



Personnel Information Department of Neuroscience



Full Name: _____
Last First MI

Address: _____
Street Address Apt/Unit #

Cell Phone: (____) _____ Home Phone: (____) _____
City State Zip Include on the Dept Phone List? Yes No

Date of Birth: ____/____/____ UA Email: _____
MM DD YYYY

CatCard #: _____ Student/Empl ID: _____ Net ID: _____

Position Information

Start Date: _____ Paid Position? Y N Temp. Position? N Y—Expected End Date: _____

Lab: _____ Supervisor: _____ Date Lab Safety Completed: _____

Employee/Student Office: _____ Main Lab: _____
Room # Phone # Room # Phone #

Category/Title:

Faculty
Title: _____

Postdoc
Title: _____

Undergraduate
 Student Lab Assistant
 Student Office Assistant

Staff/Professional
 Research Technician
 Research Specialist
 Staff Scientist

Graduate Student
 Dissertation
 Rotating – Expected End Date: _____

Other
Title: _____

Emergency Contacts

Name	Relationship	Cell#	Home #	Work #
_____	_____	()	()	()
_____	_____	()	()	()
_____	_____	()	()	()

Department Orientation Checklist

Department of Neuroscience

This form **MUST** be completed and turned in within 3 business days of your start date. Please have your supervisor (or someone designated by your supervisor) go over this information with you.

Name: _____ Start Date: _____



Please check box for each item

U of A Mandated Orientation/Courses

<input type="checkbox"/>	U of A New Employee Orientation (staff only). http://hr.arizona.edu/employees-affiliates/new-ua/new-employee-orientation-programs
<input type="checkbox"/>	Biosafety and Chemical Courses Full Course (ALL lab workers) . https://rlss.arizona.edu/train Date Completed:
<input type="checkbox"/>	U of A Animal Care Course (<i>Only if applicable for vertebrate work</i>) Date completed:
<input type="checkbox"/>	U of A Radiation Safety Course (Only if applicable) Date completed:

Department Information & Procedures

<input type="checkbox"/>	Department of Neuroscience Website – Click Form Center for information on Orientation & Exit, Travel, Purchasing, Forms & Links, and more. http://neurosci.arizona.edu/
<input type="checkbox"/>	Introduction to administrative staff, faculty, and others; especially those who work in the same hallway. 6th floor photo board.
<input type="checkbox"/>	Kitchen Duty responsibilities. Follow posted procedures in kitchen, always clean up after yourself, and be considerate of others!
<input type="checkbox"/>	Mail is delivered to & sent out from room 611. Add “ GS 611 ” to street address when having something mailed/shipped here.
<input type="checkbox"/>	Packages are delivered centrally to room 606. If you are expecting one, check 606 daily and sign for it in 611 when you pick it up.
<input type="checkbox"/>	All are welcome to attend Neuroscience seminars/discussion groups and other Department of Neuroscience activities.
<input type="checkbox"/>	Keys & room privilege card; all keys must be returned at the end of employment.
<input type="checkbox"/>	Notify administrative office (Tracey) of all problems that require the attention of Facilities Management.
<input type="checkbox"/>	Purchasing procedures (e.g., receipts!); see purchasing instructions on department website.
<input type="checkbox"/>	Library borrowing policy (601 or elsewhere in unit): any item checked out MUST be signed out and returned promptly.
<input type="checkbox"/>	Personal expenses (phone calls, faxes, photocopies, postage, photographic work, etc.) may NOT be charged to any UA accounts!
<input type="checkbox"/>	Job-application costs (photocopying, postage, FedEx, etc.) are personal expenses and may not be charged to UA accounts.
<input type="checkbox"/>	Payroll - setting up direct deposit.
<input type="checkbox"/>	All absences owing to personal or family illness or vacation time must be reported in UAccess.
<input type="checkbox"/>	Entertainment Policy: when hosting official Department of Neuroscience visitors (with prior approval from the Dept. Head’s office), reimbursable expenses for meals is: up to \$8 per person for breakfast, \$15 per person for lunch, and \$25 per person for dinner. Reimbursements can be given for the guest, the host, and one other appropriate UA affiliate (faculty/staff/appointed/student). These entertainment costs may NOT be charged to research grants. Any alcohol purchased will NOT be reimbursed.

Continued on next page

Building Safety & Security

<input type="checkbox"/>	Personal items (laptops, cell phones, etc.) are NOT covered by UA insurance- YOU are responsible for securing them.
<input type="checkbox"/>	Unoccupied rooms are to be kept closed at all times. All office, lab, and hallway doors are to be locked after hours and on weekends.
<input type="checkbox"/>	Do not admit anyone to the building after hours if they do not have a key.
<input type="checkbox"/>	Location of emergency showers, eyewash stations, and fire extinguishers (in hallways and some labs).
<input type="checkbox"/>	Fire Alarm procedures and meeting location outside of building.
<input type="checkbox"/>	No bicycles in building!

Lab Information & Procedures

<input type="checkbox"/>	Fume hoods: proper usage and emergency contact.
<input type="checkbox"/>	Chemical storage (e.g., <i>small quantities</i> of flammables in “explosion-safe” refrigerators only; no explosives in any refrigerator or cold room) & disposal (no laboratory chemicals in sinks or other drains).
<input type="checkbox"/>	Other lab-specific items (e.g., tethering gas cylinders, protective casing for glassware evacuation, etc.).
<input type="checkbox"/>	No food in lab, cold rooms, or lab refrigerators.
<input type="checkbox"/>	Disposal boxes for glass, blades, needles, and other ‘sharps’.
<input type="checkbox"/>	Biohazard disposal (pick up - 1 st Thu of each month). Chemical Waste Pick-up form: risk.arizona.edu/chemical-waste-pick-form
<input type="checkbox"/>	Use of protective eyewear (for any activity that could harm eyes).
<input type="checkbox"/>	Equipment alarms (whom to notify).
<input type="checkbox"/>	Glassware to be washed must be rinsed; no spatulas, stirbars, or other small items go to washing service.
<input type="checkbox"/>	Sinks and ice machines in lab areas have non-potable water.
<input type="checkbox"/>	Lab notebooks/notes belong to the lab and should be retained.

Business Travel

<input type="checkbox"/>	Anyone who will be traveling for business purposes is responsible for knowing the department and university travel policies. Please read the travel information posted on the department Web site under the Nerve Center tab. Contact Peggy if you have any questions.
<input type="checkbox"/>	ALL business travel MUST be pre-authorized whether or not expenses will be paid by the University. Travel worksheets are available in room 611 or on the department website. Submit forms to Peggy <i>at least</i> one week prior to departure.
<input type="checkbox"/>	All receipts/requests for reimbursement must be turned in to Becca within 3 days of returning from your trip.
<input type="checkbox"/>	Hotel expenses are NOT allowed on P-Card. Consult with Peggy prior to purchasing airfare on a P-Card- use US Carriers only!
<input type="checkbox"/>	Personal days during business travel must be reported as vacation days (exceptions: actual travel days, one day after arrival at a foreign destination, or any days actually devoted to certifiable business purposes.)

By signing below, the employee states that he/she understands all of the information and policies described above.

Employee/Student: _____ Date: _____

Supervisor: _____ Date: _____

Department Head: _____ Date: _____

Keys will not be issued until this form is completed and turned in.