

# SIMES On-Boarding Checklist for SLAC and Stanford

	Stanford Payroll	SLAC Payroll
<b>Prior to Arrival</b>		
<b>1. House Hunting</b>	<p>See Stanford's Community Housing Website:</p> <p><a href="http://www.stanford.edu/dept/rde/cgi-bin/drupal/housing/community-housing/about-community-housing-office">http://www.stanford.edu/dept/rde/cgi-bin/drupal/housing/community-housing/about-community-housing-office</a></p>	<p>Contact SLAC Housing Office:</p> <p><a href="http://www-group.slac.stanford.edu/hr/h/">http://www-group.slac.stanford.edu/hr/h/</a></p> <p>Housing questionnaire: <a href="http://www-group.slac.stanford.edu/hr/h/questionnaire/default.aspx">http://www-group.slac.stanford.edu/hr/h/questionnaire/default.aspx</a></p>
<b>2. Inform your faculty or department/lab administrator of your arrival date</b>	<p>Contact SIMES Administration:</p> <p>Corrina Peng at <a href="mailto:cjpeng@stanford.edu">cjpeng@stanford.edu</a> Phone: (650) 723-3458, McCullough 140</p>	<p>Contact SIMES Administration:</p> <p>Corrina Peng at <a href="mailto:cjpeng@stanford.edu">cjpeng@stanford.edu</a> Phone: (650) 723-3458, McCullough 140</p>
<b>3. Print map of campus and Marguerite Shuttle</b>	<p>See Stanford's <b>Parking and Transportation</b> website for information on parking, Commute Club, biking and other commuter information:</p> <p><a href="http://transportation.stanford.edu/">http://transportation.stanford.edu/</a></p>	<p>See map of SLAC campus:</p> <p><a href="http://www6.slac.stanford.edu/maps_directions.aspx">http://www6.slac.stanford.edu/maps_directions.aspx</a></p> <p>Explore the <b>Marguerite shuttle service</b>. This free shuttle runs every 20 minutes between campus and SLAC.</p>
<b>Upon Arrival</b>		
	<b>Stanford Payroll</b>	<b>SLAC Payroll</b>
<b>4. Meet with Human Resources to Process Appointment /New Hire Paperwork</b>	<p><b>Newly hired employees and Visitors</b> must complete the I-9 and appropriate tax forms, and show eligibility to work. Non-US citizens must show passports and visas.</p> <p>I-9 forms: <a href="http://www.uscis.gov/files/form/i-9.pdf">http://www.uscis.gov/files/form/i-9.pdf</a></p> <p>Tax forms: <a href="http://www.stanford.edu/group/fms/fingate/staff/taxcompliance/index.html">http://www.stanford.edu/group/fms/fingate/staff/taxcompliance/index.html</a></p> <p>Complete Foreign Access Central Tracking System or <b>FACTS Questionnaire</b>.</p> <p><a href="http://www-group.slac.stanford.edu/hr/fva/DOE_FACTS_Questionnaire_9-23-11.pdf">http://www-group.slac.stanford.edu/hr/fva/DOE_FACTS_Questionnaire_9-23-11.pdf</a></p>	<p><b>Newly hired employees and Visitors</b> must complete the I-9 and appropriate tax forms, and show eligibility to work. Non-US citizens must show passports and visas.</p> <p>I-9 forms: <a href="http://www.uscis.gov/files/form/i-9.pdf">http://www.uscis.gov/files/form/i-9.pdf</a></p> <p>Tax forms: <a href="http://www.stanford.edu/group/fms/fingate/staff/taxcompliance/index.html">http://www.stanford.edu/group/fms/fingate/staff/taxcompliance/index.html</a></p> <p>Complete Foreign Access Central Tracking System or <b>FACTS Questionnaire</b>.</p> <p><a href="http://www-group.slac.stanford.edu/hr/fva/DOE_FACTS_Questionnaire_9-23-11.pdf">http://www-group.slac.stanford.edu/hr/fva/DOE_FACTS_Questionnaire_9-23-11.pdf</a></p>

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	<p><b>Obtain SLAC ID #</b> Submit SU registration web form online to receive a SID number (SLAC system ID). <b>Required of all personnel whose funding will be derived from the Dept of Energy.</b> <a href="https://www-bis2.slac.stanford.edu/suform/">https://www-bis2.slac.stanford.edu/suform/</a></p> <p><b>Lab safety training/office access:</b> See Larry Candido <a href="mailto:lhc@stanford.edu">lhc@stanford.edu</a> for lab safety and access to office &amp; research lab.</p>	<p><b>Obtain SLAC ID #</b> Submit SU registration web form online to receive a SID number (SLAC system ID). <b>Required of all personnel whose funding will be derived from the Dept of Energy.</b> <a href="https://www-bis2.slac.stanford.edu/suform/">https://www-bis2.slac.stanford.edu/suform/</a></p> <p>Complete the <b>Environment &amp; Safety Training:</b> <a href="https://slactraining.skillport.com/SkillPortFE/login/login.cfm">https://slactraining.skillport.com/SkillPortFE/login/login.cfm</a></p>
<p><b>5. International Scholars: Confirm your arrival with</b> --Stanford's Bechtel International Center or --SLAC's International Services Office</p>	<p>Visit Stanford's <b>Bechtel International Center</b> for assistance. Postdoctoral Scholars who are in the United States on visas must confirm their arrival in the United States (establish their physical presence) upon arrival at Stanford. This is a government requirement that is part of validating the scholar's record in SEVIS. After an international postdoctoral scholar enters the US and arrives at Stanford, s/he must confirm the arrival with the I-Center. This should be done no later than the 25<sup>th</sup> day after the "From" date on the DS-2019 form.</p>	<p>Visit the SLAC <b>International Services Office</b>, or email <a href="mailto:iso@slac.stanford.edu">iso@slac.stanford.edu</a>. See this link for documents need by the ISO. <a href="http://www-group.slac.stanford.edu/hr/i/">http://www-group.slac.stanford.edu/hr/i/</a></p>
<p><b>6. Create computer and email accounts</b></p>	<p><b>Create a Stanford SUNet ID:</b> <a href="http://www.stanford.edu/dept/as/mais/applications/sunetid">http://www.stanford.edu/dept/as/mais/applications/sunetid</a>; <a href="http://sunetid.stanford.edu/">http://sunetid.stanford.edu/</a></p> <p>If you attempt to create a SUNet ID prior to the date of your hire or appointment start date, you will need to be sponsored by your new department. Once "on the payroll" your SUNet ID will be part of your employment. For assistance, contact SIMES computer czar: Corrina Peng at <a href="mailto:cjpeng@stanford.edu">cjpeng@stanford.edu</a></p> <p>To use <b>the SLAC financial and internal systems</b>, you will need a <b>SLAC Windows account:</b> <a href="http://www2.slac.stanford.edu/comp/slacwide/account/declare.html">http://www2.slac.stanford.edu/comp/slacwide/account/declare.html</a> and <a href="http://www2.slac.stanford.edu/comp/helpdesk/accounts/slac_computer_account_form.htm">http://www2.slac.stanford.edu/comp/helpdesk/accounts/slac_computer_account_form.htm</a></p>	<p><b>Request a SLAC email account :</b></p> <p>Apply for SLAC Windows Account <a href="http://www2.slac.stanford.edu/comp/slacwide/account/declare.html">http://www2.slac.stanford.edu/comp/slacwide/account/declare.html</a> and <a href="http://www2.slac.stanford.edu/comp/helpdesk/accounts/slac_computer_account_form.htm">http://www2.slac.stanford.edu/comp/helpdesk/accounts/slac_computer_account_form.htm</a></p> <p>Complete cyber training. SLAC requires that anyone with a SLAC computer account must successfully complete the Annual Cyber Security Refresher course - CS200. You can find information about the course at: <a href="http://www2.slac.stanford.edu/computing/security/education/CS200/description.htm">http://www2.slac.stanford.edu/computing/security/education/CS200/description.htm</a></p> <p>For assistance, contact SIMES computer czar: Corrina Peng at <a href="mailto:cjpeng@stanford.edu">cjpeng@stanford.edu</a></p>

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	<p>Complete cyber training. SLAC requires that anyone with a SLAC computer account must successfully complete the Annual Cyber Security Refresher course - CS200. You can find information about the course at:  <a href="http://www2.slac.stanford.edu/computing/security/education/CS200/description.htm">http://www2.slac.stanford.edu/computing/security/education/CS200/description.htm</a></p> <p>Install SLAC Citrix or VPN on your desktop in order to access SLAC internal sites.  <a href="http://www.slac.stanford.edu/comp/net/residential.html">http://www.slac.stanford.edu/comp/net/residential.html</a></p>	<p>If you need to access SLAC systems from outside the SLAC campus, you will need to install SLAC Citrix or VPN on your desktop in order to access SLAC internal sites.  <a href="http://www.slac.stanford.edu/comp/net/residential.html">http://www.slac.stanford.edu/comp/net/residential.html</a></p> <p><b>To also request a Stanford computer account:</b>  <a href="http://www.stanford.edu/dept/as/mais/applications/sunetid">http://www.stanford.edu/dept/as/mais/applications/sunetid</a>; <a href="http://sunetid.stanford.edu/">http://sunetid.stanford.edu/</a>            Contact SIMES administration for assistance</p>
<p><b>7. New Hire Orientation</b></p>	<p><b>Employees: See Stanford website:</b>  <a href="http://newhire.stanford.edu/">http://newhire.stanford.edu/</a></p> <p><b>Postdoctoral Scholars:</b> Mandatory orientation for postdocs held weekly. HR administrator will enroll all new postdocs upon their arrival.  <a href="http://postdocs.stanford.edu">http://postdocs.stanford.edu</a></p>	<p><b>SLAC employees:</b>  <a href="http://www-group.slac.stanford.edu/hr/newemp/">http://www-group.slac.stanford.edu/hr/newemp/</a></p>
<p><b>8. Obtain ID Badge</b></p>	<p>Visit the <b>Stanford Card Office:</b>  <a href="https://itservices.stanford.edu/service/campuscard/cardoffice">https://itservices.stanford.edu/service/campuscard/cardoffice</a>            Bring a picture ID (passport or driver's license).</p>	<p>To obtain the badge from <b>SLAC Badge Office</b>, you will need a copy of EH&amp;S training certificate and a signed badge request form.  <a href="http://www-group.slac.stanford.edu/esh/eshmanual/references/radFormDosimeterRequestA.pdf">http://www-group.slac.stanford.edu/esh/eshmanual/references/radFormDosimeterRequestA.pdf</a></p>
<p><b>9. Enroll in health benefits within 31 days</b></p>	<p>Employees: See the <b>Human Resources</b> administrator for your department.</p> <p>Postdoctoral Scholars:  <a href="http://postdocs.stanford.edu/benefits/">http://postdocs.stanford.edu/benefits/</a></p>	<p>Visit <b>SLAC Human Resources</b> for assistance.</p>