Georgia State University
New Employee Orientation
Development Division

Created by: GSU Development Division Employee Orientation Task Force

Transitioning to Georgia State

Introduction and Welcome

About the Development Division

- The Development Division Mission
- Departments within the Division

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  b. Development Resources

  c. GSU Foundation/Finance and Operations

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- 6 things you should do by the end of your first week

- …beyond your first week

Transportation Options

Other important information

- Who to contact and for what
- Useful documents

Transitioning to Georgia State University

During your first week at Georgia State University, you will be confronted with a variety of actions you will need to take, such as setting up your benefits and payroll information, finding parking or transportation, obtaining office keys, learning new software and email systems, and many others.

The Development Division's New Employee Orientation Task Force has created a checklist to make your transition to GSU smoother. The first few slides of this presentation will give you a clearer picture of the Development Division structure, its mission and its responsibilities.

After you've reviewed our mission and goals, start checking off your TO DO list.

If you have any questions, do not hesitate to contact your supervisor or the administrative support for your department.

From all of us in the Development Division: Welcome!

Georgia State University Development Division

Our Mission:

The mission of the Development Division is to raise private funding through annual, planned and major gifts to meet the goals outlined in the university's strategic plan.

Development Division Departments

VP for Development

Advancement Services

Development Research

Donor Relations

Central Programs

Annual Programs

Corporate and Foundation Relations

Gift Planning

Constituent Programs

Andrew Young School of Policy Studies, Arts & Sciences,

Education, Health and Human Sciences, Law, Library,

Robinson College of Business, Athletics and Rialto

GSU Foundation/Finance and Operations

Accounting and Finance

Development Information Services

Gifts and Records Management

Vice President for Development and GSU Foundation President

- The VP for Development is the chief development officer of the university responsible for management of fund-raising programs.

- The VP for Development also serves as the Georgia State University Foundation President, responsible for the management and administration of the GSU Foundation.

Advancement Services

- **Development Research:** The mission of the Office of Development Research is to increase gift revenue by promoting and facilitating top-down fund raising.

This is accomplished by providing relevant prospect research, coordinating effective prospect management, and conducting strategic development analysis for the development division.

Advancement Services

- **Donor Relations:** The mission of the Office of Donor Relations is to establish and nurture positive, lasting relationships with university donors through meaningful recognition and communication so as to advance the university's relationship with all external audiences.

Central Programs

- **Annual Programs:** The mission of the Office of Annual Programs is to enhance the pipeline of donor giving from alumni and friends and to work towards creating a philanthropic culture that will lead to increased philanthropic support for university's mission, priorities and its students.

President's Society   Campus Campaign

Telephone Outreach   Class Gift Campaign

Diversity Fund

Central Programs

- **Corporate and Foundation Relations**: Corporate and Foundation Relations' (CFR) mission is to provide faculty and staff with assistance in identifying, cultivating, soliciting and stewarding major grants and gifts.

Corporation & Foundation Giving

In addition, CFR helps facilitate mutually beneficial collaborations with both external and internal constituents in areas such as philanthropy and private sector partnerships.

Central Programs

- **Gift Planning:** The Office of Gift Planning assists donors who make bequests and other forms of deferred gifts to the University by providing tax-wise counsel that integrates donors' charitable giving into their financial and estate plans.

Constituent Programs

Constituent Programs is responsible for guiding and managing the development of major gifts and fundraising activities in the university's colleges and non-academic units. Working with the university leadership, particularly the deans, constituent relations develop long and short term fund raising priorities and puts in place major gift plans to support college and university funding goals.

Colleges & Units
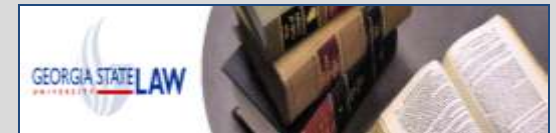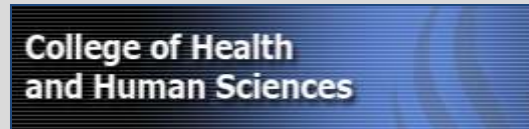
Georgia State University FOUNDATION

In 1958, the Georgia State University Foundation, Inc. was incorporated in the State of Georgia as a non-profit corporation and was granted 501(c)(3) tax exempt status by the IRS. The mission of the Georgia State University Foundation is to support the mission of the university by securing private funding and by protecting and growing the foundation's assets.

GSU Foundation/ Finance & Operations

Units within the GSU Foundation/ Finance & Operations

- **Accounting and Finance:** The function of Accounting and Finance is to provide internal controls to protect and manage Development and Foundation assets by providing financial oversight of all cash operations, investments, real estate transactions, budget and disbursements. The unit supports both the division and the university community by providing financial and other ad hoc reporting

GSU Foundation/ Finance & Operations
Units within the GSU Foundation/ Finance & Operations
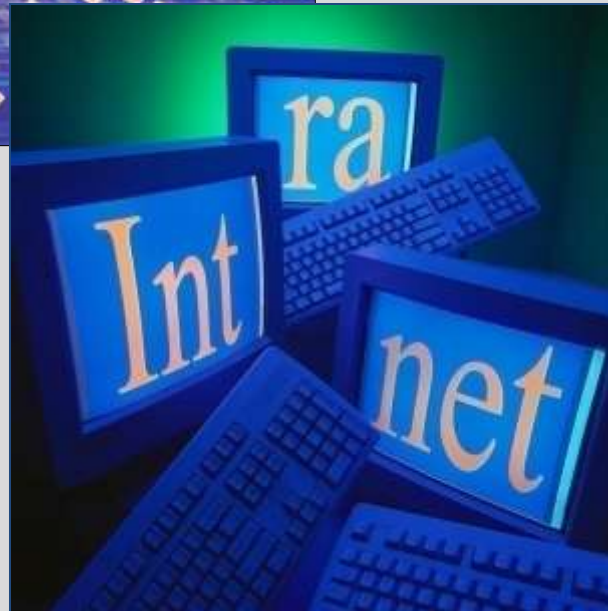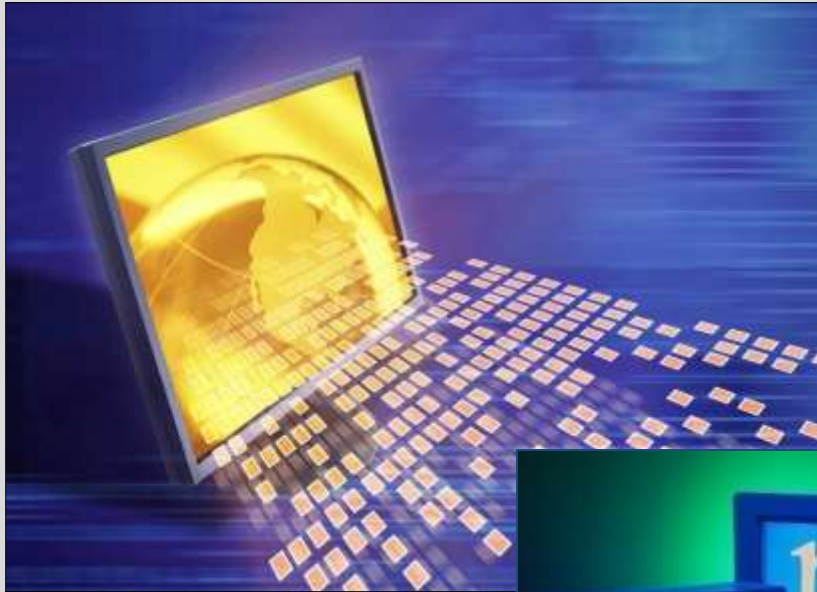
- **Development Information Systems:** Provides the Development Division and foundation with timely and accurate information that enhances and extends fund raising efforts and the formation of relationships with constituents.

Finance & Operations

- **Gifts and Records Management:** The Office of Gifts and Records Management processes all gifts and issues thank-you letters and gift receipts. The department is responsible for maintaining accurate biographical information for all donors.
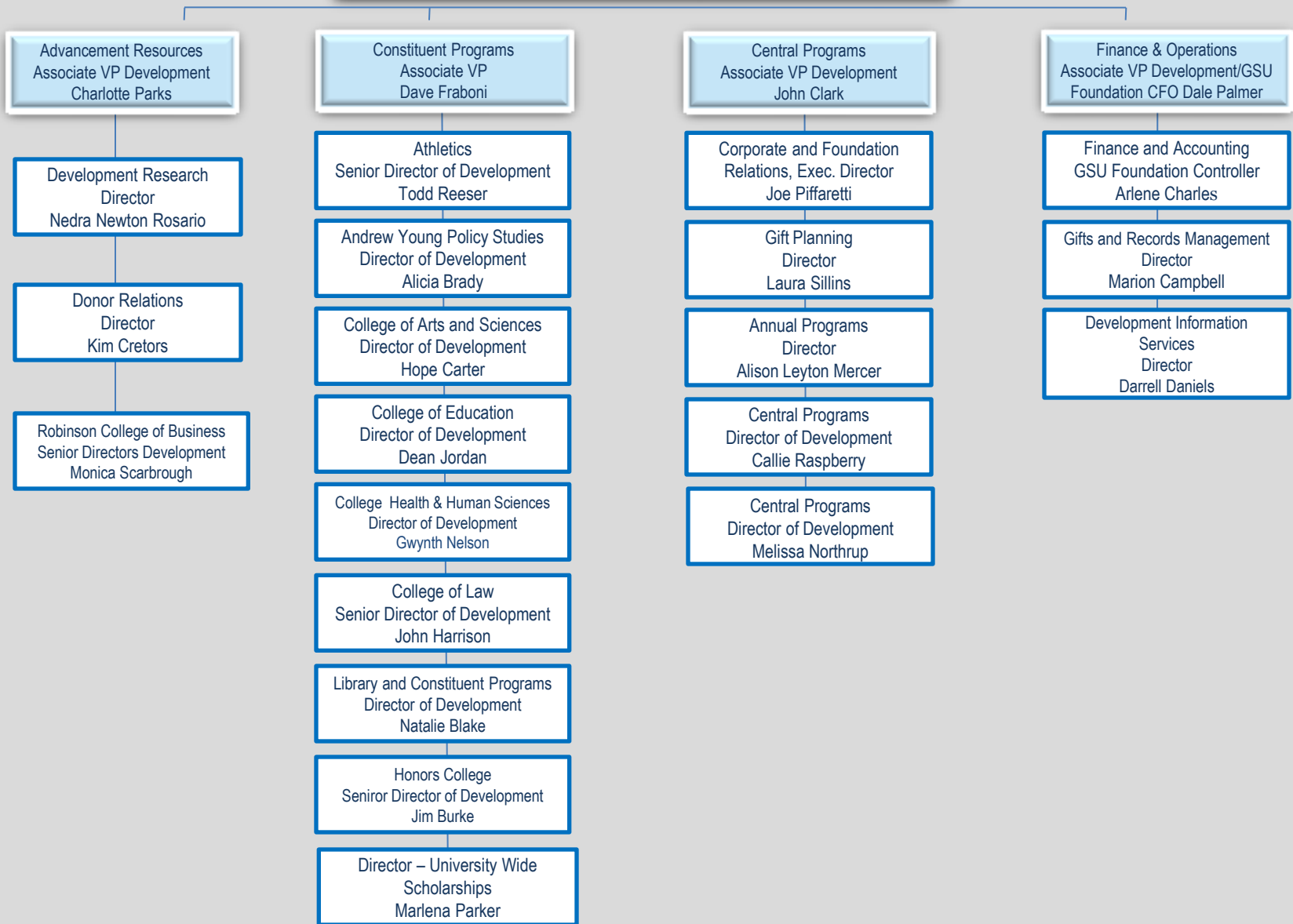
Stock gifts

Real Estate gifts

Cash gifts

Development Division Organizational Chart

VP for Development and President of GSU Foundation
Walter Massey

Advancement Resources
Associate VP Development
Charlotte Parks

- Development Research
  Director
  Nedra Newton Rosario

- Donor Relations
  Director
  Kim Cretors

- Robinson College of Business
  Senior Directors Development
  Monica Scarbrough

Constituent Programs
Associate VP
Dave Fraboni

- Athletics
  Senior Director of Development
  Todd Reeser

- Andrew Young Policy Studies
  Director of Development
  Alicia Brady

- College of Arts and Sciences
  Director of Development
  Hope Carter

- College of Education
  Director of Development
  Dean Jordan

- College Health & Human Sciences
  Director of Development
  Gwynth Nelson

- College of Law
  Senior Director of Development
  John Harrison

- Library and Constituent Programs
  Director of Development
  Natalie Blake

- Honors College
  Seniror Director of Development
  Jim Burke

- Director – University Wide
  Scholarships
  Marlena Parker

Central Programs
Associate VP Development
John Clark

- Corporate and Foundation
  Relations, Exec. Director
  Joe Piffaretti

- Gift Planning
  Director
  Laura Sillins

- Annual Programs
  Director
  Alison Leyton Mercer

- Central Programs
  Director of Development
  Callie Raspberry

- Central Programs
  Director of Development
  Melissa Northrup

Finance & Operations
Associate VP Development/GSU
Foundation CFO Dale Palmer

- Finance and Accounting
  GSU Foundation Controller
  Arlene Charles

- Gifts and Records Management
  Director
  Marion Campbell

- Development Information
  Services
  Director
  Darrell Daniels

Development Expectations

- Employees are expected to report to work on time each day as scheduled.

- Personal calls should not be made from university phones.

- Appropriate business attire is expected. Ask your supervisor about any particular policy on the dress code.

- Exempt employees do not earn "comp time."

- Employees are expected to exhibit superior customer service skills.

- Employees should request time off in writing, preferably via email, in advance.

- Employees are required to comply with all university and University System of Georgia policies.

- Make suggestions!

- Ask questions!

The Checklist

Things you will need to read, complete and decide during the first few weeks of employment…

12 things you **must** do on your first day at work

1. Obtain a Panther Card: The [Panther Card](#) is your campus identification card. It is the university's official identification card, library card, and access card to buildings and labs. It is important for you to request your Panther Card on your first day because even if your name is in the GSU system, it may take 7 to 10 days before you get your Panther Card.
• The card can be obtained from the Panther Card Office in Auxiliary Services located at the [University Center building](#), 66 Courtland Street, Suite 200, Atlanta GA 30303; phone: 404-413-9508
• Every regular employee <u>must</u> have a Panther Card. If your card is lost, notify the Panther Card Office at 3-9508 during normal work hours. **Replacement cards are $10.00**

You can [deposit money](#) to your Panther Card to allow you to pay for meals on campus using your exclusive panther discount, this is called Panther Cash.
To learn more about the advantages of Panther Cards and the Panther PERQS program click [here.](#)

2. Parking and Transportation: On-campus parking in assigned lots is available for staff. All new employees who want to park on campus should register in the Auxiliary Services office in the University Center building.
Panther Cards are required to purchase transit cards to verify employment at Georgia State University.
More information on transportation options can be found at the [Auxiliary Services web page.](#)

3. Payroll: Click the link [**Getting Set up on Payroll**](#) to find what do you need to do to receive your first paycheck, how to properly report your time to payroll using the [ADP system](#), and make changes to payroll and benefit services online. Training will be provided by Human Resources through classes and quick reference guides.
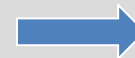
... things you **must** do on your first day at work

4. **New Employee Orientation Session:** This is not mandatory training, but it is a great source of information to all new employees. Panther Tracks (NEO) will provide details about the policy and procedures of the university, connections with the university community and accessing employee benefits (health and welfare plans, retirement plans, etc.).

5. Benefits: Deadlines to submit paperwork related to health insurance and retirement benefits are determined by the Human Resources Benefits Department. You can read and select your options on your own, or you can make an appointment for a benefits specialist to explain the options. Benefits may also be managed through the new ADP site.

6. About your computer
Please contact the IS&T Help Desk (3-4357) to set up access to the university network and email software applications. Once you know your Campus ID, you will be able to change your default passwords for computer and email. It is recommended that you change your passwords after your first login. As you will have multiple usernames and passwords, you may wish to use the form under Useful Documents section of this presentation.

a. University's network: Application name: NOVELL
Your NOVELL Login is also known as your NETWORK ID. It is the ID used to access the University's network. It will typically be 5 to 7 characters long and include your departmental designation (alu, edu or fin) plus your first and last name initials. Examples include: alutvv or edutvv. For assistance call Help Desk 3-4357

b. Email: Application name: Microsoft Outlook
You will use the same user ID as your NOVELL ID to logon to Outlook initially, with the password being your NOVELL ID backwards. You are encouraged to change this password to a shorter version (gsu123) after your first login to Outlook.
For off-site email access: A link to webmail is easily found on the top of the main GSU webpage
For assistance call the IS&T Help Desk 3-4357.
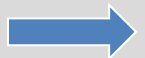
... things you **must** do on your first day at work

7. Address: Make note of your work location's mailing address, (it is usually a P.O. Box) and your "in person" street address. Also, become familiar with emergency exits and the location of the nearest fire extinguisher.

8. Telephone: If your phone has not been set up in advance, please call the IS&T Help Desk (3-4357) to have your name assigned to your phone. The attached link will guide you in using the phone system: http://www.gsu.edu/help/25638.html
- To make an on-campus call, omit the first 5 digits (i.e. 404-413-3401, becomes 3-3401).
- To make an outside call, simply dial 9 before the number.
- Make note of your department's fax number.
- To obtain an updated telephone list for the Development Division, please contact Julie Van Balen at 3-3401.

9. Voicemail: Instructions for setting up your phone and voicemail can be found here.
To access voicemail, press the voicemail button on your phone. Please change your password, name and greeting after your first login.

10. Office Keys: Ask your supervisor about keys you may need such as to the restroom or office space or for after hours access. Your keys can be obtained from Key Control at the University Police Department (in the One Park Place building). You must fill out a card and have it signed by your supervisor to receive your keys or to obtain after hours access. If you lose your key, please report it to your supervisor immediately.

11. Meetings: Check with your supervisor to determine if there are any meetings you should attend.

12. Copy and scanner: Ask your office manager about requirements and set up for access.
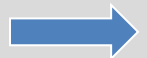
6 things you should do by the end of your first week

1. **On the [Foundation's website](),** choose the Login link to set up access to the Development intranet site. You will be prompted to register with a username and password of your choosing. Please note that it will take 24 to 48 hours to have complete access to all of the user features.

2. Determine any office supplies you will need – please be frugal. Ask your supervisor who orders the office supplies.

3. Create a list of individuals you will be working with and the names of their assistants if applicable.

4. **Schedule training for Development Systems:**
   Raiser's Edge: Raiser's Edge is a fundraising database used for recording and maintaining constituent information.
   Financial Edge: Financial Edge is an accounting database to record financial activities within the Foundation.
   For software installation and training contact [Tracy Van Voris]() at 3-3444.

5. Ask your supervisor if you will need training in **Spectrum Plus**. This is the University's accounting system, and you will need to work with the [Spectrum Plus office]() to start the authorization process.

6. Ask your supervisor if you will need to order business cards and an official name tag.
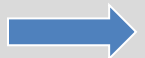
Beyond your first week...

1. Campus Safety:

<u>**GSU Police Emergency phone number is 404-413-3333.**</u> The GSU Police Department suggests that all employees keep this number in their cell phone.

<u>Emergency Call Boxes</u>: Located in parking lots, parking decks, many buildings and plaza areas, the boxes are identified by the emergency signs and blue flashing lights. These boxes are activated by opening the door on the box and pushing a call button on the inside. The caller is connected directly to the police dispatcher.

<u>Safety Escort Service</u>: The escort service is intended to help individuals safely reach parking lots and decks, public transportation and other locations in the vicinity of campus. This service is available any time and van escort service is usually available from 6:30 pm to 11:30 pm, Monday through Friday. Call 404-413-2100 for service.

<u>Service Truck</u>: A service truck driven by police cadets is usually available on request to assist with battery "jump starting," retrieving keys locked in cars and changing tires. Hours of operation are from 10 am to 11 pm, Monday through Friday during classes and for shorter hours between semesters. Call 404-413-2100 or use an emergency call box to request assistance.

2. Calendar of events, holidays and furloughs that university observes: The main university calendar is accessible in the top toolbar of the university's <u>home page</u>.

3. The university offers a variety of other **training and professional development** opportunities through <u>Employee Development and Wellness Services</u>.

4. The Development Division offers **professional development** seminars and yearly CPR training. A calendar of these events may be found under the "Quick Links" tab of the development intranet.
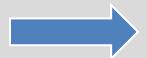
... Beyond your first week

5. To learn about **benefits** such as Health Care, Family Medical Leave, Paid Time Leave, the Tuition Assistance Program, and Flexible Spending Accounts, click here.

6. Weather Closing: The decision to close or delay opening because of inclement weather will be communicated through four media outlets: television, radio, the voice mail of the Division of University Relations and the university web page.

7. Who do I notify if my personal information changes? If you have any changes to your personal information such as change of address or home phone numbers, please update your record using the HR ADP self service system.

8. Jury Duty: Leave with pay is granted to regular employees who are required to serve on a jury or as a witness. A subpoena is required. A receipt from the court will serve as documentation. Employees may retain any juror or witness fees paid by the court.

9. In addition to each of the colleges' web pages, the following websites provide excellent information about on-campus activities you may want to be part of.

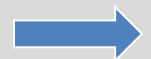Recreation Center   Rialto Center for the Arts   Library   Athletics

10. Explore **on campus dining options** here.

11. To answer donor inquiries, familiarize yourself with the different ways to give at: Ways to give

Transportation Options

MARTA: is Atlanta's public transportation system. Discounted monthly MARTA passes are available through GSU Auxiliary Services, 200 University Center. They may also be purchased at the University Book Store, Student Accounts in Sparks Hall, or the Rialto Box Office.

All MARTA lines run through the Five Points train station, which is closest to the following campus locations:

1 Park Place
10 Park Place
Andrew Young School of Policy Studies
College of Education
Helen M. Aderhold Learning Center
J. Mack Robinson College of Business

MARTA's East and West lines stop at the Georgia State (E1) train station, which is closest to the following campus locations:

Alumni Hall
General Classroom Building
Kell Hall & Sparks Hall
Parker H. Petit Science Center
Sports Arena
Student and University Centers
Student Recreation Center
The Urban Life Building
University Library (North and South)
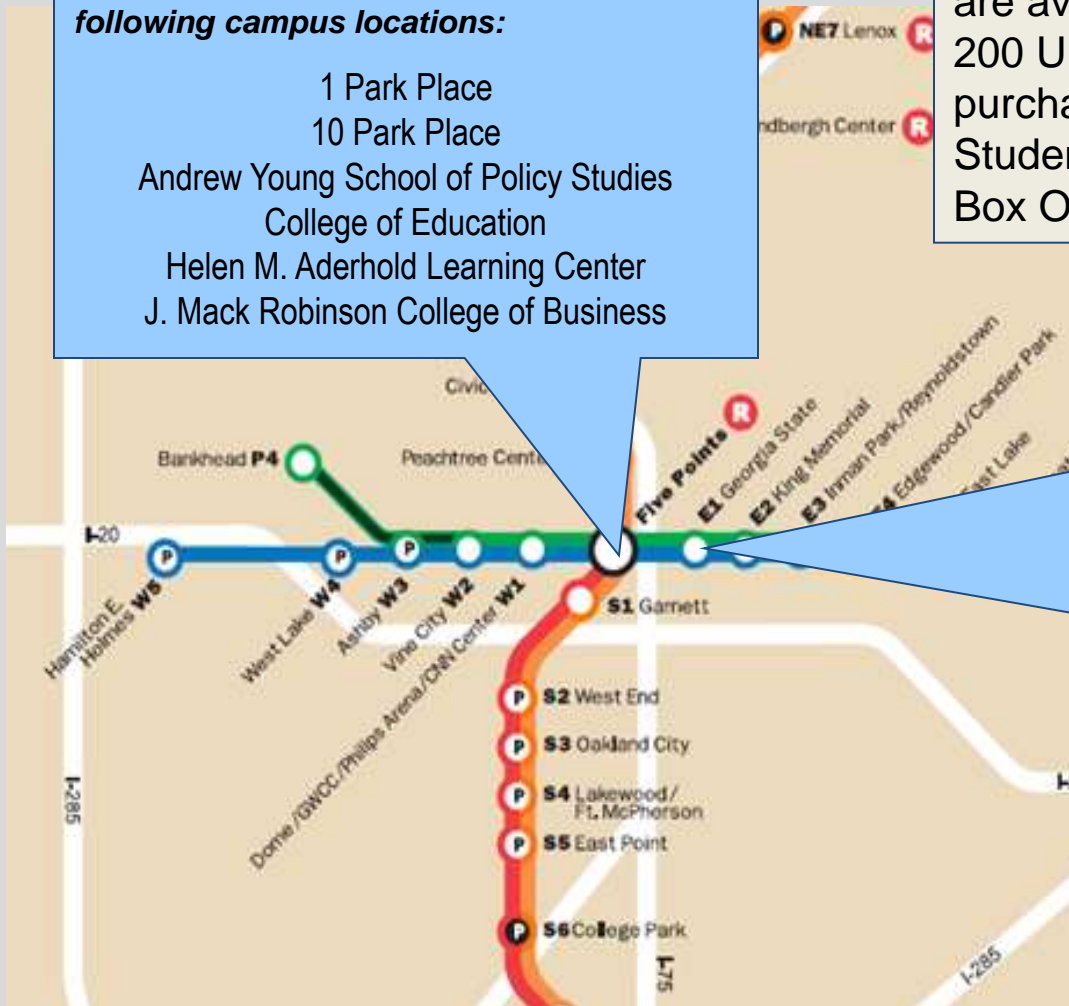
Transportation Options

Commuter Bus

The Clayton, Cobb and Gwinnett county transit systems all offer a comfortable ride into the city. Please consult the GRTA website for more information on bus schedules and "Park & Ride" stops near your home.

Driving

If you choose to drive to campus, there are a number of parking lots available to you. After you have obtained your Panther Card, you may sign up for a monthly parking pass which can be paid through automatic payroll deduction. You may enroll for parking and payroll deduction at Auxiliary Services in the University Center, Room 200. You may cancel enrollment anytime at Human Resources, 1 Park Place, 3rd floor.

Contact Information

COMPUTER SUPPORT

1. Setup user accounts

   Novell and Outlook – IS&T Help Desk at 3-4357

2. General Workstation support – IS&T Help Desk at 3-4357

3. Raiser's Edge and Financial Edge - Darrell Daniels at 3-3442 or Tracy Van Voris 3-3444

4. Development Reports - Darrell Daniels at 3-3444

TRAINING

Raiser's Edge and Financial Edge - Tracy Van Voris at 3-3444

Spectrum Plus

E-Training for Microsoft and other applications

DEPARTMENTAL FORMS

Foundation & Development Forms - Use the pull down menu called "Forms & Training" after you have logged in in the Development Intranet.

Other University Forms - check the respective department websites

DEVELOPMENT RESEARCH
Nedra Newton-Rosario at 3-3451

GIFT/PLEDGE INFORMATION and CONSTITUENT RECORD UPDATES
Marion Campbell at 3-3446

FOUNDATION DISBURSEMENTS
Joyce Barnhill at 3-3435

EMERGENCY CONTACTS
1 Park Place South– Darrell Daniels at 3-3444
Dahlberg Hall – Julie Van Balen at 3-3401

PERSONNEL ACTIONS (*Supervisory Information*)
When you hire a new staff member, or when a staff member leaves, please be sure to e-mail the following individuals:
Jeffery Pointer - Business Manager: completes necessary HR paperwork
Julie Van Balen - VP Development Associate: updates the division roster
Tracy Van Voris - Tech Coordinator activates/deactivates FE/RE user accounts and update intranet
IS&T- Call the IS&T Help Desk at 3-4357

Useful Documents

COMPUTER USER NAMES & PASSWORDS

Computer Program	Purpose	Contact	User Name	Password
ADP	Payroll	[IS&T Help Desk](#) at 3-4357		
Campus ID	General identification	[University Directory](#)		
Foundation Community		[Darrell Daniels](#) at 3-3444		
Novell	Network platform	[IS&T Help Desk](#) at 3-4357		
Groupwise	Email & Calendar	[IS&T Help Desk](#) at 3-4357		
Raisers Edge	Development/Fundraising Database	[Tracy Van Voris](#) 3-3444		
Financial Edge	Foundation/ Accounting Database	[Tracy Van Voris](#) 3-3444		
Spectrum Plus	University/Accounting Database	[Spectrum Plus office](#)		

Useful Documents

GEORGIA STATE UNIVERSITY CAMPUS MAP

Georgia State University campus map

BUILDINGS OCCUPIED BY GEORGIA STATE | GEORGIA STATE PARKING | STREET LEVEL ACCESSIBLE ENTRANCE | STREET LEVEL ACCESSIBLE ENTRANCE (ON COLLINS STREET BELOW COURTLAND) | INFORMATION & WELCOME CENTER

1 Alumni Hall (ALUM) G5
2 Arts and Humanities (ARTS E5
2a Florence Kopleff Recital Hall
2b Ernest G. Welch Gallery
3 Classroom South (CLSO) D3
4 J. Mack Robinson College of Business (RCB) A6
5 College of Education (COE) B4
6 College of Law (LAW) F2
7 Bennett A. Brown Commerce Building (BBCOM) A7
8 Courtland Building (COURTB) E2
9 Courtland North (COURTN) E2
10 148 Edgewood (148EDG) I6
11 Freshman Hall (FRHALL) I6
12 General Classroom (GCB) D4
13 Hass-Howell Building (HAAS) B8
14 Interest Housing (INTHOU) I6
15 Kell Hall (KELL) E4
16 Helen M. Aderhold Learning Center (ADHOLD) B8
17 Library North (LIBNO) E3
18 Library South (LIBSO) E3

19 Natural Science Center (NSC) C5
20 One Park Place (1PP) B5
21 34 Peachtree St. Building (34PTRE) B6
22 75 Piedmont (75PIED) J9
23 Research Support Building (RSB) D3
24 Rialto Center for the Arts (RIALTO) B9
25 Science Annex (SCIANX) D4
26 Parker H. Petit Science Center (PETIT) F1
27 Andrew Young School of Policy Studies (AYSPS) A5
28 Sculpture Studio (SCULP) J6
29 Sparks Hall (SPARKS) F4
30 Sports Annex (SPTANX) F1
31 Sports Arena (ARENA) E2
32 Standard Building (STAND) B9
33 Student Center (STUCTR) G3
34 Student Recreation Center (REC) G2
35 Ten Park Place (10PP) C5
36 University Bookstore (BOOK) F3
37 University Center (UCTR) F3
38 University Commons (COMMON) K10
39 University Lofts (LOFTS) H5
40 Urban Life Building (URBAN) G2

Welcome to the
GSU Development Team!