WELCOME TO TULANE UNIVERSITY
The Goals of Today’s Orientation

➢ Welcome you to Tulane University.

➢ Introduce to you the University’s history, values, and culture.

➢ Provide information on the University’s policies, procedures, benefits and pay.

➢ About Tulane University, Staff Support, and Tulane Lagniappe
## Tulane Employee Value Proposition

<table>
<thead>
<tr>
<th>Engagement</th>
<th>Community</th>
<th>A Sense of Place and Tradition</th>
<th>Challenge and Growth</th>
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<tbody>
<tr>
<td>• Our employees are motivated by the difference they make at Tulane and in the greater communities of which the university is part. We will encourage you and support you to maximize your contribution to both.</td>
<td>• You aren't just a Tulane employee; you are a member of the Tulane community. You belong to an organization that understands that loyalty and commitment are two-way streets.</td>
<td>• An environment of intellectual curiosity, learning and research, infused with the energy of campus life, will inspire you with endless opportunities to stimulate your life and mind.</td>
<td>• The breadth of activity performed at Tulane University provides you with a wide range of opportunities to contribute. You have the opportunity to grow your job and to pursue new directions as you grow, in a dynamic organization that goes beyond traditional limitations.</td>
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<tr>
<td>Uptown</td>
<td>Downtown</td>
<td>Northshore</td>
<td>Belle Chasse</td>
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<td>• Tulane National Primate Research Center</td>
<td>• F. Edward Hebert Research Center</td>
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</table>

Tulane Campuses
University President – Mike Fitts
Introductory Period:
• 6-month introductory period
• Job description

Time Keeping:
• 2 employment classifications: Non-exempt and Exempt
• Overtime eligibility

Payday:
• Biweekly vs. Monthly

Sick Leave:
• Accrual
• Call-in within 2 hours of regular start time
• Documentation
Vacation Leave & Vacation Transfer Pool:
- Introductory period and vacation
- Accrual
- Donating vs. Forfeiting

FMLA:
- Time off for qualifying event
- Eligibility
- May be used intermittently

Holiday & Winter Recess:
- 13 standard holidays
- Critical positions/departments

EAP:
- Optum
- Free, confidential and available 24/7
**Reily Student Recreation Center**

**Employee Benefits:**
- Discounted Membership Rate: $109 Summer | $161 Semester | $414 1 Year
- Monthly Deductions through Payroll or Electronic Funds Transfer
- Options to add Family Members

www.reilycenter.com | 504-865-5431

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**Tulane/Loyola Federal Credit Union**

**Uptown:**
8200 Hampson St.
(504) 862-8400
9am-4pm M-W; to 5pm Th-Fr; 9 am-12 pm Sat

**Downtown:**
Health Science Center
1440 Canal St Suite 101
(504) 988-7420
9am-3pm M-W; to 4pm Th-Fr

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**Tulane Childcare Centers**

**Uptown:**
Newcomb Children’s Center
- Corner of Plum and Broadway St.
- 12 months to 5 years

**Downtown:**
Kidopolis Childcare Center, operated by Bright Horizons
- Elks Place, corner of S. Saratoga and Cleveland Ave.
- 6 weeks to 5 years

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**Campus Dining Facilities**

**Uptown:**
- LBC – Lavin-Bernick Center
- PJ’s Coffee & Tea

**Primate Center:**
- Delta Café

**Downtown:**
- Medical School Cafeteria
- The Tidewater Café
- Poydras Diner
Sustainability at Tulane

- We’re taking steps to reduce the environmental impact of our activities
- Recycling is available on Tulane’s campuses
  - Paper/cardboard, plastic bottles, aluminum cans, electronics, print cartridges and books
  - Visit recycle.tulane.edu for specifics on your campus
- Visit green.tulane.edu for all of Tulane’s environmental initiatives
Human Capital Management (HCM)

- HCM, Self – Service functions:
  - All Actions Awaiting Your Attention
  - My Work Details
  - Personal Information
  - Additional Emails
  - Deposit Advice
  - Qualifications
  - Tax Form
  - Benefits
  - Disclose Disability and Veteran Status
How to access HCM

Step 1
Login to Gibson Online, gibson.tulane.edu

Step 2
Click Oracle E-Business Suite (EBS) or HCM Self-Service

Step 3
Under Tulane Employee Self-Service, click the link you would like to access
Kronos

- **Non-Exempt Employees:**
  - Time Stamp - Clock in and out
  - View your timecard
  - Request time off – sick, vacation, bereavement leave, etc.
  - View sick and vacation accruals

- **Exempt Employees:**
  - View your monthly timecard
  - Request time off – sick, vacation, bereavement leave, etc.
  - View sick and vacation accruals
How to access Kronos

Step 1
Login to Gibson Online, gibson.tulane.edu

Step 2
Click on Kronos

Step 3
Click on Record Time Stamp to clock in or out
Tulane’s Splash Card, functions as:

- University ID
- Meal Plan Card
- Library Card
- Athletic and Musical/Theatre Events Access Pass
- Access to authorized buildings and/or residence halls

Where to go to get your Splash Card:

- Uptown: LBC, Suite 107
- Downtown: Tidewater Building, 8th Floor, Suite 802
- TNPRC: Administrative Office, Main Building
# University Parking – Uptown

**Free Parking**
- Satellite Campuses (Elmwood, Biloxi, TNPRC, and University Square).

**Paid Parking**
- Guests & Visitors to uptown campus
  - Parking Meters on McAllister Drive & Newcomb Place
- One-day Parking Passes
  - Available from the Traffic Office in Diboll Complex at $5.00 per day
- Parking Decals
  - Employees can purchase decals from the Traffic Office in Diboll Complex.
  - At the end of each semester (ex. end of December), the prices are prorated

<table>
<thead>
<tr>
<th>Annual Income Range</th>
<th>Annual Parking Fee</th>
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<tbody>
<tr>
<td>Under $30,000</td>
<td>$420/year</td>
</tr>
<tr>
<td>$30,000-$59,999</td>
<td>$500/year</td>
</tr>
<tr>
<td>$60,000-$89,999</td>
<td>$550/year</td>
</tr>
<tr>
<td>$90,000 or more</td>
<td>$600/year</td>
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</tbody>
</table>
University Parking – Downtown

Parking Decals
- Depending on availability, employees can purchase decals from Parking Services in the Tidewater Building, Suite 803.

Paid Parking
- Many parking lot options in and around the Medical District.

<table>
<thead>
<tr>
<th>Income Range</th>
<th>Monthly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under $30,000</td>
<td>$70/month</td>
</tr>
<tr>
<td>$30,000-$59,999</td>
<td>$75/month</td>
</tr>
<tr>
<td>$60,000 or more</td>
<td>$80/month</td>
</tr>
<tr>
<td>1555 Poydras</td>
<td>$145/month</td>
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In Closing...

On behalf of Workforce Management Organization, we wish you a successful and rewarding career at Tulane University.