

The University of Akron
The Division of Student Affairs
Welcome

A Message from the Vice President for Student Affairs

Welcome to the Division of Student Affairs at The University of Akron. We are delighted that you are joining us, and we want to make your transition here as easy and smooth as possible.

You are joining a dynamic university dedicated to excellence in education, research and community service. And this is a terrific time to be here. Enrollment has increased about 10 percent in the last two years. In the last fiscal year, both fundraising and research funding were at record levels. We recently announced a \$500 million capital campaign and the second phase of our New Landscape for Learning initiative, which will include a stadium, a residence hall, a research facility and an open area that we are calling the outdoor living room.

To assist with your transition, enclosed is a packet that includes introductory information, human resources paperwork, parking information, materials to bring with you on your first day and a tentative first-day schedule.

I believe you will find working here to be highly rewarding. I look forward to meeting you.

To our continued success,
Dr. Charles J. Fey



Dr. Charles J. Fey

First Day Information

Welcome Letter

Section A.

Parking

Section B.

First Day Schedule

Section C.

What to Bring

Section D.

Contact Information

Section E.



Include TAILORED LETTER here

Letter from the supervisor

A welcoming letter from the Department Director should be provided here. It may also be appropriate to have a welcoming letter from the Associate Vice President (AVP) the new employee will be reporting to, if the AVP is not the new employee's direct supervisor.

The letter from the Department Director should include the following, if appropriate:

"Copies of required Human Resources forms and paperwork are provided in this section, in case you have not already completed them."

Work with your designated point person in Human Resources to finalize this page.

Sample Letter

Dear Mr. Smith,

It is my distinct pleasure to welcome you to the Human Resources Office here at The University of Akron. We are anxiously awaiting your arrival on August 25.

In the Human Resources Office, you will be joining a team of very dedicated and knowledgeable professionals. Your role as Communications Consultant will be a vital key in our continued success. We are excited to welcome you to this team and look forward to the your contributions.

Be sure to take sufficient time to review all of the enclosed materials. You will find your parking permit, all necessary/mandatory Human Resources paperwork, your first day schedule and campus map.

Once again, welcome aboard! If you have any questions, or if there is anyway I can help to make this transition easier, let me know.

Sincerely,

Encl:



Parking

Enclosed in this packet is a temporary parking pass for you to use on your first day on campus. Upon parking your vehicle, please display the temporary pass either on your rearview mirror or in the right corner of your front windshield. You may park in any C Lot or All-Permit Lot; see below for more explanation. Information on the permanent parking permit process will be included in the First Day Packet you receive on your first day. You will have the option of having the cost of your parking pass deducted from your paycheck or paying for it up front .

Parking Lot Designations

We have three lot designations on campus:

- **C Lots**, also known as “Commuter Lots,” are for commuter students and faculty/staff. The great majority of lots will be designated C Lots.
- **R Lots**, also known as “Residence Hall Lots,” are for residence hall students only.
- **“All Permit Lots”** are for any motorist with a valid UA permit, including the O Permits held by some residential students.

Visitors

If you need to park on campus prior to receiving your pass, or if you have a guest who would like to park on campus without purchasing a permit or feeding a meter, **Visitor Lot A** is the option. This lot is located on 248 E. Buchtel Ave. below the Robertson Dining Hall. There is a large sign which should make it easy to find.

This lot is a gated lot, which allows you to take a ticket when you enter and pay when leave. The rate is \$0.25 per 15 minutes, with a maximum daily charge of \$5.00.

At certain times there may be no attendant in the booth, so you will have to pay \$4.00 as you enter

Additional Information

See the enclosed campus maps for parking lot locations or you can go to either of these site maps:
<http://www.uakron.edu/resources/campusMapNew/#> or
<http://www.uakron.edu/aux/parking/docs/where-to-park-at-ua.pdf>



The following is a schedule of activities for your first day at The University of Akron. Please keep in mind that this is a general Mentorline; each supervisor will tailor the schedule to fit the needs of the new employee and department.

First Day Schedule	
Morning	Meet with your supervisor at the predetermined time and location
	Meet representatives from your new department
	Overview of logistics (parking, coffee, copiers, supplies, restrooms, etc.); building tour
	Get settled into your new workspace and receive your first day packet and checklist
	Meet your New Employee Mentor who will assist you with your checklist and required security/access items
Lunch	Enjoy lunch on campus with representatives from your new department
Afternoon	Review the university and department's mission and strategic plan
	Discuss job description/expectations, policies/procedures and address any questions or concerns
	Begin your career with The University of Akron!!



Below are some items you should bring with you on your first day. You should be prepared to present documents that verify your identity and employment eligibility for completion of your I-9 Form. Additional copies are available at <http://www.uakron.edu/hr/docs/i-9.pdf>.

Human Resources Forms – I-9, SSA, DMA
Signed Offer Letter
Temporary Parking Pass or Parking Permit Application



Please contact the following offices if you have questions prior to your first day.

Human Resources — Benefits Administration Personnel: (330) 972-7092

Parking Services: (330) 972-7213

Payroll: (330) 972-7205

The university operator can provide you with additional phone numbers for other university departments.

Operator: (330) 972-7111