EVER UPWARD

CONTENTS

Admin Orientation Process [2-4]

This is an graphic overview and further explanation of your journey here at Weber State University as a new administrative professional. It is our goal to ensure that you have every resource you need to succeed here at WSU.

Admin Checklist [5-7]

This is a list of the various programs and applications you may use during your time here at Weber State University.

Admin Orientation Process

WSU Human Resources

WEBER STATE UNIVERSITY
Office of Workplace Learning

WSU New Employee Onboarding

Follow the steps provided by WSU Human Resources in the New Employee Toolkit. This includes steps prior to your start date, trainings required for all new employees, and what to expect your first week and beyond.

Mentor Connect

During your first week, you will meet with the mentor assigned to you to help you learn about your Division and WSU. During your first year, this mentor will be your point of contact and support for any needs that come up.

ASSET Team

Welcome to the ASSET (All Support Staff Education & Training) Team! A great resource for questions, the ASSET team meets monthly for roundtable discussions and trainings. The ASSET Coordinator will add you and keep you informed of supportive events.

ASSET Onboarding Checklist

Each Admin will be responsible for learning the various programs and applications needed to best support your department. A checklist of various programs needed will be given. You and your supervisor will determine which ones you'll need for your role at WSU.

Training & Development

WSU is committed to your growth by providing multiple avenues for you to craft your path to achieve results that matter to you. Beyond trainings to equip you for your position, WSU provides an array of trainings to support your personal and professional development.

Success at Weber State

Our goal is to equip you with everything you need to succeed here at Weber State University. We are committed to supporting you in every way we can.

We encourage you to connect to the many opportunities WSU provides - from committee participation to social networking events. We believe that what you get out of a community and role depends on what you put in.

Admin Orientation Process

WSU NEW EMPLOYEE ONBOARDING

Human Resources at Weber State University provides a comprehensive onboarding process to orient and launch you in your new role. You will find the information you need on the New Employee website.

- ☐ Download the WSU New Employee Toolkit, complete with a checklist that starts prior to your first day at Weber State.
  - ○ This is part of your onboarding training and is required for every new Weber State employee.
- ☐ Follow the steps!

MENTOR CONNECT

A goal of Weber State University is committed to making sure your transition into the Weber State family is as smooth as possible. To ensure that happens, you will be assigned a mentor upon starting at WSU.

- ☐ The role of your mentor is to guide you in learning how your office, Department and Division function as well as be your point of contact for any questions you may have.

- ☐ During your first week, your mentor will reach out to you and set up a time to connect and get to know you! We encourage you to engage with them as soon as possible, as they will be a tremendous wealth of information and support to you during your first few months at Weber.

- ☐ They will work with you for three months to make sure you are fully integrated into your role and position. At that point, it is up to you and your mentor to discuss what that relationship would look like moving forward.

ADMIN ORIENTATION CHECKLIST

Weber State University is divided up into five Divisions and those Divisions are composed of various colleges and departments, depending on their function at Weber State. You will soon discover that each department and college, and the offices therein, operate independently.

- ☐ WSU Human Resources and members of the ASSET team created a checklist specific for admin roles. This checklist includes a list of various programs and applications needed to support your department. You can access those on the Bridge app in the eWeber portal under ASSET: Accessing WSU Systems & Programs.

- ☐ Many of these programs have trainings provided. We encourage you to get through the ones needed as soon as you can within your first 90 days at Weber State University. The rest you can go through as needed at your own pace.

- ☐ These online trainings will be available to you as a resource during your entire time at Weber State University.

Admin Orientation Process

ALL SUPPORT STAFF EDUCATION & TRAINING (ASSET) TEAM

The ASSET team is dedicated to the training and personal enrichment of support staff at Weber State University, including, but not limited to administrative assistants, clerical staff, and office specialists; creating an opportunity to network with peers, promote growth and contribute to a positive working environment.

☐ You will automatically be included in the ASSET team upon the start of your new position. You will be contacted by the ASSET Coordinator who will keep you informed of the various events provided to provide resources and support you in your role at WSU.

☐ The ASSET team meets monthly for roundtable discussions and mini-training sessions. This is a great place to ask questions and find further information regarding any aspect of your role as needed.

☐ We encourage you to jump into connecting with other ASSET members as soon as possible! Besides a wealth of information, this is a great way for you to feel supported and encouraged by your peers.

TRAINING & DEVELOPMENT

Weber State University is committed to providing you with anything and everything you might need in order to advance in your career or in your skillset while at WSU. After you finish the trainings required, there is a wide array of training opportunities and events available for your personal & professional development.

☐ Connect with your mentor about valuable trainings or events in which to participate.

☐ Browse all trainings in Training Tracker and discuss training time with your Supervisor.

SUCCESS AT WEBER STATE

The role of Weber State University, your Division and Department, and Human Resources is to equip you in every way we can in order for you to experience success during your time with us. We believe that old adage " what you give, you get"!

We encourage you to engage in the many opportunities WSU provides for professional and personal success. From committees to social organizations, athletic events to book clubs, as well as time for wellness - we want your time at Weber State University to be memorable and impactful.

Admin Checklist

eWeber PORTAL & A-Z INDEX

Office Management
- ☐ [Fleet Management Vehicle Requests](#)
- ☐ [Facilities Management (FM) work orders](#)
- ☐ [Driver Training](#)
- ☐ [Parking Pass Request](#)
- ☐ [Sodexo](#)
- ☐ [EMS Scheduling System/Room Reservation](#)
- ☐ [People Admin/PREP](#)
- ☐ [Interior Signs](#) (or email: interiorsigns@weber.edu)
- ☐ [Announcements](#) (Training Tracker)

Budget
- ☐ Purchasing:
  - ○ [Paw Place](#)
  - ○ [P-cards](#) & [Reallocations](#)
  - ○ [Travel Request & Reimbursement Reconciliation](#)
- ☐ Payroll:
  - ○ [TAS/Timekeeper](#)/[Leave Tracker](#)
  - ○ [ePARs](#) (Payroll Action Requests)
- ☐ Budget/Finance:
  - ○ [Audit Checklist](#)
  - ○ Reconciliation
    - ▪ [BRIDGE APP:](#) Banner - SIAASGN - Budget/FLAC
    - ▪ [WSU Budget Rules ie: E&G, R&R, discretionary](#)
    - ▪ [Funds Transfers](#): Under Budget Forms & Instructions
  - ○ [Electronic Finance Feed](#) app & [Instructions](#)
  - ○ [Electronic Finance Feed Pcard](#) Help
  - ○ [Lynx Self-Service](#)
  - ○ [TouchNet](#)

Admin Checklist

Banner
(Many links lead to Bridge for online training!)

- ☐ SSASECT - [Scheduling Courses](#)
- ☐ SFASTCA - [Registration Audit](#)
- ☐ SIAINST - [Instructor Setup](#)
- ☐ SIAASGN - [Budget/FLAC (Faculty Load and Compensation)](#)
- ☐ SFASRPO - [Course Overrides](#) *(Registrar)*
- ☐ SFAREGS - [Major Declaration](#) *(Registrar)*

Student Support

- ☐ [CatTracks](#) & [Advisor Dashboard](#)
- ☐ [Canvas](#)
- ☐ [Scholarship Nomination](#)
- ☐ [Graduation Roster](#)
- ☐ [ChiTester Evaluations](#)
- ☐ [FERPA](#)
  - ○ [Student Information Release Form](#)

Reports

- ☐ [Report Gallery](#)
- ☐ Argos
  Talk with your supervisor about whether or not you will need this program. If so, you will need to apply for [Security Access](#) through the app in the eWeber portal.
- ☐ [Departmental Usage Report (Telecom)](#)

Admin Checklist

eWeber PORTAL & A-Z INDEX

Information Technology

- ☐ [Service Portal](#)
- ☐ [Zoom](#) - eWeber Portal
- ☐ [Kaltura](#) - eWeber Portal
- ☐ [Site Manager](#) - eWeber Portal
- ☐ [Security Access / Provisioning](#) - eWeber Portal

Human Resources

- ☐ Hiring Support
  - ○ [Adjunct](#) - Maria Chambers in HR
  - ○ [Hourly](#) - Maria Chambers in HR
  - ○ [Full Time - Salaried](#) - Tricia Aragon in HR
  - ○ [Lynx Self-Service](#) - eWeber Portal
  - ○ [Applicant Rating System](#) - eWeber Portal
- ☐ [Workers Compensation](#)

Training

- ☐ [Training Tracker](#) - eWeber Portal
- ☐ [LinkedIn Learning](#) - eWeber Portal
- ☐ [Bridge Online Training](#) - eWeber Portal
- ☐ [Coach Certification - within 1st year](#) (Training Tracker)