

New Employee Information and Policies UND Electrical Engineering

Welcome to UND Electrical Engineering Department! We are excited to have you as an employee on our team! The following information will help explain the policies of Electrical Engineering as well as a reference guide for questions you may have.

Hiring Process:

- Go to the Payroll Office, 3rd Floor Twamley Hall, Room 312. Ask for a hire packet, fill out the I-9 form and return the green sheet to Pam in Electrical Engineering. You CAN NOT begin work, until Pam has the green sheet.
- Turn in the red hire packet to Payroll within 3 days to ensure you are hired on time.

Use of Kronos Time Clock:

- The use of the Kronos time clock is mandatory. On your first day of employment, please see Pam for the location and the use of the Kronos time clock.
- Punching in and out is extremely important. If you forget to clock in or out, you must tell Pam immediately, as she can correct your time stamp.
- The policy for Electrical Engineering is to give 1 warning when a time stamp is missing, the second time will result in termination. Clocking in and out is VERY IMPORTANT, please be very aware of your time.

Expectations:

- Be on time for your shift
- Keep your work area clean and organized
- Communicate questions and concerns with your supervisor
- Be courteous to other staff, faculty and students
- Monitor the hours you were hired for, so that you do not go over

Purchasing:

Purchases for UND (and Electrical Engineering) cannot be done by a student, temporary hourly employee, work study, GTA, GRA, or Institutional student. Purchases for labs, research, classes, etc. can **ONLY** be purchased by Pam in the Electrical Engineering office. If you need to make a purchase for supplies, you must see Pam to fill out a yellow purchasing request form and acquire the approved signatures for the order to be placed.

If a purchase is made by an employee with their own funds, the purchase will NOT be reimbursed to the employee.