



LSUHSC School of Dentistry Faculty AND Staff Orientation:

NUTS and BOLTS of Daily Survival at Work



Bank

Campus Federal is the on-campus banking service offering personal banking, loans, credit cards and other services described on their website <https://www.campusfederal.org/>. There is an automatic teller located on the 3rd floor of the Dental Administration building outside the Dental Bookstore. The banking representative comes to the Dental School every Wednesday afternoon to meet with individuals about banking services. The main branch of LSUHSC-N.O. Campus Federal is 433 Bolivar Street, second floor lobby.

Benefits

LSUHSC Human Resources (HR) provides a half-day orientation to new employees where they go over benefits. The Benefits office in HR processes all the benefits forms available to all employees. Please visit their website <http://www.lsuhs.edu/no/administration/hrm/Benefits.aspx> to become more familiar with the different types of benefits available.

Building Access and Room Keys

Dental School building doors are open 7 AM to 6 PM. Entering the building after 6PM and on week-ends requires you to swipe your ID card outside the door and speak with the police officer on duty. Those entering after hours must sign the register at the police desk upon entering and leaving. Certain areas of the school are locked down after 6PM and on week-ends. All are expected to be out of the building by 12M unless you are listed on the "after hours access" list generated by the Dean's office to the Chief of Campus Police.

Room keys are signed in and out as required from your department secretary. The keys cannot be copied by outside vendors. They are individually numbered.

Computer use

LSUHSC computers are constantly monitored and should only be used for work purposes.

User names and passwords: LSUHSC's network uses a unique log on for each employee and a password that changes every 45 days. New employees will be given a logon and password after their employment information is entered into the human resources database. Dental school computer supporters are located in room 5312, from 8AM to 5PM, x8217, or by email: ds-cserve@lsuhsc.edu. You can find more information on the Learning Center website under Technology Services.

<http://www.lsusd.lsuhs.edu/intranet/lc/learningcenter.html> After hours computer support can be obtained by calling 568-HELP.

Network drives: Network drives are the only ones that are backed up each night. Every employee with computer access has an individual network drive = O drive. Please use this drive to save your work. Other network drives are accessible according to permissions. Your department head will tell you the other network drives to use.

Dental School web page: <http://www.lsusd.lsuhs.edu/> has a variety of links for faculty, staff and students including announcements, calendar, and contact information. The webpage offers an easy way to logon to Moodle and email especially if you are using a computer outside of the Dental School campus.

LSUHSC web page: <http://www.lsuhs.edu> is the all-campus webpage. It has links to all the campus wide schools, departments, procedures, policies and forms.

Discounts

Use link <http://www.lsuhs.edu/Discounts/> to see the detail on the discounts offered to LSUHSC-NO Faculty, and Staff from the following companies: AT&T Mobility, Cox High Speed Internet, Dell, Dental Faculty Practice, Sam's Club, Sprint Nextel, Verizon Wireless.

Exercise

Employees are welcome to use the LSUHSC Wellness Center for free. It is open 6 days a week and there are a number of classes and programs provided by certified instructors. Read about it on their webpage <http://www.lsuhs.edu/administration/wellness/>.

Faculty Guides

One of the outcomes of the current Strategic Plan was a mentoring program of D1 students. Each D1 student is assigned a Guide at the start of their year. All full-time faculty are expected to participate by helping these new students acclimate to the Dental School environment and monitoring their progress. Meetings are held at least quarterly. Students schedule the meetings and the Guides document the discussions and refer students to the appropriate faculty/staff to answer their questions.

Food

Cafeteria

The newly renovated first floor of the Administration Building has food service Monday thru Friday. The serving hours are: Breakfast - 7:30am to 10:00am, and Lunch - 11:00am to 2:00pm. Cash and Pay Paw are accepted.

Dental Bookstore, 3rd floor of the Administration Building, offers snacks and drinks from 9AM to 4:30 PM. Cash, credit cards, and Pay Paw are accepted.

ID cards

A picture identification card is provided to each employee after their information is loaded in the Human Resources database. Each employee needs to bring a letter from their Manager or Department Chair authorizing the ID card to be made. Temporary ID cards (without pictures) are available, if necessary. A Human Resources representative comes to the Dental School twice a month to make IDs, or an employee can take their letter to the 6th floor of the Resource Center, 433 Bolivar Street, N.O. 70112, 8AM– 4PM to have an ID made.

Picture ID cards will give access to the Dental School door entry scanners for after-hours access. They should be worn by all employees whenever they are working on an LSUHSC campus.

Leave

Employees earn two types of paid leave each month, annual leave and sick leave. Leave policies are described on the webpage: <http://www.lsuhs.edu/no/administration/hrm/benefit/leave.aspx>. Annual leave is requested and must be approved by the department head or supervisor prior to the leave being taken. Monthly employees report leave at the end of each month and biweekly employees report it every other Friday. Leave slips found on : <http://www.lsuhs.edu/no/administration/hrm/forms/leave%20form.pdf>, must be filled out and signed by your department head or supervisor prior to reporting leave.

Libraries

The dental school library is located on the third floor of the Administration Building. The staff of four includes two librarians and two library associates. Speak with a staff member or view the library website at <http://www.lsuhs.edu/libr/> for hours, services, and links to databases and other resources. Registration in the library is required to check-out books and to access electronic journals, books, and databases from off-campus.

The main LSUHSC Library is located downtown on the 3rd floor of the Resource Building at 433 Bolivar Street. LSUSD faculty, students, and staff are entitled to all privileges at both libraries.

Mail

Campus Mail – Gray interdepartmental envelopes are used for campus mail. Dental School mail boxes are located in Room 2207 in the Administration building,. They are organized by department. On the desk are drop boxes for campus mail going to other LSUHSC-N.O. departments and Baton Rouge clinics. Mail service brings and picks up the mail each week-day afternoon. Department secretaries pick up and distribute the mail to their department faculty members.

U.S. Mail – Outgoing U.S. mail needing postage affixed by LSUHSC must be in a “machine printed” envelope with a return address of LSUHSC. No handwritten envelopes are acceptable for LSUHSC postage. There is a box in the mail area described above for outgoing mail. It is picked up every afternoon.

Fed Ex – LSUHSC has a contract with Fed Ex to pick up envelopes and packages from their drop box located outside between the Dental Administration and Clinic buildings. Department secretaries will make mailing labels and provide you with Fed Ex envelopes and boxes.

Parking

LSUHSC charges for parking in their monitored lots. Cars must show a decal indicating the lot/garage and employee level of parking privilege. Sensors are used to enter these lots. Parking decals and sensors are obtained by completing a form and fees are paid through payroll deduction. The Dental School parking office, room 2102 Admin. Bldg. is open on Tuesdays and Thursdays from 8 AM to 4 PM. The webpage is <http://www.lsuhs.edu/administration/ae/#>

Pay Day

After the first paycheck, all pay is made by direct deposit to the account you put on the Direct Deposit form in your hiring packet. This can be changed by completing a new form located on webpage <http://www.lsuhs.edu/administration/accounting/payroll.aspx> and sending it to the Payroll office via your department secretary. Allow enough time for the change to occur before closing the initial account.

Classified employees are paid biweekly, every other Friday.

Faculty and unclassified staff are paid monthly on the last day of the month except for the December paycheck which is paid the first workday in January.

Pay advice print outs are distributed each payday showing the earnings, deductions, and accumulated leave. The Payroll webpage has an explanation of your paycheck.

<http://www.lsuhs.edu/administration/accounting/payroll.aspx>

Pay Paw

The Pay Paw program allows employees and students to use their ID cards as credit cards to buy food and drink, and make copies and print outs in the libraries. You can sign up for Pay Paw in the Dental Bookstore and add funds there, or add funds with a credit card on the Pay Paw webpage

<http://www.lsuhs.edu/administration/ae/>.

Police

LSUHSC has a University Police force to ensure a safe and secure campus 24 hours a day. Dental School Police, 941-8100 is available on the first floor of the Clinic Building. Information on security policies and procedures is on their webpage <http://www.is.lsuhs.edu/police/>

LSUHSC has an Emergency Alert System including a text messaging alert system. Sign up on

<http://www.lsuhs.edu/alerts/> to be notified.

Promotions and Tenure

The policy and documents for faculty promotions and tenure can be accessed from the Learning Center webpage, under Educational Services, Faculty Development section:

<http://www.lsuhs.edu/intranet/lc/learningcenter.html>

Schedule

The Dental School follows the LSUHSC Holiday Schedule, Permanent Memorandum, PM-5, allowing 14 paid holidays per year. It is posted on the LSUHSC website <http://www.lsuhs.edu/administration/pm/>

Normal working hours are determined by your department and discussed at the time of your employment. Any changes in the schedule need to be authorized by your supervisor or department head.

Strategic Plan

The 2011 – 2016 Strategic Plan was developed by a cross section of faculty, staff and students and implementation of it is ongoing. You can review the plan on the LSUSD Learning Center webpage: <http://www.lsusd.lsuhs.edu/intranet/lc/images/StrategicPlan2011Summary.jpg>

Supplies

Office supplies can be obtained from your department secretary. LSUHSC has a system wide contract with Office Max. No other vendor can be used for purchasing office supplies.

Teaching Tools

The Dental School Learning Center web page section on Educational Services <http://www.lsusd.lsuhs.edu/intranet/lc/learningcenter.html> has links to a number of things needed for teachers. Moodle, class schedules, class rosters, room scheduling, etc. There are also tutorials for Axium, Moodle, and Vital Source in the Technology Services section on the Learning Center web page.

Telephones and Voicemail

There is no central operator at the Dental School. Telephone numbers for individuals are located on the LSUHSC website <http://www.lsuhs.edu/no/directory/employeeseach.asp>. Microsoft Outlook also lists telephone numbers of individuals. There is a DS telephone directory on the U drive.

To telephone or fax:

inside the dental school - use the 4 digit extension number

outside number- dial 9 before the 7 digit number

long distance - dial 9-1-7 digit number

international - check with your department secretary

voicemail – dial 8000 and follow the prompts

Uniforms

Uniforms indicate job type and provide a consistent way to recognize those working in a clinical area. See your supervisor regarding the details for purchasing uniforms so they comply with the school's regulations. All Residents and Undergrad students are assigned a class uniform color. See the clinic policy manual <http://www.lsusd.lsuhs.edu/Documents/ClinicPolicyManual.pdf> for more information.

Closed toe shoes are required for clinical care areas and laboratories. No personal protective garb is allowed outside the clinical or lab area.