READY, SET, GRIFFITH

Your orientation guide to getting started at Griffith University

GRIFFITH UNIVERSITY

Queensland Australia

Welcome to Griffith!

Your staff member details:

- **Name**:
- **Position**:
- **sNumber**:
- **Email Address**:

Your team and office information:

- **Team**:
- **Work Area**:
- **Manager**:
- **Office Location**:
- **Campus**:

The basics

- A **laptop** will be available for you on your first day (if required) and you will have been granted **essential system access**. This includes access to Microsoft Teams and team chat groups, relevant email distribution lists, SharePoint, and PeopleSoft (Griffith's HRMS).

- A **swipe card** will also be ready for you on your first day. If you need additional access or have card issues, visit Building security and access

You may have done the following before your first day. If not, we recommend you download the following apps on your first day:

❑ Download and install PingID for multi-factor authentication. Instructions and more information can be found here

❑ Download the Griffith app

  - Although this app has a lot of student focused information, it includes useful information for staff members such as campus maps, transit and parking etc.

Your first day is going to feel like a whirlwind – and that's okay!

Your first day | Essentials

The following list are essentials that need to be completed on your first day:

❑ Set up your computer access and password.

  - Note: If you run into any difficulties, contact the IT Service Centre for a temporary password by dialling: (07) 3735 5555

❑ Make a start on the mandatory onboarding module. **Access**: Staff Portal → My Staff Page → Onboarding

  - Note: As part of the onboarding module, you will be required to submit all your payroll information including bank account details, Tax File Number, and superannuation.

❑ Check your personal information in the "About Me" section and update if necessary. **Access**: My Staff Page → About Me → My Personal Details.

  - Note: If you are a casual staff member, you will not be able to access your timesheet until you complete the above step.

❑ Ensure your contact information is published to the internal Staff Directory. **Access**: Staff Portal → My Staff Page → About Me → My Staff Directory Profile

❑ Email your ID (e.g. driver's licence, passport) to payroll at payroll@griffith.edu.au

❑ Set up your email signature. Details can be found here: Resources | Brand Hub

Your first day | Optional extras

The following list are things you can do on your first day if you have time, but are not essential. If you don't get to them on your first day, it is recommended that you do these within your first week.

- ❑ Set up your printer: [Staff Printing](#)

- ❑ Download Griffith fonts: [Griffith fonts | Brand Hub](#)

- ❑ Review the [Parking](#) webpage for information about where to park and how you can pay for parking (e.g. casual paid parking, trimester / annual parking permits)

  - Note: If you are a continuing or fixed term staff member, you will be able to salary sacrifice your parking permit **the day after** your manager completes your Authority to Commence.

  - Note: If you choose to use casual parking, we recommend downloading the [PayStay parking app](#)

- ❑ Request a staff card: [How do I order my staff ID card?](#)

  - Note: A staff card is not essential; however, it does give you access to some great perks including: discounts at Griffith venues (e.g. [Ship Inn at South Bank](#)) and library access

Your first week

- ☐ Finish the mandatory onboarding modules (the [Onboarding](#) website lists the modules that all new staff must complete)

  - Note: Staff in critical roles have mandatory trainings to complete which are not included on the HR onboarding website. Your manager will let you know where to find these if they relate to your role.

- ☐ Familiarise yourself with Griffith

  - ☐ Explore the [New staff](#) page and begin [getting to know Griffith](#)

  - ☐ Learn more about our [Vision and Values](#)

  - ☐ Understand our commitment to [Equity, diversity and inclusion](#)

  - ☐ Read [Griffith's Strategic Plan 2020-2025](#)

  - ☐ Read about [workplace flexibility](#), including [work from home](#) options

  - ☐ Learn more about how we promote [safe campuses](#)

- ☐ Schedule some 1:1 catch ups with your team members + other key stakeholders

  - Note: If you aren't sure who these people are, check in with your manager – they will be able to advise you on your key stakeholders so you can start building connections

- ☐ Add upcoming [All Staff Townhalls](#) to your calendar and read the latest [Staff News](#)

Interested in more onboarding?

Griffith offers a number of optional onboarding activities you can enrol in if you wish, to help you get a better understanding of the University.

On the Move Tour

This one-day tour is a fun, informative and interactive way to learn about our five campuses and experience the great facilities each one provides in teaching, research and community engagement.

- More information can be found here

Transition to Griffith Orientation Program

The program aims to help new staff members learn about the University's vision, values, and culture. You will hear from some of our senior leaders about Griffith's strategic priorities and values, and will have the opportunity to build your network of academic and professional colleagues.

- More information can be found on the New Staff page by clicking on the "Transition to Griffith Orientation" button on the "Discover Griffith" banner

Getting to know Griffith

Griffith's organisational structure

You can find out more about Griffith's organisational structure here

University Executive Group (EG)

Professor Carolyn Evans
Vice Chancellor and President

Professor Liz Burd
Provost

Professor Shaun Ewen
Deputy Vice Chancellor (Education)

Professor Lee Smith
Deputy Vice Chancellor (Research)

Professor Jonathan Bullen
Deputy Vice Chancellor (Indigenous)

Mr Peter Bryant
Chief Operating Officer

Professor Bronwyn Harch
Vice President (Industry and External Engagement)

Mr Phillip Stork
Vice President (Future Students and Strategic Communications)

Professor Scott Harrison
Pro Vice Chancellor (Arts, Education and Law)

Professor Caitlin Byrne
Pro Vice Chancellor (Business)

Professor Analise O'Donovan
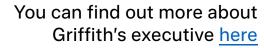Pro Vice Chancellor (Health)

Professor Neal Menzies
Pro Vice Chancellor (Sciences)

Professor Sarah Todd
Vice President (Global)

Mr Marcus Ward
Vice President (Advancement)

You can find out more about Griffith's executive here

Useful things to know

We know onboarding can be an overwhelming time and can often feel like "information overload" – that's why we have collated a list of useful resources and links that you may not need on your first day, but will be handy to know at some stage.

General resources and links

Employment information
The Employment webpage includes a host of useful information for all Griffith staff relating to their employment at Griffith, including information about the Enterprise Agreements, leave and benefits, pay related resources, and more.

Policies and governance
The University Policy Library contains all University policies. You can also read more about the University's Corporate Governance including information about University council / committees, conflicts of interest, right to information, whistleblowing, and more.

Mandatory training and ongoing professional development
To enrol in mandatory training or other development courses, visit the Professional Learning Catalog. Once enrolled, you can find your courses on your individual dashboard which can be accessed via Learning@Griffith.

General information about professional development can be found on the Learning and development webpage, including the Staff Training & Leadership Calendar which is a consolidated dashboard of training offerings. You can also learn more about Griffith's Capability Development Framework and our wider Leadership Development offerings.

Ask Us
Ask us is a useful website where staff and students can find answers to thousands of frequently asked questions in just a few clicks. The majority of questions you may have as a staff member can be answered here.

National Tertiary Education Union (NTEU)
NTEU is the union for all people working in Australian tertiary education regardless of whether you are a casual or full-time worker, in academia or admin, at a university, research institute or private provider.

Griffith communities

Griffith has numerous groups, networks and communities of practice you can get involved with.

COMMUNITY	PURPOSE
Change Management Community of Practice	A community of staff who have an interest in change management and furthering its development at Griffith, with the aim of creating a foundation for consistent change management success across all projects.
Staff Development Network	A network for staff coordinating or delivering training and development to staff cohorts and would like to share good practice, brainstorm challenges and hear from others around the delivery of training and development across Griffith.
Griffith Ally Network	A network of staff and students who support and affirm the experiences of people who are of diverse genders, bodies and sexualities.
L&T Engagement	A community and information space for Learning and Teaching content, collaboration, engagement and support.
Griffith Alumni Community	A community of staff and former students of Griffith who have served at least 2 years.
Gender Equality Research Network	A membership of Griffith's academic and higher degree scholars seeking competitive research success for projects dedicated to gender equity.
Griffith Green Impact	A community for people to start conversations and find out about Green Impact Actions.
Justice, Equity, Diversity, and Inclusion	A community of staff who would like to be connected and contribute as part of the Justice, Equity, Diversity, and Inclusion Community of Practice.
Community of Analytics Practice	This community is for liked minded analytical individuals who have a need, a role or an interest in analytics.
First Peoples Staff Network	This community is for First Peoples employees to collaborate, communicate and connect.

Useful contacts and other resources

Contacts

- **Digital Solutions**: Phone (07) 3735 5555 or visit the online IT Service Centre

- **Finance**: Phone (07) 3735 5444 or email finance@griffith.edu.au

- **Human Resources**: Phone (07) 3735 4011 or email hrandsafety@griffith.edu.au

- **Staff Directory**: Includes contact details for individual Griffith staff members
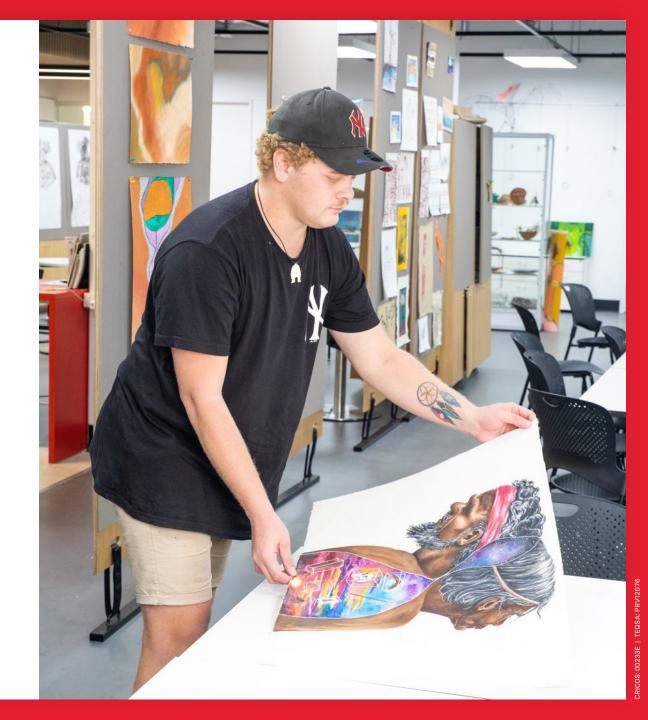
Other resources

- **Room bookings** if you need to book a space for a meeting or function

- **Vehicle bookings** if you need to borrow a vehicle for Griffith business use

- **Catering** if you need to cater for a meeting or event

- **Printing** on campus for the office, teaching materials, and promotional projects

- **Audio visual support** for teaching, events, new installations, digital signage and equipment hire

- **Concur** if you need to submit expenses

- **GriffithPAY** for you to securely purchase Griffith products and services

- **Corporate credit cards** if you need to make purchases of $5,000 and under

- **University committees** including details of committee membership, meeting dates, and SharePoint access

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System access links

- **Wi-Fi access:** Prior to your start date, your access to Griffith wi-fi will have been set up. If you have any difficulties, follow the instructions on the [internet and wi-fi access](#) page.

- **Peoplesoft:** Prior to your start date, your supervisor will have requested your access for Peoplesoft. If you have any issues, go to My Staff Page > click on the Reports and system access tile > drop down Systems Access > select PeopleSoft Access Request *(Business Area, eg: HR Business Partners)* and then the role.

- **G Drive:** If you require access to G Drive, go to the [Requesting IT Accounts webpage](#) and choose "Establish or extend computing access". Choose a current staff member to model access on, and select the Executive Officer of your Group to approve the access.

- **Remote access:** If you need to access Griffith systems remotely, [this webpage](#) has all the information you need to access the VPN, connect to files remotely, and more.

Useful links for Academic Staff
Learning & Teaching

❏ The Learning and Teaching webpage has L&T information, resources and support including **Academic Group L&T Consultants**

❏ The **Library** also offers services to help prepare you for Teaching

❏ Guidance on how to connect with colleagues in **Student Life Services**

❏ Student Review and Appeal and Academic Integrity **policies**

❏ Curriculum management help offers support to use Griffith's **Curriculum Management System**

❏ The **Planning & Analytics Portal** includes self-help and training resources to enable you to access the data you need. You can view strategic data about L&T, research, staff, students, and other organisational activities.

❏ Information about **Teaching Allocation** can be found in the Academic Staff Enterprise Agreement, found on the Enterprise Agreements page

    ❏ Note: Teaching and service workloads are determined by the Head of School. Workloads are derived from Teaching, Research, and Service and are documented in the Teaching Allocation Tool (TAT).

Useful links for Academic Staff Research

❑ The **Research Education and Development (RED) webpage** includes links to resources, guides and workshops for staff that will assist you to develop as a researcher (including contact details for the RED team)

❑ The **Office for Research** (OR) provides support in all areas of research management and development:

  ❑ Resources to support you in writing and submitting grant applications

  ❑ Information about funding opportunities including internal (Griffith funded) and external funding

  ❑ Symplectic Elements Support – a system for collecting and managing staff research outputs

❑ The **research and publishing** webpage includes information and support offered by the Library to help staff throughout the research lifecycle

❑ **Research Professional** is a comprehensive online database of current research funding opportunities from around the world

We are thrilled to have you on board!

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Make it matter