Department of
Psychology and Human Development

New Faculty Guide

Welcome to the Department of Psychology and Human Development (PSYHD) at Vanderbilt University's Peabody College! We're thrilled that you've accepted your position and know that you'll be a beneficial asset to the team.

As you begin your new position, we hope you can utilize this onboarding handbook, complete with a list of links, tips, names, and items that you should find useful throughout your employment. If you have any suggestions of how to make this document more helpful, please do not hesitate to reach out to Chris Metzger.

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Getting Started

Required Compliance:

❏ **Background Clearance/Fingerprinting**

    a. Once you accept your appointment via email, you will receive an email from Scott Gubala assistant to the Dean, to start the pre-employment background check. You will also receive an email from HR PEBC (PEBC@vanderbilt.edu) to start the compliance process, which is fingerprinting, online background check, and degree confirmation.

        i. Depending on how far in advance you accept a position, you may not get this email right away. Reach out to Chris Metzger if you are concerned.

        ii. Please start the process as soon as you are able via the link sent in Dawn Hale's email.

        iii. If you are not in Nashville, you will have to let HR PEBC know you are working in another city and need to set-up an appointment near your home. They will assume you plan to complete the process locally. **YOU DO NOT NEED TO COME TO NASHVILLE.**

❏ **I-9 Verification Process**

The I-9 process will be initiated by Human Resources at the same time as your pre-employment background check through our vendor, EMPForce, and you will receive instructions from them via email. Please complete the I-9 process (including verifying appropriate documents) prior to your first day of work; please email Chris Metzger when done. It is best to complete this at the same time as your Background Check.

    a. **Section 1** You will receive instructions from EMPTrust within two (2) business days from when HR initiated your background check on how to complete section 1 (be sure to check your spam/junk folder!)

    b. **Section 2** Once we receive notification that section 1 is complete, HR will then initiate section 2 with your selected verifier.

        i. Both you and your verifier will receive an email with instructions on how to complete section 2 (be sure to check your spam/junk folder!)

        ii. That person will confirm that they have seen your ID document and this will complete the I-9 process. Appropriate ID documents include a passport, driver's license or social security card

        iii. If you have questions about completing section 2, please email I9@vanderbilt.edu and copy Chris.

Reminder - Once you have completed this step, please email Chris Metzger. This prompts him to complete the next step in the hiring process.

Payroll

Direct Deposit

❏ Once your VUnet ID is active **AND** you are able to log into Oracle, you can sign up for direct deposit.

     a. You will not be active in Oracle until after your start date.

     b. If you cannot access Oracle, please email ***Chris Metzger***.

❏ Sign up for direct deposit in Oracle by following the below instructions:

     a. You can set up or change your direct deposit enrollments at any time through Oracle.

     b. After logging in, click 'Pay' and then 'Payment Methods' to add, delete, or update your accounts.
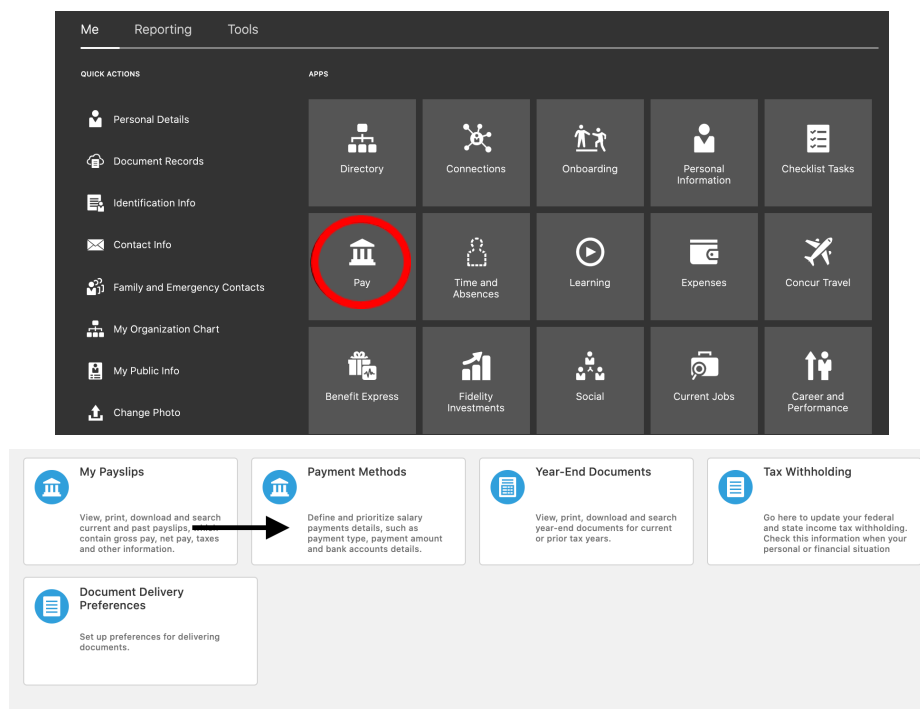
     c. For assistance with this feature, view the resources available in Oracle's Help Center.

     d. If you are encountering an error, use a different browser or clear your cache. Oracle seems to work best in Safari.

❏ Direct deposit changes may take up to two pay periods to begin.

❏ This feature is only available to active employees.

     a. If you are attempting to update your direct deposit and the 'Payment Methods' screen is not available to you, wait until you begin working and then attempt to access that option. Reach out to Chris Metzger with questions.

b. Employees without bank accounts can join the Vanderbilt University Credit Union or apply for a First Horizon Payroll Card.

c. Employees who are foreign nationals that have not yet been assigned a Social Security Number (SSN), which is necessary to set up a U.S. bank account, should notify Payroll for temporary alternatives.

❏ The Vanderbilt University Mandatory Direct Deposit Policy can be found here.
❏ If you have questions, contact Chris Metzger.
❏ You will be paid on the last business day of the month. For Fall New Hires, the end of September is your first paycheck. This is for the period of 8/16 - 9/15.

W-4

a. Log into Oracle at least 1 week after your start date and follow these instructions:
   i. Please complete your W-4 form by logging into Oracle, selecting "Pay" on the dashboard, and then selecting "Tax Withholding"
   ii. Provide the necessary information

My Payslips	Payment Methods	Year-End Documents	Tax Withholding
View, print, download and search current and past payslips, which contain gross pay, net pay, taxes and other information.	Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.	View, print, download and search year-end documents for current or prior tax years.	Go here to update your federal and state income tax withholding. Check this information when your personal or financial situation

Document Delivery Preferences
Set up preferences for delivering documents.

VUNetID/Password, Wifi, Email address, DUO, YES & Brightspace

❏ **VUNetID/Password**
   a. This sign in will provide you with email and access to other business systems you will need, such as Oracle to review your pay, time and absences, and other personal documents.
   b. If you have any questions, please contact Chris Metzger.

❏ **Wifi**
   a. Wifi information, setup, and help can be found here.

❏ **Email Address**
   a. Vanderbilt email runs on Office 365.
   b. All correspondence you have with other faculty and staff should be **from** your Vanderbilt address **to** their Vanderbilt address.
      a. The University prefers that you do not correspond through Gmail, Yahoo, or other email sites.
      b. Even if this is not your main email, you should check it weekly for important emails.
   c. You can login online here.

d. Information on how to get Outlook on your Windows or Mac computer, phone, or other devices can be found [here.](#)

❏ **Multi Factor Authentication | DUO**
a. Many applications, such as YES, Housing, Oracle, and Brightspace will be secured with DUO. You will be prompted to use verify your account through DUO when signing in to Oracle
a. Information regarding VPN (DUO) access found [here](#).
b. Duo multi-factor authentication (MFA) is required to access Vanderbilt University's Pulse VPN service and other applications listed [here.](#)
  ❏ Please see the [Duo enrollment guide](#) to get set up.
  ❏ [Duo FAQs](#) can be found here

❏ **YES (Your Enrollment System)**
a. [YES](#) (Your Enrollment System)
b. Faculty use the "Applications" tab in the system to advise students, access online grading to post final grades, and to retrieve a photo of each student in the class.
c. View the [YES user guides](#) for information about viewing class rolls, entering grades and grade deficiencies, etc.

❏ **Brightspace**
a. [Brightspace](#) is Vanderbilt's course management system.
  i. Your VUNetID and password are used to log onto the system.
  ii. You can upload your syllabus, reading, assignments, etc.
  iii. The Center for Teaching provides support for instructors using Brightspace.
    1. You can [contact them](#) or visit: https://www.vanderbilt.edu/brightspace/ for additional information.
    2. The On-Demand Resources for Instructors section is very thorough and helpful. It is recommended you review this section first.

Vanderbilt ID Card

- ❏ A Vanderbilt ID card can be obtained from the Commodore Card office located in Sarratt Student Center (please see map and directions below).
    a. See their website for the process.
    b. The office is open Monday – Friday, from 8:30 am to 4:00 pm.
        i. Please note that your first ID is free and also serves as your Vanderbilt and Peabody Library Card, allowing you access to the Peabody Library after regular daily hours (when activated to do so).
        ii. If you bring a copy of your offer / appointment letter, you may obtain your ID prior to being active in the HR system.
    c. You can add your card to your mobile device with the Mobile Commodore Card.

University Card Services Office

Sarratt Student Center, Room 184

Click on the Map to access Vanderbilt's Online Campus Map.

Directions:

- Enter Sarratt from the entrance off Vanderbilt Place
- Walk past the Sarratt front desk
- Keep walking past the courtyard and turn right at Stonehendge
- Walk forward about 40 feet and our office is on your left

Need Assistance – Oracle

- ❏ For more information and assistance on Oracle, please refer to the training and resources page.
- ❏ You can also use the Help Center icon on your Oracle screen.
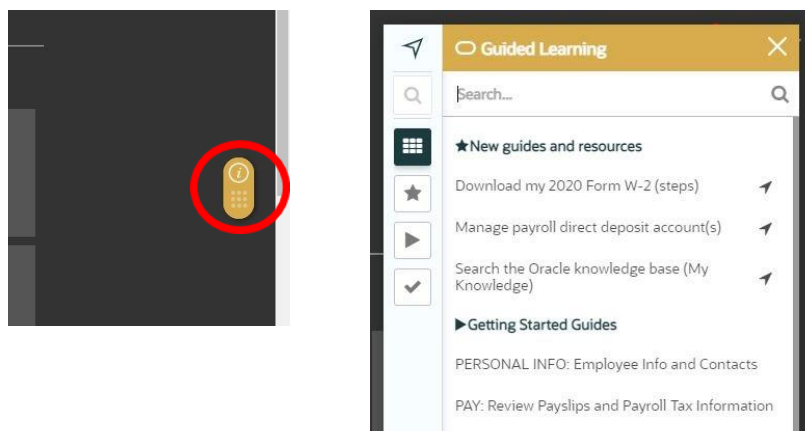
- ❏ Training for Vanderbilt employees is available online in Oracle Learning – click here to access the course (be sure to log in using the blue Company Single Sign On button!)

Administrative Items

E-Reserves

- ❏ [Link](#) to Jean & Alexander Heard Libraries. [Link](#) to Peabody Library.
- ❏ Information about making journal articles or other readings available to students can be found [here](#).
- ❏ If you would like to make a reservation, please fill out the following [form.](#)

Printing, Copying and Faxing

- ❏ If you have any printing, copying, or faxing that you need completed, please email [PSYHD Admin](#) with the following information:
    - · Number of copies
    - · Single Sided or Double Sided
    - · Stapled?
    - · Black & White (preferred) or Color
- ❏ A copier/scanner is also available to you in Jesup 105 or Hobbs 206 (other locations on campus are found [here](#))
    - a. You will print to "CampusPrint_Global-SECURE," and you need your Vanderbilt ID (mobile commodore card does not work at most locations) to scan at the printer you choose to use.
    - b. If you would like access to the printers and have not already installed the drivers on your computer, please contact [VUIT](#) for assistance in installing the software. You can also find the drivers [here](#).

Computer Needs

- ❏ [Chris Metzger](#) will walk you through the policy. Sending an email to him will start that process.

Supplies

- ❏ Supplies are available in Jesup 105 in the supply closet. A staff member will unlock the closet and help you get what you need.
- ❏ If there is anything you need that is not available please email [PSYHD Admin](#) so that it can be ordered.

Online Storage

- ❏ [Vanderbilt Box](#) is an online storage account with 50GB of free storage.

FERPA, Textbook Adoption, Registrar

See the University Registrar's [webpage](#).

Jesup/Hobbs Building & Classroom Information

Access

- ❏ Classrooms should be unlocked during the day. If they are locked, ask a staff member or use a key from the binder in Jesup 105. You will need a prox card to access Jesup/Hobbs after hours. You will receive keys and a prox card when you start on campus. Email [PSYHD Admin](#), if you have questions.
- ❏ If you would like to add your VU ID Card to your phone, follow the instructions on this [link](#).

Room Reservations

- ❏ If you need to reserve a conference room in Jesup or Hobbs or anywhere on Peabody campus, please email [PSYHD Admin](#)
- ❏ If you need to change from your assigned classroom, please email [Ally Armstead](#) with your request including your course number, current room number, and reason for change.

A/V Equipment

- ❏ Please email av.support@vanderbilt.edu if you have issues with classroom technology.
- ❏ For any other questions, reach out to [Vanderbilt IT](#).

Heating/Air-Conditioning

- ❏ If there is ever a problem with the temperature in the room, please email [PSYHD Admin](#) to report the issue.

General Campus Information

Parking

- ❏ A parking pass is required to park in nearby lots that are owned by Vanderbilt.
    a. There is a fee for the parking pass that is not reimbursed by the department or university.
    b. Daily Parking is currently open to a limited number of people. Click [here](#) to get started with the most updated information as well as the application to be placed on their waiting list.

c. Annual Parking Permit information is [here](#). All permits are virtual. Therefore, you will not get a physical pass to place on your vehicle.

d. Please review the parking website [Parking Services | Vanderbilt University](#) to see policies about permit parking and other helpful information on parking services.

e. The parking office is located at 111 28th Avenue South and is open from 7:30 a.m. - 3:00 p.m. Monday through Friday. (615) 322-2554

f. If you need to reserve a parking space for guest speakers or visitors, please email [PSYHD Admin](#) at least 5 business days in advance.

Library

❏ The **Peabody Library** is typically open from 7:30am to 12:00am Monday through Thursday, 7:30am – 9:00pm on Friday, 10:00am – 9:00pm on Saturday, and 10:00am – 12:00am on Sunday. Subject to change. Visit [here](#) for more information

    a. The library can be accessed during off hours using your Vanderbilt ID Card.

        i. Please [contact](#) the Peabody Library help desk to get your ID card programmed to let you in.

        ii. Study rooms can be reserved and can hold anywhere between 4 and 25 people.

        iii. You can [reserve a room](#), or find out [more information.](#)

❏ [Here](#) you can find a list of all libraries across campus.

❏ You can [contact any VU library from here.](#)

Food

❏ Coffee, snacks, or meals can be purchased on Peabody campus at the Commons center, (cash or credit or [add funds](#) to your Commodore Card). Check [online](#) to see what is open and view menus for all locations. *There may be limited hours during breaks throughout the semester and during summer.*

❏ Dining options on Peabody campus:

    a. The Commons is open during the regular school year from 7:00am – 8:00pm during the week, and 10:00am – 8:00pm during the weekend.

        i. The Commons has a variety of options from a salad bar to sandwiches to burgers to stir fry. See [here](#) for all menus for all dining facilities

        ii. A coffee shop, Common Grounds, is also located in the commons and is open 7am-11am

    b. JPCafe is located in Mayborn and is open 7:30am – 3:30pm, Monday-Friday.

Resources & Contact Information

Computer/Classroom Technology Issues

- ❏ For computer issues, and other classroom technology support, you can call 615-343-9999 or email IT@vanderbilt.edu
- ❏ For website support, email help.it@vanderbilt.edu
- ❏ For immediate classroom technology issues, all Creston Media devices have a "Help Request" button where you can choose to "Send Help Now" or "Please Check Later."

Facilities

- ❏ For issues arising during normal business hours of 8am – 5pm, such as heating or cooling issues, you can contact [PSYHD Admin](#).

After Hours

- ❏ For after-hour emergencies, you can contact Plant Operations at 615-322-2621; If they are unavailable, you can contact **Janet Roberts** on the facility's cell phone at 615-618-0125.

Additional Important Information

Benefits

- ❏ You should receive an email from HR, but if you do not, as soon as you are active in the HR system, go to [Benefits Express](#).
- ❏ Helpful information about benefits can be found [here](#).
- ❏ Please review the [Benefits Overview](#) page and the [Faculty Manual](#) page.
  - a. The benefits enrollment period is 30 days.
  - b. Open enrollment occurs every October with changes going into effect the 1st of the year.
- ❏ Questions - Contact [Chris Metzger](#)

New Hire Onboarding (Vice Provost Webpage)

- ❏ Please refer to [this link](#) to review helpful Vanderbilt focused information. This page houses a myriad of standard operating procedures and resources. It also serves as an on-boarding kit for new team members. It also has links to the organizational structures of the university's administration as well as commonly used templates and SOP for Provost area functions.

Travel

There are two different situations that travel typically falls in to:

1. **Dean's Office Paid Travel**: The current policy allows faculty members to receive support for travel to two professional meetings per year at a maximum of $1,500 per trip if grant support is not available.
2. **All Other Travel**: All other travel situations where you are using some type of existing funds to cover your travel (i.e. grant, faculty fund, etc.).

For those two large buckets, there are different procedures to follow in order to make sure you are properly approved for travel, but in both situations, the following information needs to be sent via email:

- ❏ Name:
- ❏ Business Purpose (e.g., Conference):
- ❏ Location of Travel:
- ❏ Departure Date:
- ❏ Return Date:
- ❏ Estimated Expenses:
- ❏ Funding Source(s) (e.g., A grant - SFP_300123, Task 1 or College Funds):
- ❏ Please notate if you will miss teaching class(es) and have made alternative arrangements (regardless of how travel is funded).

College Funded Travel: Chair approval and Dean's Office approval are both needed to use Dean's Office travel funds. To obtain chair approval, please send an email to the Department Chair with Chris Metzger cc'ed with the information above. Once the department chair approves, Chris will get approval from the Dean's Office and return that approval to you which you will need to attach to your expense report when submitting for reimbursement.

All Other Travel: For all other travel, only department approval is needed so please send an email to Chris and Bethany to make this request. If you plan to use grant or faculty funds and you are unsure of your available funds, please verify beforehand with our Grants Manager, Greta, that you have sufficient funds to cover the travel.

Important Reminders:
- ❏ Get travel authorization before you purchase airfare.
- ❏ All airline tickets **must be purchased** through Concur or calling World Travel at 877.271.9258. Tickets purchased outside this method will **not** be reimbursed.
- ❏ Expense travel costs within 60 days of purchase date, not travel date (airfare can be expensed separately and in advance of travel).

- ❏ Helpful travel policies and links are located at:
    a. [Peabody Travel Policy – Faculty and Staff (Domestic and International)](#)
    b. [Peabody Guidelines for Faculty Travel Supported by Institutional Funds](#)
    c. [Vanderbilt Travel and Business Expense Policy](#)
    d. [Vanderbilt Travel Website](#) including email/phone number for Travel Assistance; LOTS of helpful travel links
    e. [Global Safety at Vanderbilt](#) includes information for international travel

Policies

- ❏ [Peabody Policies](#)
- ❏ [Financial Policies](#)
- ❏ [Human Resource Policies](#)
- ❏ [Faculty Affairs Policies](#)
- ❏ [Faculty Manual](#)
- ❏ [Covid-19 Health and Safety Protocols](#)

Security/Emergency Contacts

- ❏ Vanderbilt University's [police department](#) provides security on campus.
    a. You can contact them at 615-322-2745 from any phone, 22745 from an on campus phone, for a walking escort, or any other security service.
    b. You can also dial 911 from a campus phone, or 615-421-1911, if there is an emergency.

Administrative Support

- ❏ psychfrontdesk@list.vanderbilt.edu – This is the best email to use for generic requests.
- ❏ IT Support: it@vanderbilt.edu (615) 343-9999
- ❏ Business Manager: [Chris Metzger](#), Jesup 101B
- ❏ Education Coordinator: [Ally Armstead](#), Jesup 103
- ❏ Grants Manager: [Greta Thomas](#), Jesup 101C
- ❏ Administrative Operations Coordinator: [Victoria Cole](#), Jesup 102A
- ❏ Administrative Assistant: [Torrey Morgan](#), Jesup 104