

## New Employee Computer Systems Access

### Policy

A prospective employee who has returned a signed offer of employment will be given access to the Virginia Wesleyan College computer systems (Datatel, MARSIS, email and/or network login – as required by their job) after they have met with a representative of our Human Resources department and completed all necessary paperwork needed to become an employee. If an exception to this policy is needed, the Academic Dean of the College for faculty and the Vice President of Business Affairs for staff may authorize such exceptions.

### Procedure

#### Exempt Employee:

1. Employee returns signed offer of employment (contract).
2. Employee meets with Human Resources or Payroll Manager and completes appropriate employment paperwork.
3. Human Resources Secretary enters necessary data into Datatel system in a timely manner and notifies the Registrar's Office in the case of a faculty member (full time or adjunct) that this has been done.
4. The supervisor of the new employee or the Registrars Office in the case of faculty notifies Computer Services Help Desk, requesting necessary set up.
5. Computer services sets systems to allow new employee access to Datatel, MARSIS, email, and/or network login, as required by the person's job.
6. Registrar's Office meets with new faculty member to instruct on usage of system(s) or if a staff person, meets with the Computer Services Help Desk staff.

#### Non-exempt Employee:

1. Salaried employees who do not receive a written contract for signature meet with Human Resources or Payroll Manager within one week of first day at work to complete necessary payroll paperwork.
2. Human Resources Secretary enters necessary data into Datatel system in a timely manner and notifies Computer Services Help Desk of completion of this step.
3. Computer Services sets systems to allow new employee access to Datatel, MARSIS, email, and/or network login, as appropriate.
4. New employee meets with Computer Services Help Desk to instruct on usage of system(s).

Any current employee may request an exception to this policy for a newly hired employee by either the Dean of the College or the Vice President for Business Affairs.