



# Welcome to CSU

# HR Induction



Please bring this booklet to your HR Induction





# FOR THE PUBLIC GOOD

“Not just a workplace, it’s your place”

- CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential.
- CSU aims for a workplace that is free from harassment and discrimination, and supportive of the dignity and self-esteem of every staff member.
- The University is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

The Division of Human Resources supports these objectives and this Induction gives you an overview of how we will support you as you become part of the CSU community.



Induction Program – What to expect in your first few months.	Method	Completed by - End of
Workplace <ul style="list-style-type: none"> <li>• Welcome to the workplace</li> <li>• Introduction to Mentor</li> <li>• OH&amp;S Workplace Induction and Tour</li> <li>• Individual Development Plan (IDP)</li> </ul> 	Supervisor	Day 1
Human Resources Induction <ul style="list-style-type: none"> <li>• How to contact HR               <ul style="list-style-type: none"> <li>• Web</li> <li>• Service Centre</li> </ul> </li> <li>• Web Kiosk</li> </ul> 	Video Conferencing	Week 1
Information Technology Induction	Contact DIT - 84357	Week 1 - 2
Online Induction	Online	Weeks 1 – 6 # 6 months
Expectations/Orientation Meeting	Manager	Week 1
Library Services Induction	Book a Librarian	Week 4
Finance Induction	Online	Week 4
Workplace <ul style="list-style-type: none"> <li>• Objectives set with supervisor</li> <li>• Review - Individual Development Plan</li> </ul>	Supervisor	Week 6
Vice Chancellor – Welcome to new Staff	Face to face session at either Wagga , Bathurst or Thurgoona Campuses	6 months



# Getting Started: Online Induction

Online Induction is one component of your overall induction and is designed to make finding information at CSU easier for new staff. It provides an overview of CSU, the policies and legislation that affects your employment, the business and structure of the university, as well as a range of services and resources that are provided for you as an employee.

## 3 Part Process:

- Part 1: Essential Information for New Staff (Weeks 1 – 6)
- Part 2: About CSU – Business, Strategy, Structure and Services
- Part 3: Legislation and CSU Policies

**Note:** Online Induction has to be completed within your probationary period, or your initial six months.

Online Induction is located at - <http://http://www.csu.edu.au/division/hr/bringing-staff-onboard/induction/induction.htm>



## Getting Started: Web Kiosk

Web Kiosk brings your personal information to your desk top. This includes personal details:

- Pay-slips (view/print),
- Payment Summary (view/print - previously called "Group Certificate")
- Banking (pay disbursements),
- Leave (checking and booking),
- Job summary (previous CSU roles),
- Training attended, and
- Management Information.

Web Kiosk - <http://www.csu.edu.au/division/hr/online/web-kiosk/web-kiosk.htm>



# Getting Started: How we support you

<http://www.csu.edu.au/division/hr/>

Tab	Tab Contents and Links		
<i>Salary Matters</i>	<b>Pay Day Calendar</b>	<b>Pay Rates</b>	<b>Superannuation</b>
<i>Leave and Working Hours</i>	<b>Leave</b>	Guideline for CSU Flexible Hrs	<b>Time Sheets</b>
<i>Conditions of Work</i>	CSU Enterprise Agreement		
<i>Probation</i>	Academic Staff Probation Policy and Procedures		
<i>Other Services</i>	<b>CSU Organisational Chart</b>		



## Answering your HR related enquiries:

Follow to easy 3 step process:

**Step 1:** HR Website - <http://www.csu.edu.au/division/hr/> , or  
Web Kiosk

**Step 2:** Ask Your Supervisor

**Step 3:** HR Service Centre Phone: 84884 (1800 688 117)  
Fax: 84406  
Email: [hr@csu.edu.au](mailto:hr@csu.edu.au)



## **Support During Induction: Mentoring**

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.

To find out more go to:

<http://www.csu.edu.au/division/hr/developing-and-supporting/leadership-devl/mentoring.htm>



# Support for Staff: Professional Development

Charles Sturt University aims to attract and retain high quality staff, and encourages continual professional development through the fostering of a supportive culture and lifelong learning.

Professional Development Programs at CSU comprise of:

- Annual Staff Development Program
- Staff Forums, Networks and Conferences
- Leadership Programs
- Performance Management Scheme
- Professional Development Study Schemes
- Professional Development in Learning and Teaching (Academic Staff)
- Professional Development in Research (Academic Staff)



# Support for Staff: Awards and Recognition

CSU offers a range of University Awards:

- **Faculty/Divisional Awards**
  - Individual/Team Faculty Awards for Teaching, Professional, Research and Research Supervision Excellence,
  - Leadership Excellence, and
  - Performance Excellence.
  
- **Vice Chancellor Awards**
  - Individual or Team Awards for Excellence in Teaching
  - Individual or Team Award for Research Excellence
  - Individual or Team Award for Research Supervision Excellence
  - Individual or Team Award for Professional Excellence
  - Individual Award for Leadership Excellence
  - Individual or Team Awards for Performance Excellence

• **National and International Awards**



## **Support for Staff: Work and Life Balance**

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:**

- Most general staff of CSU at levels 1-8
- For further information refer to <http://www.csu.edu.au/division/humres/services/#two>

### **CSU leave benefits include :**

- Annual, Sick, Carers, Maternity, Parental, Long Service and Special leave.

### **Family and carers responsibilities:**

- CSU is committed to providing a flexible, supportive and Accessible work environment for staff with family responsibilities.

### **Looking after your health (subject to availability on your campus):**

- Staff have free gym membership to CSU gyms and other facilities on campus.
- CSU offers staff flu vaccination programs, Employee Assistance Program and fun days like the walk/cycle to work day.



## **Back to Basics:**

To ensure your commencement at CSU runs smoothly and to ensure your pay entitlements can be processed, you need to have:

**Within 4 (four) days prior to your commencement, provide HR Service Centre with the following completed forms:**

- Banking details
- Superannuation
- Employee information sheet
- EEO data sheet
- Any other forms sent to you in your pack

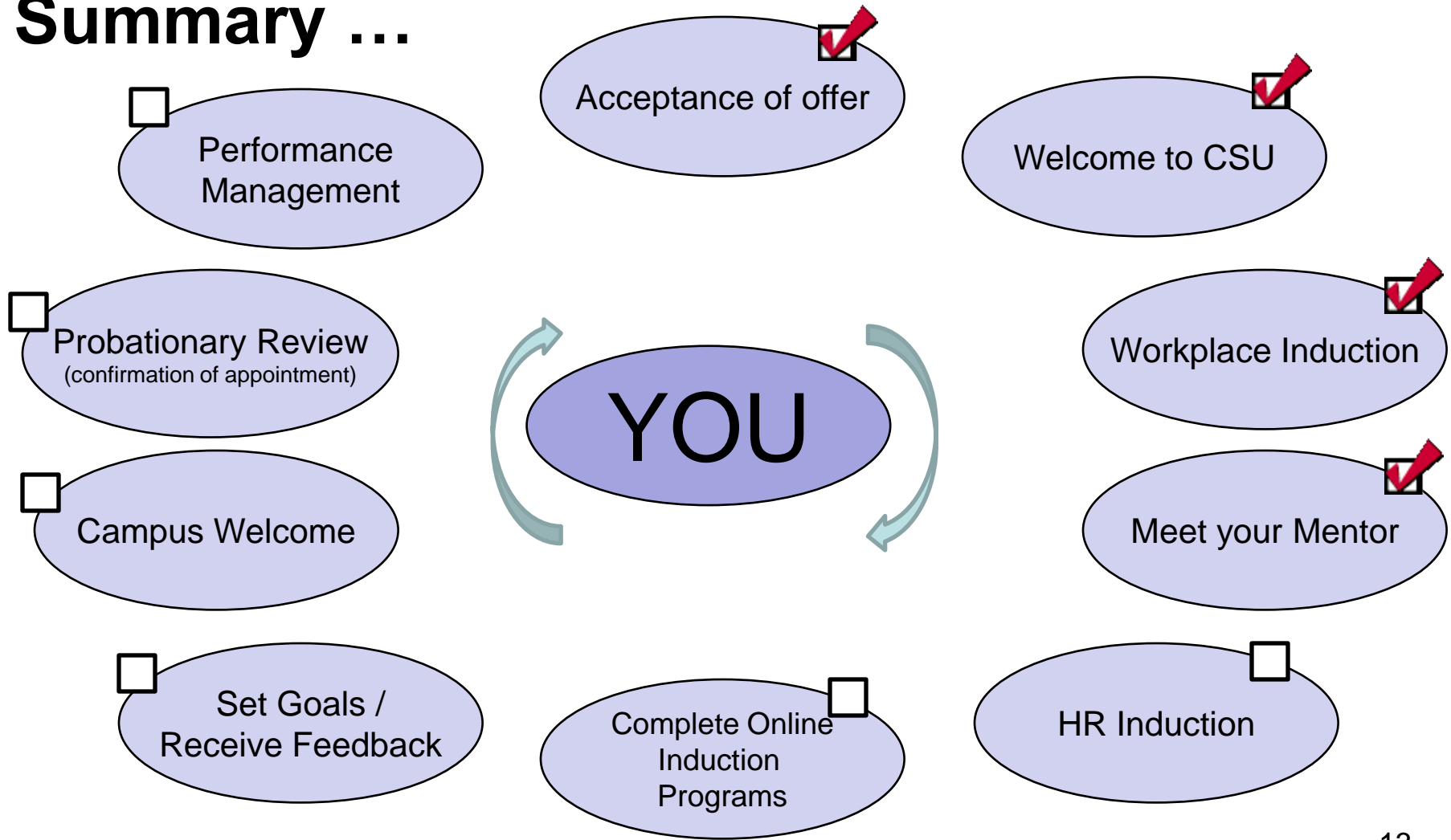
### **During Week 1:**

You are required to submit copies of your original documents to the HR Service Centre, either your Manager or HR Service Centre personnel must first sight your originals and sign off on copies of them:

- Qualifications
- Birth Certificate
- Drivers Licence
- Visa
- Change of name



# Summary ...





# Frequently Asked Questions

1. **When is my pay placed into my bank account?**
  - *Pay's are run at 3 pm on Wednesday of the pay week and are processed overnight , therefore you should be able to access your funds at 7 am on the Thursday*
2. **How do I log onto my computer and access my emails?**
  - *First point of contact is DIT Service Desk 84357*
3. **How much leave do I get, when can I take my leave?**
  - *The rate of accrual of annual leave for full-time employees at the University is 20 days per annum, for information about accrual and taking leave please refer to <http://www.csu.edu.au/division/hr/>*
4. **What are the conditions surrounding taking sick leave? Does it accumulate?**
  - *All full-time employees shall be entitled to fifteen (15) working days of paid sick leave from 1 January each year. The unused component of annual sick leave entitlement shall be fully cumulative.*
  - *The sick leave entitlement for a part-time employee shall be calculated on the appropriate fraction of the sick leave entitlement for a full-time employee.*
  - *A casual employee shall not be entitled to sick leave.*
5. **I am already a member of Uni super so do I fill out the form .**
  - *Still complete the form and note your member number on top of first page. Refer to <http://www.csu.edu.au/division/finserv/FAQs/faq-superannuation.htm>*
6. **How much notice do I have to give?**
  - *The usual period of notice for a resignations are (a lesser period may be agreed between an employee and the University) :*
    - *Academic staff - 3 months [normally to take effect at the end of a teaching session].*
    - *General staff - 2 weeks*
7. **Salary sacrifice, what is it and how does it work?**
  - *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 salary packaging details go to <http://www.csu.edu.au/division/finserv/FAQs/index.htm>*
8. **The job was advertised within a pay range, how does that work?**
  - *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 get another position at a higher level. For academic promotion or for more information on general staff see procedure located on HR web page.*
9. **How does probation work? (Particularly academics.)**
  - *Probation is an extension of the appointment process and offers a period of mutual testing to allow decisions about the continuation of the appointment as per your offer of employment. 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 and the enterprise agreement.*

**Note:** Please refer to the applicable HR Procedure for more detailed and up to date responses to the questions outlined above.



# In Case of Emergency

## In Case of Emergency



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

[CLOSE](#) ▲

[Evacuation](#)

[Fire](#)

[Bomb Threat](#)

[Personal Threat](#)

[Internal Emergency](#)

[External Emergency](#)

[Medical Emergency](#)