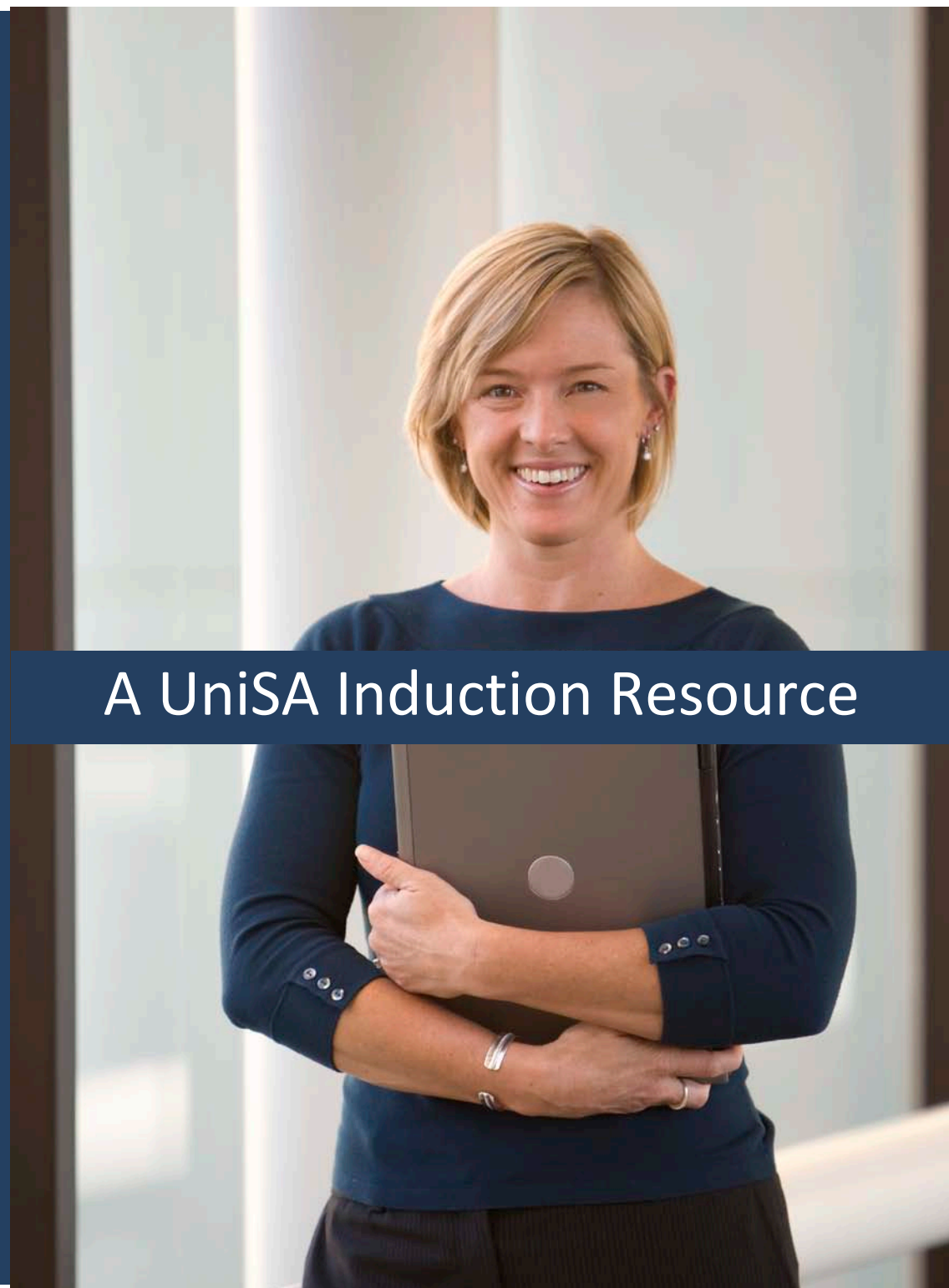


# Newly appointed Professional Staff A Quick Guide

A UniSA Induction Resource



*Congratulations on your appointment to the University.*

*Your first few days as a new staff member can be exciting and daunting but also frustrating. The most frustrating aspect is usually not knowing how the University operates and where to find information.*

*This is because we are a large and complex institution with thousands of people involved in keeping us moving. A series of induction resources have been developed to help fill the gaps in your knowledge relatively quickly so you can concentrate on the pleasure of becoming a part of the UniSA community.*

*This Quick Guide for new professional staff provides answers to some of the initial questions you might have as you commence work with the University. It is complemented by an Induction website and handbook, and other Quick Guides that will help you find your way through the organisation in the first few weeks of your employment.*

*At the University of South Australia we want our new staff to feel welcome and appropriately introduced to both the organisation and to its people. I hope you find your journey through Induction of value.*

*With best wishes*

**Professor Peter Høj**  
**Vice Chancellor and President**

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## Quick links

<http://www.unisa.edu.au/about/intro/senior-structure.asp>

[UniSA policies](#)

[UniSA directory](#)

	QUESTION	THE BASICS	FURTHER INFORMATION
Organisational	1. <b>What are the legislative and ethical responsibilities of staff at UniSA?</b>	<p>The legislative and ethical responsibilities of UniSA staff include adherence to the following University policies and procedures:</p> <ul style="list-style-type: none"> <li>▪ Code of Ethical conduct</li> <li>▪ Use of the intellectual property of others</li> <li>▪ Dealings with people under the age of 18</li> <li>▪ Program delivery for overseas students</li> <li>▪ Occupational health, safety and welfare</li> <li>▪ Responsible practice in research</li> <li>▪ Trade practices and consumer law obligations</li> <li>▪ Equal opportunity and anti-discrimination</li> <li>▪ Confidentiality of student's personal information</li> <li>▪ Privacy</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Legislated and ethical responsibilities of staff: A Quick Guide.</a></li> </ul>
	2. <b>How many students, staff and academic programs are there at UniSA?</b>	<p>UniSA is a distinctive and internationally competitive University which now has more than 36,000 Australian and overseas students, over 2,400 staff and more than 300 programs. In South Australia it has two city campuses, plus campuses at Magill, Mawson Lakes and Whyalla.</p>	<ul style="list-style-type: none"> <li>• UniSA website: <a href="http://www.unisa.edu.au">www.unisa.edu.au</a></li> </ul>
	3. <b>What is the organisational structure at UniSA?</b>	<p>Four academic divisions and four coordinating portfolios report directly to the Vice Chancellor. The four academic divisions are made up of Schools and Research Centres (which normally operate within Schools).</p> <p>Two Research Institutes report to the DVC: Research and Innovation.</p>	<ul style="list-style-type: none"> <li>• Senior academic and administrative structure: <a href="http://www.unisa.edu.au/directory/seniorstaff.asp">www.unisa.edu.au/directory/seniorstaff.asp</a></li> </ul>
	4. <b>What are the dates of the UniSA academic year?</b>	<p>UniSA operates on seven study periods throughout the year. Transnational programs may be offered at any time of the year. Many postgraduate programs operate on a four-semester pattern.</p>	<p>Academic calendars</p> <ul style="list-style-type: none"> <li>• <a href="http://www.unisa.edu.au/future/study/keydates.asp">www.unisa.edu.au/future/study/keydates.asp</a></li> <li>• <a href="http://www.unisa.edu.au/partner/transnational/transcalendar.asp">www.unisa.edu.au/partner/transnational/transcalendar.asp</a></li> </ul>

Human Resource Issues	QUESTION	THE BASICS	FURTHER INFORMATION
	5. What induction activities and materials are available?	A range of Corporate induction materials are available on line. Staff can also speak with their local HR contact and manager to discuss your induction program for your work area and Division or Portfolio.	<ul style="list-style-type: none"> <li>• <a href="#">HR contacts</a></li> <li>• <a href="#">Induction for New Staff Website</a></li> <li>• <a href="#">Induction Handbook</a></li> </ul>
	6. Why is a probationary period necessary?	All continuing professional staff commencing employment with UniSA are subject to a period of probation of 3 to 6 months (depending on the complexity of your role), to assess your suitability, skills and performance against the requirements of the position.	<ul style="list-style-type: none"> <li>• <a href="#">Probation website</a></li> </ul>
	7. How will my performance and development be managed?	Performance development and management is a participative process in which the staff member and supervisor share responsibility for the development of an action plan. The process should be implemented within the first two weeks of commencement of employment.	<ul style="list-style-type: none"> <li>• <a href="#">Performance development and management</a></li> </ul>
	8. Who will I meet during my induction period?	During your induction your supervisor will introduce you to key professional and academic staff both internal and external to your Division/School or Unit as required.	<ul style="list-style-type: none"> <li>• <i>Your supervisor</i></li> </ul>
	9. How will I be paid?	<p>University staff are paid fortnightly by electronic funds transfer. Your salary will be deposited in the bank account you nominated in your bank deposit form for Continuing and Fixed term contract staff.</p> <p>On the staff portal (MyUniSA) under the 'my Details' section is a tab called <i>Pay Details</i>. Information about each pay, including a link to download your payslip, can be found here.</p>	<ul style="list-style-type: none"> <li>• MyUniSA: <a href="http://my.unisa.edu.au/staff/Portal/myDetails/Personal/PayDetails.aspx">my.unisa.edu.au/staff/Portal/myDetails/Personal/PayDetails.aspx</a></li> <li>• Payroll Office 8302 2911</li> <li>• <a href="mailto:payrollservices@UniSA.edu.au">payrollservices@UniSA.edu.au</a></li> <li>• <a href="#">Payroll Web site</a></li> </ul>
	10. What leave entitlements will I have?	<p>Information regarding leave entitlements is available from the Human Resources Web site.</p> <p>On the staff portal (MyUniSA) under the 'my Details' section is a tab called <i>Leave</i>. Information about your personal leave balances and any leave bookings, including a link to the online leave application system (MyHR), can be found here.</p>	<ul style="list-style-type: none"> <li>• <a href="#">HR Leave website</a></li> <li>• MyUniSA: <a href="http://my.unisa.edu.au/staff/Portal/myDetails/Personal/Leave.aspx">my.unisa.edu.au/staff/Portal/myDetails/Personal/Leave.aspx</a></li> <li>• My HR: <a href="http://my.unisa.edu.au/staff/myHR/LB-binc.do?codeType=ess&amp;menuFunc=ohhttp://www.unisa.edu.au/hrm/employment/leave.asp">my.unisa.edu.au/staff/myHR/LB-binc.do?codeType=ess&amp;menuFunc=ohhttp://www.unisa.edu.au/hrm/employment/leave.asp</a></li> </ul>
	11. What about superannuation?	Superannuation contributions became compulsory for employers in 1986 with the introduction of an award rate of 3%. Superannuation Guarantee contributions were introduced on 1 July 1992 and are currently set at 9%.	<ul style="list-style-type: none"> <li>• <a href="#">Superannuation website</a></li> </ul>

<b>Human Resource Issues</b>	<b>12. What about workers compensation?</b>	<p>If you have an accident or sustain an injury or illness while working, you must lodge an Incident Report within 12 hours to your supervisor and the OHWS &amp; IM team on WMC@unisa.edu.au This is a record of the incident.</p> <p>If you lose time from work or incur medical expenses as a result of your injury or illness you can lodge a claim for worker's compensation. It is generally better to do this sooner rather than later but if you choose not to at the time you can still claim later as long as you have submitted the incident report.</p>	<ul style="list-style-type: none"> <li>• <a href="#">OHSW Induction</a></li> <li>• <a href="#">OHSW &amp; IM contacts</a></li> <li>• <a href="#">HR contacts</a></li> </ul> <p>Occupational Health Welfare Safety &amp; Injury Management team</p> <ul style="list-style-type: none"> <li>• 8302 2459</li> <li>• email: <a href="mailto:WMC@unisa.edu.au">mailto:WMC@unisa.edu.au</a></li> <li>• Incident report <a href="https://my.unisa.edu.au/Staff/OHS/">https://my.unisa.edu.au/Staff/OHS/</a></li> </ul>
	<b>13. What are my responsibilities regarding Occupational Health, Safety and Welfare?</b>	<p>The OHS&amp;W requirements for staff will be outlined by your supervisor during your induction. Further information is available from the Occupational Health, Safety and Welfare Web site.</p> <p>Staff are also required to undertake online and other relevant training courses. The relevant training for you and your role will be identified, in consultation, with your supervisor and/or local OHSW &amp; IM person.</p>	<ul style="list-style-type: none"> <li>• <a href="#">Occupational Health, Safety and Welfare Web site</a></li> <li>• <a href="#">Training Courses</a></li> <li>• <a href="#">OHSW &amp; IM contacts</a></li> </ul>
	<b>14. What should I know about confidentiality?</b>	<p>All staff should be aware of the sensitivity of information they may be exposed to at the University of South Australia. Further information is available at the University's Policies and Procedures Web site.</p>	<ul style="list-style-type: none"> <li>• <a href="#">Confidentiality of students' personal information</a></li> <li>• <a href="#">Workplace confidentiality guidelines</a></li> </ul>
	<b>15. What online help resources are available for staff?</b>	<p>Software help online on the University's Web site provides online instruction for a large number of programs and systems. Including:</p> <ul style="list-style-type: none"> <li>• Finance One, Medici and AssignIT.</li> </ul> <p>A protocol for Web authors producing similar help resources is also available.</p>	<ul style="list-style-type: none"> <li>• <a href="#">Software help online</a></li> <li>• <a href="#">Software help protocol for Web authors</a></li> </ul>
	<b>16. What training is available to staff?</b>	<p>The principal provider of professional staff development is the Organisational Development team which is based in the Human Resources Unit. Programs such as Leadership Dimensions, Women's Development program and WorkSmart provide a suite of development activities.</p> <p>The Development at a Glance section contains an overview of the training programs on offer across UniSA each month.</p>	<ul style="list-style-type: none"> <li>• <a href="#">Staff development site</a></li> <li>• <a href="#">Training specifically for Professional Staff</a></li> <li>• <a href="#">Development at a glance</a></li> </ul>
	<b>17. What University acronyms do I need to know?</b>	<p>Glossaries of academic terms and acronyms are found on the UniSA website.</p>	<ul style="list-style-type: none"> <li>• <a href="#">Index of research terms and acronyms</a></li> <li>• <a href="#">Research degrees index</a></li> <li>• <a href="#">Finance Unit acronyms</a></li> </ul>

	QUESTION	THE BASICS	FURTHER INFORMATION
Services, resources and facilities	<p>18. What should I know about my campus?</p>	<p>It would be useful to familiarise yourself with the location of the following and the services they provide:</p> <ul style="list-style-type: none"> <li>• supervisor's office</li> <li>• school office</li> <li>• division office</li> <li>• Campus Central</li> <li>• Library</li> <li>• Learning and Teaching Unit</li> <li>• teaching rooms</li> <li>• photocopiers</li> <li>• security – offices and call points</li> <li>• first aid boxes</li> <li>• fire extinguishers.</li> </ul>	<p>Campus maps are available on-line at the University's website:</p> <ul style="list-style-type: none"> <li>• <a href="http://www.unisa.edu.au/about/campuses/default.asp">www.unisa.edu.au/about/campuses/default.asp</a></li> </ul>
	<p>19. Why do I need to have a Staff ID and Access Card?</p>	<p>The Staff ID Card is a multi-use card for visual identification of staff, access to Cardax controlled buildings, library services, monitored photocopying and printing services.</p> <p>Once you have an active contract, a Staff ID card can be issued by Security Office staff on any campus, no appointment is necessary.</p> <p>MyUniSA has a link to enable you to request a new card if your old card gets lost or damaged.</p>	<p>Facilities Management Unit</p> <ul style="list-style-type: none"> <li>• <a href="http://www.unisa.edu.au/facilities/idcard/staffidcard.asp">www.unisa.edu.au/facilities/idcard/staffidcard.asp</a></li> <li>• MyUniSA - My ID and access card <a href="http://my.unisa.edu.au/staff/Portal/myDetails/Access/IdAndAccessCard.aspx">my.unisa.edu.au/staff/Portal/myDetails/Access/IdAndAccessCard.aspx</a></li> </ul>
	<p>20. How can I access the University's information technology network?</p>	<p>UniSA's computing network supports a broad range of integrated systems, desktop applications and internet facilities for use by staff. Your access to the network will be determined by the type of work you do. You should discuss your situation with your supervisor and with the IT Helpdesk.</p> <p>If you are provided with access to the University's staff network, you will have access for the duration of your contract. <b>It is important that you use your UniSA staff email account as this will be the main way you will be contacted by colleagues and students.</b></p> <p>Access to the staff network is requested via your supervisor in your contract. Once your contract is activated, your staff network access will be available within 48 hours. Once you have access to the network, you might want to investigate:</p> <ul style="list-style-type: none"> <li>• Procedures for connecting from home</li> <li>• Procedures for creating your own staff homepage</li> <li>• MyUniSA, which consolidates information from a variety of databases to enable staff to access details regarding their own employment.</li> </ul>	<p>IT Helpdesk</p> <ul style="list-style-type: none"> <li>• 8302 5000</li> <li>• <a href="mailto:ITHelpDesk@unisa.edu.au">ITHelpDesk@unisa.edu.au</a></li> <li>• <a href="http://my.unisa.edu.au/staff/Portal/myServices/Computing/HelpDesk.aspx">my.unisa.edu.au/staff/Portal/myServices/Computing/HelpDesk.aspx</a></li> <li>• <a href="http://www.unisa.edu.au/ists/Email/default.asp">www.unisa.edu.au/ists/Email/default.asp</a></li> </ul>

<b>Services, resources and facilities</b>	<b>21. What library facilities can I access, and how?</b>	<p>You can borrow from the Library at any campus, access inter-library loans, and exercise reciprocal borrowing rights with the libraries at Adelaide University and Flinders University.</p> <p>You can gain access to Library services by taking your Staff ID card to the Service Desk at your campus Library.</p>	<p>Campus Library</p> <ul style="list-style-type: none"> <li>• <a href="http://www.library.unisa.edu.au/">www.library.unisa.edu.au/</a></li> <li>• <a href="http://www.library.unisa.edu.au/about/contacts/default.aspx">www.library.unisa.edu.au/about/contacts/default.aspx</a></li> <li>• <a href="http://www.library.unisa.edu.au/services/borrowing/librarycards.asp">www.library.unisa.edu.au/services/borrowing/librarycards.asp</a></li> </ul>
	<b>22. What office, computer, telephone, photocopying and stationery facilities can I access, and how?</b>	<p>Staff are entitled to office space in which to work, a computer, a telephone, stationery and photocopying facilities.</p> <p>Once you have been allocated a desk, to add your details to the UniSA on-line telephone directory and UniSA Staff Homepage, complete the <i>Telephone Directory Entry</i> form that, once submitted, will be actioned by ISTS. Your area will be able to provide mandatory cost centre information required to complete this form.</p> <p>To arrange connection to the University's Voicemail system complete an <i>Application for Voicemail form</i> and return it to the IT Help Desk.</p> <p>Your area will have photocopying facilities, and can provide you with other stationery needs; they can also advise you on the local policy regarding the use of Document Services for printing multiple copies of materials.</p>	<p>IT Helpdesk:</p> <ul style="list-style-type: none"> <li>• 8302 5000</li> <li>• <a href="mailto:ITHelpDesk@unisa.edu.au">ITHelpDesk@unisa.edu.au</a></li> <li>• <a href="http://my.unisa.edu.au/staff/Portal/myServices/Computing/HelpDesk.aspx">my.unisa.edu.au/staff/Portal/myServices/Computing/HelpDesk.aspx</a></li> <li>• <a href="http://www.unisa.edu.au/search/newPhone.asp">www.unisa.edu.au/search/newPhone.asp</a></li> <li>• <a href="http://www.unisa.edu.au/ists/ITHelpDesk/TelephoneServices/Documents/voicemailapp.pdf">www.unisa.edu.au/ists/ITHelpDesk/TelephoneServices/Documents/voicemailapp.pdf</a></li> </ul>
	<b>23. How do I book a room?</b>	<p>If you require a room for a one-off booking, complete the <i>Online room booking request form</i> and you will receive a response from you local Campus Services.</p>	<p>Campus Services staff in Campus Central</p> <ul style="list-style-type: none"> <li>• <a href="http://www.unisa.edu.au/ists/Staff/Rooms/default.asp">www.unisa.edu.au/ists/Staff/Rooms/default.asp</a></li> <li>• <a href="http://www.unisa.edu.au/facilities/cs/roombooking_avservices.asp">www.unisa.edu.au/facilities/cs/roombooking_avservices.asp</a></li> <li>• <a href="http://www.unisa.edu.au/facilities/profiles/contacts.asp">www.unisa.edu.au/facilities/profiles/contacts.asp</a></li> </ul>
	<b>24. What audiovisual facilities can I access, and how?</b>	<p>Most teaching spaces are connected to the University network, allowing direct access to network facilities when using IT equipment. Most teaching areas also have PC's and data projectors available for use.</p> <p>If required, laptops and data projectors are available from Campus Central and should be booked at least one full working day before required.</p>	
	<b>25. What should I know about the University's mail system?</b>	<p>The University has a central mailing address and this should be used whenever possible. You should ask people to include your School, Research Institute or Centre in the address to ensure prompt delivery.</p> <p>Incoming mail is sorted daily. Most areas have a central collection point for mail directed to staff and a method of notifying staff when mail has arrived. Ask your supervisor for details.</p> <p>Outgoing Australia Post mail goes in the postbags in your area. Correctly stamped personal mail can also be mailed through the University system.</p>	<p>UniSA mailing address:</p> <p>University of South Australia GPO Box 2471 Adelaide SA 5001</p> <p>Mail processes and Internal post codes: <a href="http://www.unisa.edu.au/facilities/commercial/mail.asp">www.unisa.edu.au/facilities/commercial/mail.asp</a></p>

<b>Services, resources and facilities</b>	<b>26. What should I know about on-campus parking?</b>	<p>Parking arrangements and fees vary across the University. To apply for a parking permit and to find out about arrangements at your campus contact Campus Central.</p> <p>Pay &amp; Display Electronic Ticketing machines are provided at the Magill, Mawson Lakes and Underdale.</p> <p>Parking at City East and City West is usually only available via a commercial public car parking building.</p>	<p>Campus Services staff at Campus Central</p> <p>Parking information is available at:</p> <ul style="list-style-type: none"> <li>• <a href="http://www.unisa.edu.au/policies/codes/miscell/parking.asp">www.unisa.edu.au/policies/codes/miscell/parking.asp</a></li> <li>• <a href="http://www.unisa.edu.au/facilities/parking/default.asp">www.unisa.edu.au/facilities/parking/default.asp</a></li> </ul>
	<b>27. How do I access my building after-hours?</b>	<p>After-hours access to controlled buildings can be granted by your campus Security Office upon presentation of an approved <i>Request for after hours access form</i>. Access with then be gained by swiping your Staff ID card.</p>	<p>Security on 88888</p> <ul style="list-style-type: none"> <li>• <a href="http://www.unisa.edu.au/facilities/security/default.asp">www.unisa.edu.au/facilities/security/default.asp</a></li> <li>• <a href="http://www.unisa.edu.au/facilities/security/buildingaccess.asp">www.unisa.edu.au/facilities/security/buildingaccess.asp</a></li> </ul>
	<b>28. How do I obtain keys for my office space?</b>	<p>Keys for an office or other area within the university that you require access to can be issued by your campus Security Office upon presentation of an approved <i>Key issue form</i>.</p>	<ul style="list-style-type: none"> <li>• <a href="#">FM109 Key Issue Form</a></li> <li>• <a href="#">Cardax electronic access form</a></li> </ul>
	<b>29. What are UniSafe Escorts?</b>	<p>Security officers on each campus will escort any person from any location on campus to their vehicle in the car park or to public transport locations nearby. To arrange for an escort go to the Security Office, call from any of the security call points, or dial 88 888.</p>	

CONTACT	INTERNAL	EXTERNAL	
Ask the Library Audiovisual Equipment Assistance	25 530 88 555	1300 137 659 See Campus Services	
Campus Central	55 555	City East – 8302 2511 City West – 8302 0511 Magill – 8302 4511	Mawson Lakes – 8302 3511 Whyalla - 8647 6161
Campus Services	55 555	City East – 8302 2261 City West – 8302 0555	Magill – 8302 4055 Mawson Lakes – 8302 5055
Data Projector and Laptop	55 555 (Campus Services)	See Campus Services	
Division Office			
First Aid	88 888 (Security) Direct Dial Call Points	See Security	
IT Helpdesk	25 000	8302 5000	
Learning and Teaching Unit	66 666	City East – 8302 2330 City West – 8302 0022 Magill – 8302 4423	Mawson Lakes – 8302 5006 Whyalla – Campus Central
Office Facilities	55 555 (Campus Services)	See Campus Services	
Occupational Health, Safety & Welfare	22459	8302 2459	
Room Bookings	55 555 (Campus Services)	See Campus Services	
School Office			
Security	88 888 Direct Dial Call Points	Free call - 1800 500 911 City East – 8302 2222 City West – 8302 0000	Magill – 8302 4444 Mawson Lakes – 8302 3333 Whyalla - 08 8647 6050
Switchboard	9	8302 6611	
Teaching Room Facilities	55 555 (Campus Services)	See Campus Services	
UniSafe Escorts	88 888 Direct Dial Call Points	See Security	
Voicemail	26800	8302 6800	
Whyalla Switchboard		(461 8) 8647 6111	

***If you find yourself in an EMERGENCY situation RING SECURITY. 88888***  
***Be ready to give YOUR NAME, LOCATION, PHONE NUMBER AND THE PROBLEM***