

## Things to do as you arrive at CSU

### Payroll Paperwork

If you haven't done so already, please contact Maylou Flores in the Biology accounting office immediately to complete your hiring paperwork. Maylou is your contact person for all HR questions in our department.

### Obtaining Keys

Jim Amidon, in the Biology accounting office, is the person to contact for key requests.

### Purchasing

If you are in a position that requires you to order lab supplies or do any other purchasing, contact Laura Fagan, in the accounting office to request a P-card.

### Creating an eID

Each employee must have an electronic ID. Your eID serves as your login for university systems and web applications. Visit <https://eid.colostate.edu> to register for your eID.

### Getting on the Biology Listserves and Mailroom List

We communicate with members of the department by e-mail and we want to be sure you are on the list. Please contact Reneka Hall in the Biology front office to be sure you are on this list. The listserve is [bio\\_dept@colostate.edu](mailto:bio_dept@colostate.edu). If you will be receiving mail or packages here, please let Reneka know as well so she can add you to the lab's mail list.

### IT Registration

If you will be connecting a computer to the wireless network, it must be registered to do so. For information about getting connected at CSU visit [www.acns.colostate.edu/connect](http://www.acns.colostate.edu/connect). Ross Madden is the IT coordinator for the Department of Biology as well as other departments in the College of Natural Sciences. You can contact him with IT questions.

### Parking at CSU

When parking on campus, a valid permit is required. Signs in each lot designate which type of permit is required. Short term parking and day passes are available. For more information about parking on campus, or to purchase a permit online visit [www.parking.colostate.edu](http://www.parking.colostate.edu).

### Compliance and Safety

Each lab has its own requirements for safety, training and compliance (e.g. hazardous waste generation, radiation safety, IACUC, biosafety). Your primary investigator will work with you to be sure you have met all of these requirements.