



# Welcome to



Main Campus



Rinker Health Science Campus, Irvine

Rinker Campus



We are excited that you have accepted employment at Chapman and look forward to seeing you on your start date. In the meantime, there are some things that you can do to prepare for a successful first day.

## Before You Arrive

- **Find supporting documents or information to complete the new hire paperwork**

Proof of your employment eligibility in the US for Form I-9

Confirmation of official name for payroll purpose (if social security card is not used for the Form I-9)

Number of allowances you are claiming for Form W-4

Emergency contact information

Direct deposit information if interested (requires a void check)

Local address if you recently moved

- **Complete the new hire paperwork provided in the next few pages and bring them to your new hire orientation**

- **Explore your commute and parking options**

[Rideshare Incentives](#)

[Campus map](#)

[Watch Discover Chapman](#)



Congratulations! By now, you have found the campus. What next?

Become acquainted with the Chapman community, policies and procedures.

## Your First Day

### Check in with your supervisor and get to know your colleagues

Learn about Chapman and your department

### Attend new hire orientation and complete additional new hire paperwork

Human Resources is located in DeMille Hall, Room 102

### Use information on the Chapman Network letter to establish initial log-in and password

Contact Information System and Technology's Service Desk if you have not received a letter or need further assistance with log-in. Service Desk phone support number: (714) 997-6600

Email: [servicedesk@chapman.edu](mailto:servicedesk@chapman.edu); Online: [servicedesk.chapman.edu](http://servicedesk.chapman.edu)

### Obtain your photo ID

## Your Second Day and Beyond (After you have log-in access)

### Watch [How To](#) videos on [mywindow.chapman.edu](http://mywindow.chapman.edu)

### Review policies and procedures related to your employment

### Complete required compliance training before class begins

You will receive a registration email from Workplace Answers eLearning [[training@workplaceanswers.com](mailto:training@workplaceanswers.com)] that contains your own unique, personal quick link to access your assigned compliance training modules including "Sexual Harassment Prevention for California Faculty", "FERPA for Higher Education" and "Preventing Discrimination and Sexual Violence: Title IX, VAWA and Clery Act for Faculty and Staff".

For optimum functionality, we recommend that you use Chrome or Firefox, rather than Internet Explorer.

### Access [Employee Self-Service](#)

### Update [IPEDs](#) ethnicity information

### Find out about Chapman's resources and programs

[Happenings](#)—for Chapman news

[Campus events](#)

[Lynda.com](#)—online software training videos

*Policies for Staff and Faculty*

[www.chapman.edu/faculty-staff/](http://www.chapman.edu/faculty-staff/)

## New Employee Orientation Checklist

- ☐ Chapman University's offer letter and job description
- ☐ Employment application
- ☐ Emergency contact information
- ☐ Confidentiality access and compliance form
- ☐ Employment Eligibility Verification, Form I-9 and supporting documents
- ☐ Federal Employee's Withholding Allowance Certificate, Form W-4
- ☐ Notice to Employee Labor Code (for staff employees)
- ☐ Update [IPEDs](https://webfarm.chapman.edu/IPED/) ethnicity information <https://webfarm.chapman.edu/IPED/>

## Payroll forms, calendar and FAQs

<https://mywindow.chapman.edu/depts/controller/financialservices/payroll/Pages/Home.aspx>

Includes: Timesheet, Administrator Time-Off Report, Payroll Calendar, Employee Self-Service, W2, Direct Deposit and FAQs

- ☐ Direct Deposit Form (with a voided check) and Parking Payroll Deduction Form
- ☐ A copy of the social security card for payroll purpose (if not provided for the Form I-9 requirement)

## Policies, procedures and resources

[Institutional Policies](https://mywindow.chapman.edu/depts/hr/Pages/InstitutionalPolicies.aspx) <https://mywindow.chapman.edu/depts/hr/Pages/InstitutionalPolicies.aspx>

- ☐ Includes: Computer and Network Acceptable Use Policy, Copyrighted Works Policy, FERPA, Fiscal Policies, Harassment and Discrimination Policy, Inventions and Patent Policy, Record Retention and Destruction Policy, Religious Accommodation Statement, Vehicle Use
- ☐ Policy, Web and Interactive Guidelines and Policies and Whistleblowers are Protected
- ☐ [Parking Policy](http://www.chapman.edu/campus-services/parking-services/_files/) [http://www.chapman.edu/campus-services/parking-services/\\_files/](http://www.chapman.edu/campus-services/parking-services/_files/)

[Human Resources](https://mywindow.chapman.edu/depts/hr/Pages/Home.aspx) <https://mywindow.chapman.edu/depts/hr/Pages/Home.aspx>

Includes: Employee Self-Service, Policies for Staff and Administrators, Sexual Harassment, Holiday Schedule, Benefits, HR Forms, Compensation and Student Employment

- ☐ New Health Insurance [Marketplace Coverage](#) Notice
- ☐ Your Worker's Compensation Benefits-California
- ☐ Zenith Insurance Company Time of Hire Notice
- ☐ State Disability Insurance Brochure and Paid Family Leave Program Brochure
- ☐ Injury and Illness Prevention (IIP) Plan and Quiz: <https://webfarm.chapman.edu/IIP>

I acknowledge that I have been made aware of or presented with the above referenced items and I understand that it is my responsibility to read and, when applicable, complete the materials.

Printed Name and Signature

Date

# Emergency Contact Information

Please complete this form so that we have a record of whom to contact should an emergency situation arise. After your initial hire, you can update your emergency contact at any time on the My Chapman Self Service portal at <https://my.chapman.edu/>.

## PERSONAL INFORMATION

LAST NAME:

FIRST NAME:

STREET ADDRESS:

CITY:

STATE:

ZIP CODE:

HOME PHONE:

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## PRIMARY EMERGENCY PERSON

NAME:

STREET ADDRESS:

CITY:

STATE:

ZIP CODE:

RELATIONSHIP:

HOME PHONE:

CELL PHONE:

## SECOND EMERGENCY PERSON

NAME

STREET ADDRESS:

CITY:

STATE:

ZIP CODE:

RELATIONSHIP:

HOME PHONE:

CELL PHONE:

Have you signed up for Chapman's emergency notification system, the [Panther Alert](#)?

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Are there any important medical conditions, allergies, or other special instructions you would like us to know about in the event of an emergency? If yes, please complete the reverse side of this form.

## SPECIAL ASSISTANCE / EMERGENCY PREPAREDNESS FORM

Completion of this form is voluntary. The information provided is confidential and will be used only for emergency purposes.

Complete this form ONLY if you may need special assistance in an emergency or evacuation.

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Name

Do you require special assistance in an emergency evacuation – including any special equipment, or device? Please describe:

Are you aware of any impediments at or near your work location that may interfere with your safe evacuation? Please describe:

Campus

Building

Room

Department

Best way to reach you

Desk phone

Cell phone

Work email

Home email\_\_\_\_\_

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## Automatic Paycheck Deposit Authorization

I authorize Chapman University to remit, credit, my Net Pay to my account at the financial institution indicated below. I further authorize Chapman University to initiate if necessary debit entries and adjustments for any credit, deposit, and entries made in error I understand that enrolling in the Direct Deposit option my Payroll Advices will only be available online through the PeopleSoft Self Service Portal <https://my.chapman.edu/>

### Primary Account

☐ Start Direct Deposit      ☐ Change My Account      ☐ Cancel Direct Deposit

☐ SAVINGS      ☐ CHECKING

Financial Institution's Name \_\_\_\_\_ Branch \_\_\_\_\_

TRANSIT/ABA NUMBER \_\_\_\_\_ ACCOUNT NO. \_\_\_\_\_

### Secondary "Split" Account

☐ Start Split Deposit      ☐ Change My Account      ☐ Cancel Split Deposit

☐ SAVINGS      ☐ CHECKING      Fixed Amount \$ \_\_\_\_\_

Financial Institution's Name \_\_\_\_\_ Branch \_\_\_\_\_

TRANSIT/ABA NUMBER \_\_\_\_\_ ACCOUNT NO. \_\_\_\_\_

This authorization is to remain in full force and effect with all regular scheduled paydays until revoked by me in writing or until I cease employment with Chapman University.

EMPLOYEE LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

DEPT NAME /NUMBER \_\_\_\_\_ Datatel EE ID # \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

#### Primary Account

Please attach a VOIDED CHECK, SAVINGS STATEMENT, or FINANCIAL INSTITUTIONS LETTER, ensuring that your bank's nine digit ABA/Transit number is clearly identifiable. **Do not attach Deposit Slip**

#### Secondary Split Account

Please attach a VOIDED CHECK, SAVINGS STATEMENT, or FINANCIAL INSTITUTIONS LETTER, ensuring that your bank's nine digit ABA/Transit number is clearly identifiable. **Do not attach Deposit Slip**

#### Change Banks or Accounts

If you change banks or account into which your salary is to be deposited, you must notify Payroll by completing a new "Automatic Paycheck Deposit Authorization" for the new account. After receiving the change, Payroll will process your new information through the pre-notification process which will approximately take two paydays to become activated.

#### Discontinuation of Direct Deposit or if you close your Bank Account

To discontinue direct deposit or close your bank account, you must notify the Payroll Office in writing at least two weeks in advance of payday to process the discontinuation of your Direct Deposit.

#### Reconciliation of Overpayment

If for any reason an error results in an overpayment, the Payroll Office will notify you as quickly as possible. If you discover an error before being notified we will appreciate your advising the Payroll Office promptly.

*Return Direct Deposit Form and Voided Check to the Payroll Office  
Chapman University, Payroll Office, 1 University Dr, Orange, CA 92866  
(714) 997-6877*

A B C D E F G H I J



CHAPMAN  
UNIVERSITY

# CAMPUS MAP

ONE UNIVERSITY DRIVE  
ORANGE, CALIFORNIA 92866

In Case of Emergency: Public Safety Office (714) 997-6763  
Information: (714) 997-6815 • Website: www.chapman.edu



W. WALNUT AVENUE

W. WALNUT AVENUE

N. PARKER STREET

W. PALM AVENUE

W. PALM AVENUE

W. MAPLE AVENUE

E. MAPLE AVENUE

W. CHAPMAN AVENUE

THE ORANGE PLAZA

E. CHAPMAN AVENUE

## MAP LEGEND

- Food/Refreshment
- Bus Stop
- Emergency Phone
- Rail Line

## Parking

- Argyros Forum Lot I-5
- Barrera Structure E-6
- Conference Center Lot I-4
- Cypress Lot C-5
- Davis Lot I-2
- Harris/Morlan Lot J-2

- Hashinger Lot I-7
- Jim Miller Structure I-3
- Knott Studios Lot D-9
- Lastinger Structure (underground) H-5
- Memorial Hall Lot H-7
- Palm Lot B-8

- Pralle-Sodaro Lot (underground) I-4
- Presbyterian Church Lot I-10
- Sandhu Lot I-3
- Villa Park Orchards Lot C-7
- West Palm Industrial Lot B-7

## Schools and Colleges

- Argyros School of Business and Economics G-6
- College of Educational Studies G-7
- College of Performing Arts H-7
- Dodge College of Film and Media Arts D-8
- Schmid College of Science I-7
- School of Law F-7
- Wilkinson College of Humanities and Social Sciences G-7

## Buildings

- Argyros Forum I-6
- Beckman Hall G-6
- Bertea Hall H-7
- Bhathal Student Services Center E-7
- Center for Global Education F-3
- Center of Excellence F-5
- Cortese Elder Law Center F-5
- Crean Hall B-7
- Cypress Street Schoolhouse C-3
- DeMille Hall G-7
- Doti Hall G-7
- Digital Media Arts Center (In Planning) C-9
- Elliott Alumni House E-9

- Entertainment Tech Center B-7
- Extended Education F-3
- Fish Interfaith Center G-6
- Hashinger Science Center I-7
- Hutton Sports Center H-6
- Irvine Lecture Hall I-7
- Kennedy Hall F-7
- Knott Studios D-8
- Lastinger Athletics Complex H-5
- Leatherby Entrepreneurship Village F-7
- Leatherby Libraries H-6
- Legal Affairs F-5
- Memorial Hall G-7
- Military Law Institute F-7

- Moulton Hall I-7
- Musco Center for the Arts (In Construction) G-5
- Oliphant Hall H-7
- Partridge Dance Center C-10
- Public Safety F-6
- Public Safety Administration & Risk Management G-1
- Reeves Hall G-7
- Roosevelt Hall G-7
- Recreation Complex (In Planning) C-9
- Smith Hall G-8
- Student Psychological Counseling and Disability Services F-6

- Student Health Center F-6
- Von Neumann Hall B-7
- Wilkinson Hall H-6
- 625 W. Palm A-7
- 633 W. Palm A-7
- 635 W. Palm A-6

## Plazas

- Argyros Global Citizens Plaza G-5
- Attallah Piazza H-6
- Bert Williams Mall G-7
- Chapman Plaza G-6
- Escalette Plaza H-7
- Liberty Plaza G-7

## Residence Life

- Lindquist Arts Esplanade H-7
- McCordle Plaza H-5
- Panther Plaza H-6
- Davis Apartments I-2
- Davis Community Center I-2
- Glass Hall J-3
- Harris Apartments J-2
- Henley Hall I-4
- Masson Beach Club J-4
- Morlan Hall J-2
- Pralle-Sodaro Hall I-4
- Sandhu Residence & Conference Center I-3