



Welcome to our **diverse, talented** community. You are joining a university that **defines success by whom it includes and how they succeed.** We are an enterprise that responds with efficient, timely, and **innovative workplace solutions** that serve our students – and communities.

I am confident your **skills and experience** will help us advance our commitment to building a **culture of inclusion and excellence.**

A handwritten signature in black ink, appearing to read "Kevin Salcido", with a large, sweeping loop at the end.

Kevin Salcido

Vice President and Chief HR Officer

We are excited you are joining a comprehensive public research university and an employer of choice. Learn about your training requirements and benefits on orientation day.

Benefits and retirement enrollment

Review your options and complete the enrollment process within 30 days of your hire or eligibility date. Faculty and academic personnel: Your 30-day enrollment period may start before your contract date. Please refer to your offer letter or hiring manager about your enrollment deadline.



- ☐ [Benefits enrollment.](#)
- ☐ [Retirement enrollment.](#)

Your first week at ASU

All faculty, staff and student employees **must complete** action items and training within the first week of employment.

- ☐ [Community of Care training.](#)
- ☐ Verify and update your [employee self-disclosure data](#), your [contact details](#) and your [emergency contact information](#).
- ☐ Order your [ASU ID card](#).
- ☐ Pick up a temporary free parking permit for your first two weeks at a [Parking and Transit Services location](#).



**Upskill with
LinkedIn Learning
in Career EDGE**



**Get fit at a
Sun Devil Fitness
Complex**

Mandatory training

All faculty, staff and student employees must complete the following training within 30 to 90 days from your hire date.

**30 to
90
days**

- ☐ Arizona public service policy.
- ☐ ASU information security training.
- ☐ ASU — Your Duty to Report.
- ☐ Fire safety and prevention.
- ☐ Preventing discrimination and harassment training.
 - ☐ For staff
 - ☐ For supervisors

When you thrive, we do, too.





Employee perks and resources

Discounts and rewards

[ASU Gammage](#)

[Employee discounts](#)

[Sun Devil Athletics](#)

[Sun Devil Bookstores | employees receive 10% discount](#)

[Sun Devil Rewards](#)

[The New York Times](#)

[The Wall Street Journal](#)

News and events

[ASU Events](#)

[ASU News](#)

Professional development

[ASU Career EDGE](#)

[Military@ASU](#)

[Office of Inclusion and Community Engagement](#)

[Staff Council](#)

[SUN Award](#)

[Tuition reduction](#)

Wellness

[Employee Assistance and Wellness](#)

[Employee Health](#)

[Family Resource Guide](#)

[Sun Devil Fitness Complexes](#)

Contacts

ASU information | contact.asu.edu | 855-278-6060 or 480-965-2100

ASU Police | police.asu.edu | 480-965-3456; emergencies: 911

ASURITE activation | asu.edu/asurite

ASU Experience Center | uto.asu.edu/ExperienceCenter | 855-278-5080

ASU hotline | cfo.asu.edu/asu-hotline | 877-786-3385

Employee Health | employeehealth.asu.edu | 602-496-1917

Employee Wellness | cfo.asu.edu/eao-wellness | 480-965-2271

Knowledge Enterprise Development | research.asu.edu | 480-965-1225

My ASU | my.asu.edu. View employment information under the My Employment tab.

New employee orientation | cfo.asu.edu/new-employee-orientation

Office of Human Resources | cfo.asu.edu/hr

Faculty: 480-727-9900 | Staff: 855-278-5081

Office of the President | president.asu.edu | 480-965-8972

Parking and Transit Services | parking.asu.edu | 480-965-6124

Payroll calendars | cfo.asu.edu/payroll

Sun Devil Card Services | cfo.asu.edu/cardservices | 480-965-2273