Welcome to CSU HR Orientation

Please bring this booklet to your HR Orientation!
Charles Sturt University will meet its commitments regionally, nationally and internationally through our 2011-2015 University Strategy by focusing on:

- an enriching and supportive **Student Experience** for its diverse range of students
- a **Course Profile** that reflects student demand and meets workforce needs
- **Research** that creates new knowledge and practice
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Web Kiosk allows you to view and maintain your personal information on your desktop, including:

- **Your Personal Details** (address, emergency contacts, etc...)
- **Payroll Details** (pay-slips, timesheets, bank accounts, etc...)
- **Payment Summary** (previously called “Group Certificate”)
- **Leave** (leave requests and balances)
- **Employment Summary** (current and previous CSU roles)
- **Personal Development** (list of available courses and apply facility)
- **Jobs at CSU** (list of available positions and apply facility)
To visit the HR web site please click here
To answer your HR enquiries please:

**Step 1:** Check the [HR website](http://example.com/hr) or [Web Kiosk](http://example.com/kiosk)

**Step 2:** Ask Your Supervisor

**Step 3:** Contact the HR Service Centre
Phone: 84884 (1800 688 117)
Fax: 84406
Email: [hr@csu.edu.au](mailto:hr@csu.edu.au)
CSU aims to provide support and encouragement to staff in their new roles to enable them to develop role skills, effective working relationships and to adapt and feel welcome in the CSU community.

It is both your right and your responsibility to have a mentor during your employment at CSU.

Professional Staff & Academic Staff

Initial Career Mentoring

Mentoring Guidelines
We at Charles Sturt University (CSU) aim to attract and retain high quality staff, and encourage continual professional development through the fostering of a supportive culture and lifelong learning.

All opportunities are listed in the Staff Development Calendar.

Our Professional Development Programs at CSU include:
- Annual Staff Development Program (face-to-face, online, on demand workshops)
- Staff Forums, Networks and Conferences
- Leadership Development Programs
- Performance Management & Development Scheme
- Professional Development Study & Support Schemes
- Professional Development in Learning and Teaching (Academic Staff)
- Professional Development in Research (Academic Staff)
CSU offers a range of University Awards including:

**Faculty/Divisional Awards**
Individual or Team Faculty Awards for:
- Teaching, Professional, Research and Research Supervision Excellence
- Leadership Excellence
- Performance Excellence

**Vice Chancellor Awards**
Individual or Team Awards for:
- Teaching Excellence
- Research Excellence, Research Supervision Excellence
- Professional Excellence, Leadership Excellence, Performance Excellence

**National and International Awards**
CSU staff enjoy the benefits of regionally located campuses with a relaxed, safe and supportive community atmosphere, assisting in the establishment of a successful work-life balance.

Flexible Working Hours (Flex):
✓ Applies to most professional staff of CSU at levels 1-8

Comprehensive Leave Benefits:
✓ Annual, Sick, Carers, Maternity, Parental, Long Service, Purchased and Special leave

Provision for Family and Carer Responsibilities:
✓ A flexible, supportive and accessible work environment for staff with family and/or carer responsibilities

Health Support (subject to campus availability):
✓ Staff receive free membership to CSU gyms, pools and other campus facilities
✓ CSU offers staff flu vaccination programs, the Employee Assistance Program and fun days like the Walk/Cycle to Work Day
To ensure your smooth commencement at CSU (including payroll):

Please provide the HR Service Centre with the following completed forms:

- Banking details
- Superannuation
- Employee information sheet
- EEO Data Sheet
- Any other forms included in your information pack

Please have your manager sight and sign copies of the following original documents, and then submit them to the HR Service Centre:

- Qualifications
- Birth Certificate
- Drivers Licence
- Visa
- Change of Name
New Staff Cycle

1. Acceptance of Offer
2. Welcome to CSU
3. Workplace Orientation
4. Meet your Mentor
5. HR Orientation
6. Complete Online Orientations
7. Set Goals / Receive Feedback
8. Campus Welcome
9. Probationary Review
10. Performance Management
Q: **When is my pay available in my bank account?**
A: You should normally be able to access your pay in your account at bank opening time every second Thursday morning.

Q: **How do I log onto my computer and access my emails?**
A: Please contact the DIT Service Desk on extension 84357.

Q: **How much annual leave do I get?**
A: Most full-time CSU employees receive 20 days annual leave per annum. For further information please visit [here](#)

Q: **How much sick leave do I get? Does it accumulate?**
A: All full-time employees receive 15 working days of paid sick leave from January 1st each year. Any unused component shall be fully cumulative. The entitlement for part-time employees is calculated on a pro-rata basis. A casual employee is not entitled to sick leave.

Q: **I am already a member of Uni Super so do I still need to submit the form?**
A: Yes, please note your member number on top of page one and still submit the form.
For answers to other Uni Super FAQs please visit [here](#)

Q: **What is Salary Sacrifice, and how does it work?**
A: Salary packaging or salary sacrificing is a mechanism that allows you to reduce the amount of salary considered for PAYG tax (income tax) by electing to receive a portion of your salary as pre tax benefits rather than wages. For further details please visit [here](#)

Q: **My position was advertised as being within a pay range, how does that work?**
A: For professional staff, the selection committee assessed your qualifications and experience and determined a level and step of appointment. On the common anniversary date every year, subject to satisfactory performance, you will proceed to the next step in that level. You can not pass the top step in your level unless you reclassify or gain another position at a higher level. For academic promotion, or further information for general staff please visit the HR web site page.

Q: **How does probation work?**
A: Probation is a part of the appointment process and offers a period of mutual reflection to allow decisions about the continuation of the appointment. During your probation period you should have regular meetings with your supervisor to discuss the role and your performance. For more details please refer to your supervisor, or the enterprise agreement, For Academic Probation, please visit [here](#)
List of University First Aid Officers and their contact details

Click links below for specific information.

Emergency Contacts

IN CASE OF EMERGENCY

Dial ‘0’ - ‘000’ for Fire, Ambulance, Police or
Dial ‘112’ from a mobile phone or
Dial: Ext ‘400’ for CSU Security

Evacuation

Fire

Bomb Threat

Personal Threat

Internal Emergency

External Emergency

Medical Emergency

CLOSE