Welcome to ASU.
Your workplace to innovate and thrive.
Welcome to our diverse, talented community. You are joining a university that defines success by whom it includes and how they succeed. We are an enterprise that responds with efficient, timely, and innovative workplace solutions that serve our students – and communities.

I am confident your skills and experience will help us advance our commitment to building a culture of inclusion and excellence.

Office of Human Resources
We are excited you are joining a comprehensive public research university and an employer of choice. Learn about your training requirements and benefits on orientation day.

**Benefits and retirement enrollment**

Review your options and complete the enrollment process within 30 days of your hire or eligibility date. Faculty and academic personnel: Your 30-day enrollment period may start before your contract date. Please refer to your offer letter or hiring manager about your enrollment deadline.

- Benefits enrollment.
- Retirement enrollment.

**Your first week at ASU**

All faculty, staff and student employees **must complete** action items and training within the first week of employment.

- Verify and update your **contact details**, **emergency contact information**, **employee self-disclosure data** and **form I-9 eligibility**.
- Order your **ASU ID card**.
- Pick up a temporary parking permit for your first two weeks at a **Parking and Transit Services location**. This is only available to faculty and staff.

**Upskill with LinkedIn Learning in Career EDGE**

**Get fit at a Sun Devil Fitness Complex**
Mandatory training

All faculty, staff and student employees must complete the following training within 30 to 90 days from your hire date.

- Arizona public service policy.
- ASU information security training.
- Fire safety and prevention.
- ASU — Preventing harrassment and discrimination.
- ASU — Inclusive Communities.

• This training is automatically assigned every two years and can be accessed via the Career EDGE transcript.

When you thrive, we do, too.
Employee perks and resources

Discounts and rewards
- ASU Gammage
- Employee discounts
- Sun Devil Athletics
- Sun Devil Bookstores | employees receive 10% discount
- Sun Devil Rewards
- The New York Times
- The Wall Street Journal

Professional development
- ASU Career EDGE
- Green Devil Guidebook
- Military@ASU
- Office of Inclusive Excellence
- Staff Council
- SUN Award
- Tuition reduction

News and events
- ASU Events
- ASU News

Wellness
- Employee Assistance and Wellness
- Employee Health
- Family Resource Guide
- Sun Devil Fitness Complexes
Contacts

ASU information | contact.asu.edu | 855-278-6060

ASU Police | police.asu.edu | 480-965-3456; emergencies: 911

ASURITE activation | asu.edu/asurite

ASU Experience Center | uto.asu.edu/ExperienceCenter | 855-278-5080
or 480-965-2100

ASU hotline | cfo.asu.edu/asu-hotline | 877-786-3385

Employee Health | employeehealth.asu.edu | 602-496-1917

Employee Wellness | cfo.asu.edu/eao-wellness | 480-965-2271

Knowledge Enterprise Development | research.asu.edu | 480-965-1225

My ASU | my.asu.edu. View employment information under the My Employment tab.

New employee orientation | cfo.asu.edu/new-employee-orientation

Office of Human Resources | cfo.asu.edu/hr
Faculty: 480-727-9900 | Staff: 855-278-5081

Office of the President | president.asu.edu | 480-965-8972

Parking and Transit Services | parking.asu.edu | 480-965-6124

Payroll calendars | cfo.asu.edu/payroll

Sun Devil Card Services | cfo.asu.edu/cardservices | 480-965-2273

Office of University Rights and Responsibilities | urr.asu.edu | 480-965-5057

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