codes: http://i.unisa.edu.au/staff/facilities/fm-assist-services/mail-and-courier/</p>
	<p>26. What should I know about on-campus parking?</p>	<p>Parking arrangements and fees vary across the University. To apply for a parking permit and to find out about arrangements at your campus contact Campus Central.</p> <p>Magill and Mawson Lakes campuses both use Parki ticketless parking with Licence Plate Recognition.</p> <p>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.</p>	<p>FM Assist staff at Campus Central</p> <p>Parking information is available at:</p> <ul style="list-style-type: none"> • Parking Guidelines • Parking and transport information • Download the Parki app: App Store for iPhone and Google Play for Android • City of Adelaide's guide to transport

Services, resources and facilities	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 <i>Building access request</i> form to change your access level. Access with then be gained by swiping your Staff ID card.	Security on 88888 <ul style="list-style-type: none"> • www.unisa.edu.au/Campus-Facilities/Campus-security/
	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 issued by your campus Security Office upon presentation of an approved <i>Key issue form</i> .	FMU <ul style="list-style-type: none"> • http://i.unisa.edu.au/staff/facilities/fm-assist-services/building-access/ • http://i.unisa.edu.au/staff/facilities/forms/access-request/
	29. What are UniSafe Escorts?	Security officers on each campus will escort any person from any location on campus to their vehicle in the car park or to public transport locations nearby. To arrange for an escort go to the Security Office, call from any of the security call points, or dial 88 888. Also check the SafeZone app	<ul style="list-style-type: none"> • SafeZone app • UniSafe Escorts

CONTACT	INTERNAL	EXTERNAL
Library	25432	1300 137 659
Campus Central	20150 (Metropolitan campuses) 26161 (Whyalla)	(Metropolitan campuses) 1300 301 703 Whyalla – 1800 808 957
Division People Talent & Culture (formerly Human Resources)	BUE DIVBUEHRTeam@unisa.edu.au 27130 HSC HRinhealth@unisa.edu.au 21818 EASS HRinEASS@unisa.edu.au 24200 ITEE HRinITEE@unisa.edu.au 25800 Portfolios HR@unisa.edu.au 22220	BUE 8302 7130 HSC 8302 1818 EASS 8302 4200 ITEE 8302 5800 Portfolios 8302 2220
First Aid	88 888 (Security)	See Security
FM Assist	City East – 22261 City West – 20555	Magill – 24055 Mawson Lakes – 25055
		City East – 8302 2261 City West – 8302 0555
IT Helpdesk	25000	Magill – 8302 4055 Mawson Lakes – 8302 5055
Occupational Health, Safety & Welfare	22459	8302 5000
Room Bookings	See FM Assist	8302 2459
Security	88888	See FM Assist
Switchboard	9	Free call - 1800 500 911
UniSafe Escorts	88888	8302 6611 metropolitan (+61 8) 8302 6161 Whyalla
Voicemail	26700	See Security
		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***