

WELCOME TO TULANE UNIVERSITY



The Goals of Today's Orientation

- **Welcome you to Tulane University.**
- **Introduce to you the University's history, values, and culture.**
- **Provide information on the University's policies, procedures, benefits and pay.**
- **About Tulane University, Staff Support, and Tulane Lagniappe**



ABOUT TULANE UNIVERSITY



History & Timeline

1834
Founded



1884
Private
University



1964
TNPRC
Founded



2006
Classes
Resume



2014
President
Fitts



1882
Paul
Tulane



1912
SPHTM
Founded



1976
Tulane
Medical
Center



2010
Tulane
Empowers



Tulane Employee Value Proposition

Engagement

- Our employees are motivated by the difference they make at Tulane and in the greater communities of which the university is part. We will encourage you and support you to maximize your contribution to both.

Community

- You aren't just a Tulane employee; you are a member of the Tulane community. You belong to an organization that understands that loyalty and commitment are two-way streets.

A Sense of Place and Tradition

- An environment of intellectual curiosity, learning and research, infused with the energy of campus life, will inspire you with endless opportunities to stimulate your life and mind.

Challenge and Growth

- The breadth of activity performed at Tulane University provides you with a wide range of opportunities to contribute. You have the opportunity to grow your job and to pursue new directions as you grow, in a dynamic organization that goes beyond traditional limitations.



Tulane Campuses

Uptown

Downtown

Northshore

- Tulane National Primate Research Center

Belle Chasse

- F. Edward Hebert Research Center

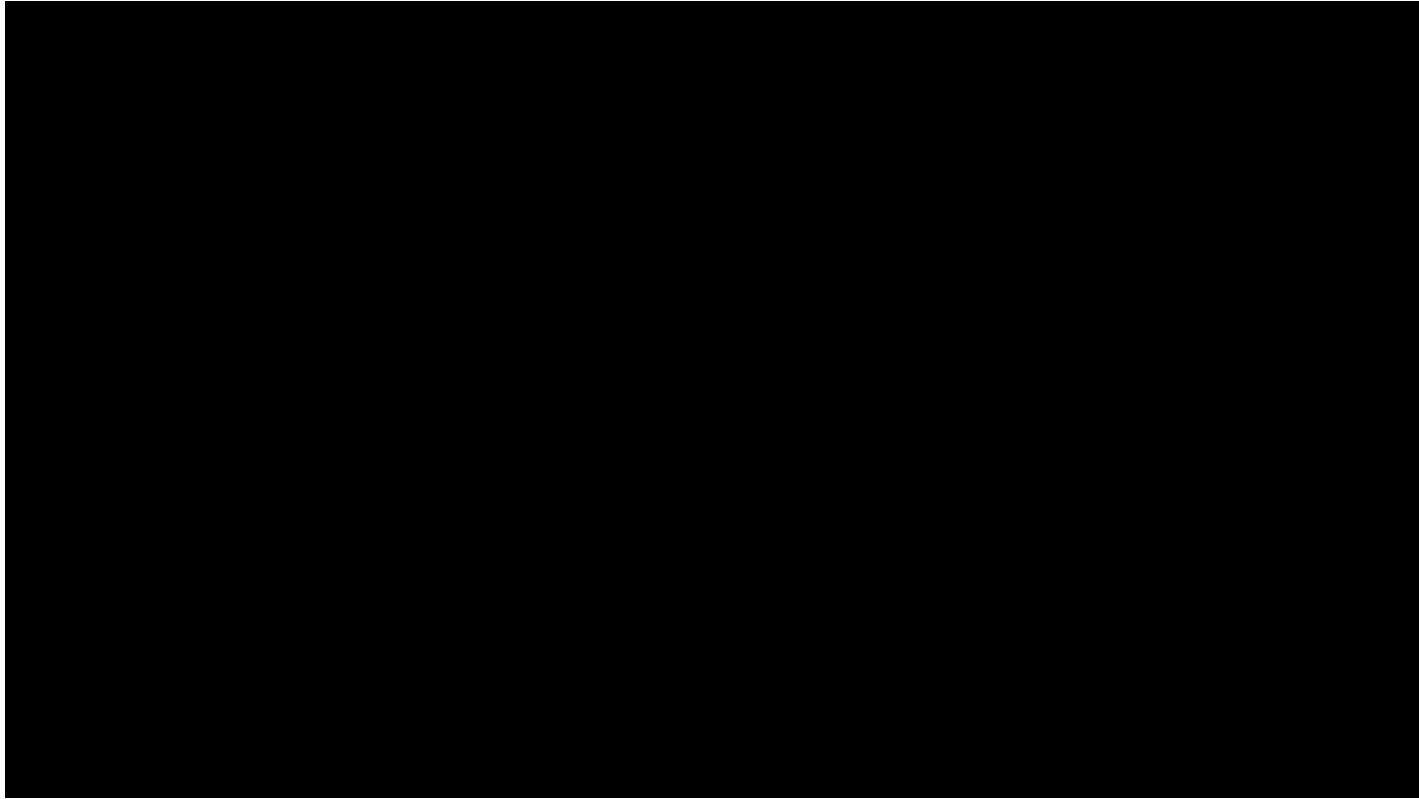
Continuing Studies Campuses

- Elmwood Business Park (Harahan)
- Biloxi and Madison (Mississippi)

Houston, TX



University President – Mike Fitts



STAFF SUPPORT



Staff Handbook Highlights

Introductory
Period

Time Keeping

Payday

Sick leave

Vacation Leave
& Vacation
Transfer Pool

Holiday &
Winter Recess

FMLA

EAP



Introductory Period:

- 6-month introductory period
- Job description

Time Keeping:

- 2 employment classifications: Non-exempt and Exempt
- Overtime eligibility

Payday:

- Biweekly vs. Monthly

Sick Leave:

- Accrual
- Call-in within 2 hours of regular start time
- Documentation



Vacation Leave & Vacation Transfer Pool:

- Introductory period and vacation
- Accrual
- Donating vs. Forfeiting

FMLA:

- Time off for qualifying event
- Eligibility
- May be used intermittently

Holiday & Winter Recess:

- 13 standard holidays
- Winter recess for 2014-2015.
- Critical positions/departments

EAP:

- Optum
- Free, confidential and available 24/7



TULANE LAGNIAPPE



Reily Student Recreation Center

Employee Benefits:

- Discounted Membership Rate:
\$109 Summer | \$161 Semester | \$414 1 Year
- Monthly Deductions through Payroll or Electronic Funds Transfer
- Options to add Family Members

www.reilycenter.com | 504-865-5431

Tulane/Loyola Federal Credit Union

Uptown:

8200 Hampson St.
(504) 862-8400
9am-4pm M-W; to 5pm Th-Fr; 9 am-12 pm Sat

Downtown:

Health Science Center
1440 Canal St Suite 101
(504) 988-7420
9am-3pm M-W; to 4pm Th-Fr

Tulane Childcare Centers

Uptown:

Newcomb Children's Center

- Corner of Plum and Broadway St.
- 12 months to 5 years

Downtown:

Kidopolis Childcare Center, operated by Bright Horizons

- Elks Place, corner of S. Saratoga and Cleveland Ave.
- 6 weeks to 5 years

Campus Dining Facilities

Uptown:

- LBC – Lavin-Bernick Center
- PJ's Coffee & Tea

Primate Center:

- Delta Café

Downtown:

- Medical School Cafeteria
- The Tidewater Café
- Poydras Diner





Sustainability at Tulane

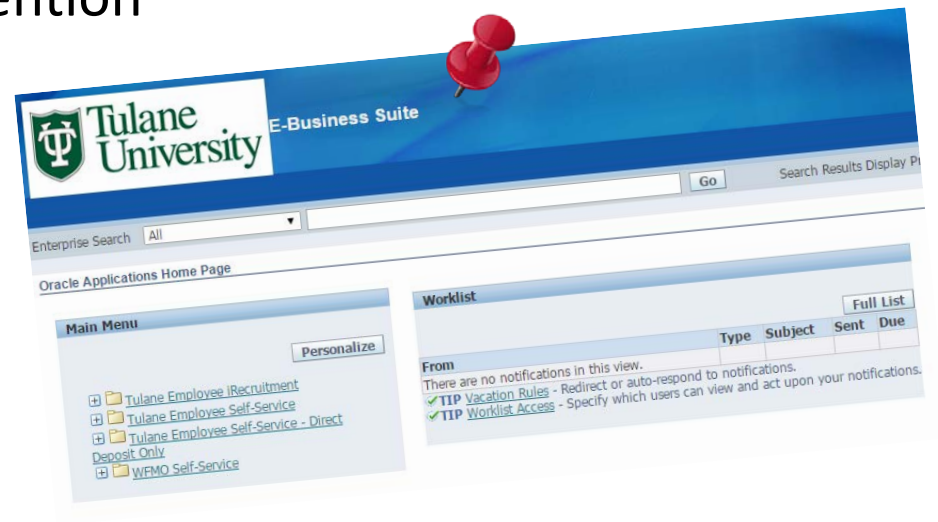


- **We're taking steps to reduce the environmental impact of our activities**
- **Recycling is available on Tulane's campuses**
 - Paper/cardboard, plastic bottles, aluminum cans, electronics, print cartridges and books
 - Visit recycle.tulane.edu for specifics on your campus
- **Visit green.tulane.edu for all of Tulane's environmental initiatives**



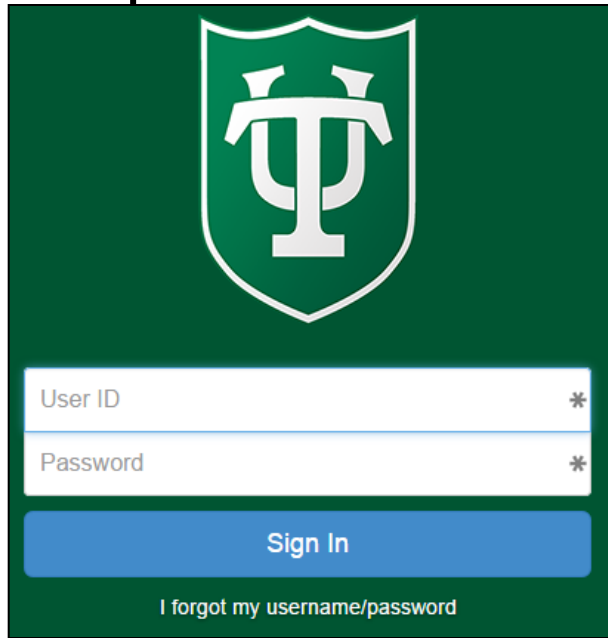
Human Capital Management (HCM)

- **HCM, Self – Service functions:**
 - All Actions Awaiting Your Attention
 - My Work Details
 - Personal Information
 - Additional Emails
 - Deposit Advice
 - Qualifications
 - Tax Form
 - Benefits
 - Disclose Disability and Veteran Status



How to access HCM

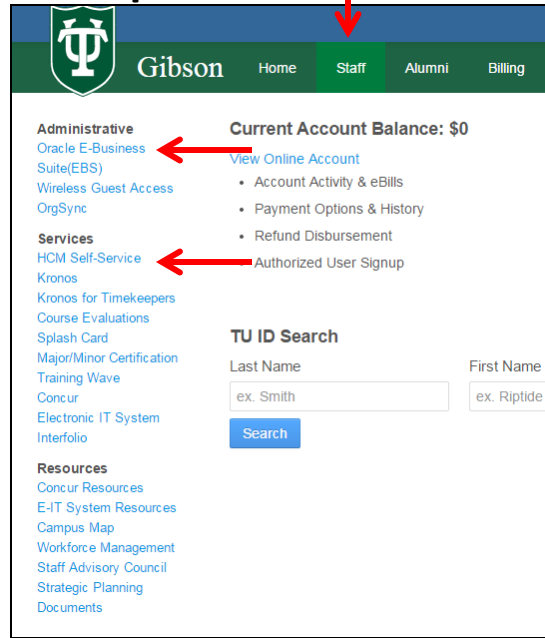
Step 1



The login page features the Tulane University shield logo at the top center. Below the logo are two input fields: "User ID" and "Password", both with asterisks indicating required characters. A blue "Sign In" button is positioned below the password field. At the bottom, there is a link that says "I forgot my username/password".

Login to Gibson Online,
gibson.tulane.edu

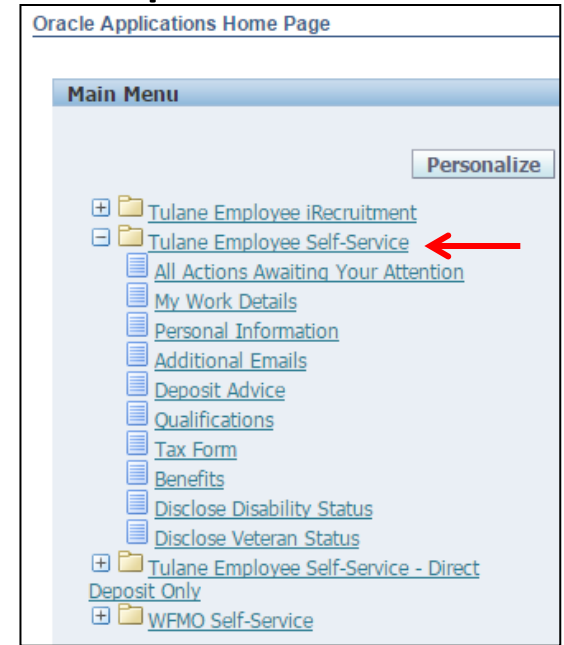
Step 2



The dashboard shows a navigation bar with "Home", "Staff", "Alumni", and "Billing". A red arrow points to the "Staff" link. The main content area is divided into sections: "Administrative" (with a red arrow pointing to "Oracle E-Business Suite(EBS)"), "Services" (with a red arrow pointing to "HCM Self-Service"), "TU ID Search" (with input fields for "Last Name" and "First Name" and a "Search" button), and "Resources". A "Current Account Balance: \$0" is displayed at the top right.

Click Oracle E-Business Suite (EBS) or HCM Self-Service

Step 3

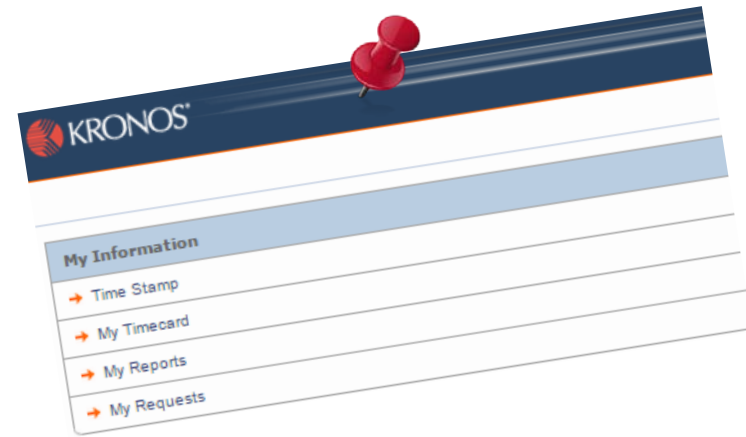


The page is titled "Oracle Applications Home Page" and features a "Main Menu" section. A "Personalize" button is located at the top right. The menu items include "Tulane Employee iRecruitment", "Tulane Employee Self-Service" (with a red arrow pointing to it), "All Actions Awaiting Your Attention", "My Work Details", "Personal Information", "Additional Emails", "Deposit Advice", "Qualifications", "Tax Form", "Benefits", "Disclose Disability Status", "Disclose Veteran Status", "Tulane Employee Self-Service - Direct Deposit Only", and "WFMO Self-Service".

Under Tulane Employee Self-Service, click the link you would like to access



Kronos



➤ **Non-Exempt Employees:**

- Time Stamp - Clock in and out
- View your timecard
- Request time off – sick, vacation, bereavement leave, etc.
- View sick and vacation accruals

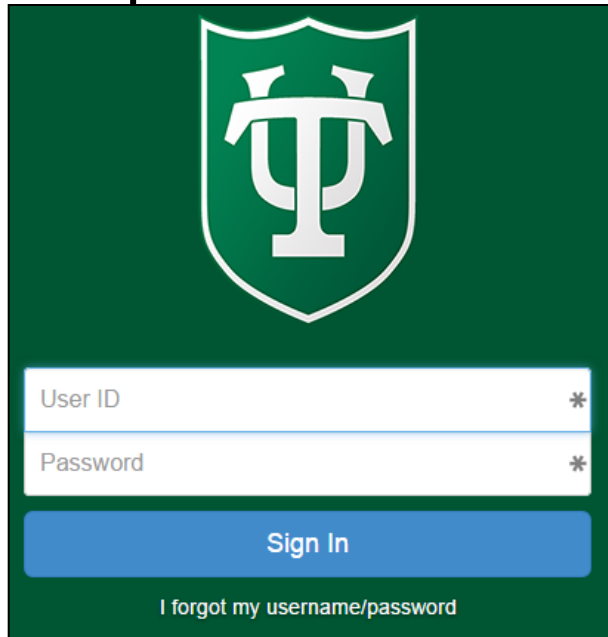
➤ **Exempt Employees:**

- View your monthly timecard
- Request time off – sick, vacation, bereavement leave, etc.
- View sick and vacation accruals



How to access Kronos

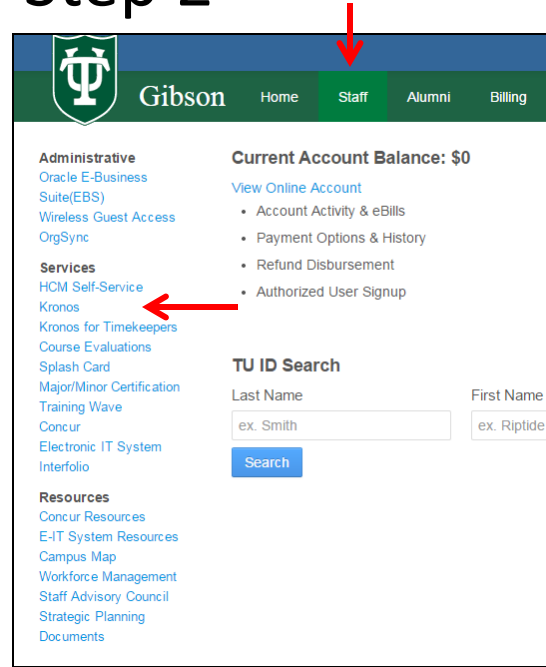
Step 1



The login page features a green background with a white shield logo containing a stylized 'T' and 'G'. Below the logo are two input fields: 'User ID' and 'Password', both with asterisks on the right. A blue 'Sign In' button is positioned below the fields. At the bottom, there is a link that says 'I forgot my username/password'.

Login to Gibson Online,
gibson.tulane.edu

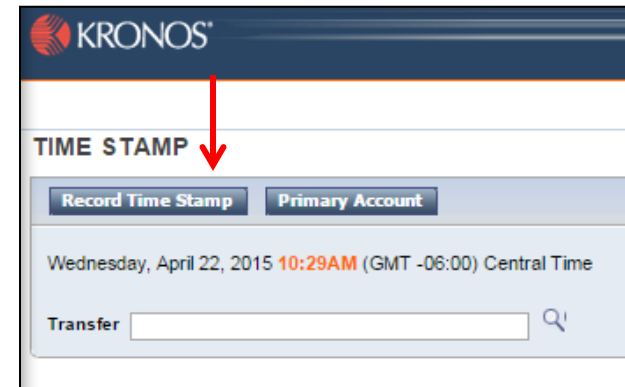
Step 2



The dashboard has a blue header with the Gibson logo and navigation links for 'Home', 'Staff', 'Alumni', and 'Billing'. A red arrow points to the 'Staff' link. The main content area is divided into sections: 'Administrative' (Oracle E-Business Suite, Wireless Guest Access, OrgSync), 'Services' (HCM Self-Service, Kronos, Kronos for Timekeepers, Course Evaluations, Splash Card, Major/Minor Certification, Training Wave, Concur, Electronic IT System, Interfolio), and 'Resources' (Concur Resources, E-IT System Resources, Campus Map, Workforce Management, Staff Advisory Council, Strategic Planning, Documents). A 'Current Account Balance: \$0' section includes a 'View Online Account' link and a list of options. A 'TU ID Search' section has input fields for 'Last Name' (ex. Smith) and 'First Name' (ex. Riptide), and a 'Search' button. A red arrow points to the 'Kronos' link in the Services section.

Click on Kronos

Step 3



The Kronos interface has a dark blue header with the 'KRONOS' logo. Below the header is a 'TIME STAMP' section with two buttons: 'Record Time Stamp' and 'Primary Account'. A red arrow points to the 'Record Time Stamp' button. Below the buttons, the current date and time are displayed: 'Wednesday, April 22, 2015 10:29AM (GMT -06:00) Central Time'. At the bottom, there is a 'Transfer' field with a search icon.

Click on Record Time Stamp to clock in or out



Splash Card



➤ Tulane's Splash Card, functions as:

- University ID
- Meal Plan Card
- Library Card
- Athletic and Musical/Theatre Events Access Pass
- Access to authorized buildings and/or residence halls

➤ Where to go to get your Splash Card:

- Uptown: LBC, Suite 107
- Downtown: Tidewater Building, 8th Floor, Suite 802
- TNPRC: Administrative Office, Main Building



University Parking – Uptown

➤ Free Parking

- Satellite Campuses (Elmwood, Biloxi, TNPRC, and University Square).

➤ Paid Parking

- Guests & Visitors to uptown campus
 - Parking Meters on McAllister Drive & Newcomb Place
- One-day Parking Passes
 - Available from the Traffic Office in Diboll Complex at \$5.00 per day
- Parking Decals
 - Employees can purchase decals from the Traffic Office in Diboll Complex.
 - At the end of each semester (ex. end of December), the prices are prorated

Under \$30,000

\$420/year

\$30,000-\$59,999

\$500/year

\$60,000-\$89,999

\$550/year

\$90,000 or more

\$600/year



University Parking – Downtown

➤ Parking Decals

- Depending on availability, employees can purchase decals from Parking Services in the Tidewater Building, Suite 803.

➤ Paid Parking

- Many parking lot options in and around the Medical District .

Under \$30,000

\$70/month

\$30,000-\$59,999

\$75/month

\$60,000 or more

\$80/month

1555 Poydras

\$145/month



In Closing...

On behalf of Workforce Management Organization, we wish you a successful and rewarding career at Tulane University.



