

## Resources for New Employees



# LUNAR & PLANETARY LABORATORY

Welcome to the LPL family! We hope you feel at home here. The following list should be helpful as you get settled in at the University of Arizona. If you have any questions or concerns that are not addressed here, please do not hesitate to ask for help or. You can also browse the FAQs on the LPL website, <https://www.lpl.arizona.edu/resources/faq>.

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### **LPL Employee Online Forms** | <https://www.lpl.arizona.edu/business/forms>

There are a number of important forms that need to be filled out. The first one is LPL's New Employee Form, which can be found at the link above. **This form must be filled out on or before your first date of employment.**

Other forms you'll find at the link include an Employee Update Form, which is important for changing titles, supervisors, offices, etc. This form should be filled out immediately upon any needed changes. The forms site also includes an Employee Exit Form to fill out for when your time at LPL does come to a close.

### **Human Resources Representative**

Tara Bode is the department HR representative. She can answer questions you may have as you get started here at UA, or know where to direct you. Her office is Kuiper 339A, or she can be reached at 621-4497 or [tara@lpl.arizona.edu](mailto:tara@lpl.arizona.edu). You can also visit [www.hr.arizona.edu](http://www.hr.arizona.edu) for additional information and assistance.

### **NetID and University Email Account** | <https://netid.arizona.edu>

The NetID and password you establish is your universal login to any UA websites that require you to identify yourself, including accessing your timesheet and choosing your benefits packages.

### **Getting a CatCard** | <http://catcard.arizona.edu/>

All employees need a UA issued CatCard to have access to LPL's Kuiper and Sonett buildings, receive keys and other various UA resources/services. Employees can only get a CatCard after having submitted all hiring paperwork and documents are finalized. Employees will then be given an active NetID and password. Go to the CatCard office downstairs at the Student Union to fill out the necessary form and have your photo taken. You must know your Employee ID number and present another form of valid identification to be given a CatCard.

### **Benefits Options** | [www.hr.arizona.edu/benefits](http://www.hr.arizona.edu/benefits)

Benefits-eligible employees at the UA have access to great benefits packages including health, education, and family assistance. The website has more details regarding all of the available benefits and choices for eligible employees.

**Important to remember:** New benefits-eligible employees only have 30 days from their start date to select and enroll in health benefit services. Open enrollment for all health benefits for all benefits-eligible employees happens in November to re-enroll or make any changes in benefit selections.

## **Life and Work Connections | <http://lifework.arizona.edu/>**

UA has services for employees planning on having children or employees that already have children. Employees can find information and consultation regarding work flexibility, workforce trends and managing work and personal responsibilities. The program also has information for caring for the elderly, suicide prevention and veterans' resources.

## **Student Employment Guidelines**

Student employees MUST be enrolled in at least 6 credit hours during the academic semesters. Student employees are limited to 25 hours per week during the semester and 35 hours per week during the summer, between all departments they work for. To be able to work during the summer, they must be enrolled for the prior Spring semester and upcoming Fall semester.

## **Policy Manuals**

Policy manuals for the following types of employees are helpful resources:

- Classified Staff – [http://www.hr.arizona.edu/classified\\_staff\\_human\\_resources\\_policy\\_manual](http://www.hr.arizona.edu/classified_staff_human_resources_policy_manual)
- Appointed Personnel – <http://www.hr.arizona.edu/policy/appointed-personnel/>
- Graduate Students – <http://grad.arizona.edu/funding/ga/ga-manual>
- Undergraduate Students – <https://financialaid.arizona.edu/types-aid/work-study/student-employment-manual>

## **Keys and Keyless Building Access**

Keys are issued to you for any interior rooms in the Kuiper and Sonett buildings that you will need access to. Your supervisor must send an email to [keys@lpl.arizona.edu](mailto:keys@lpl.arizona.edu) to request your building keys and keyless access. You will be notified when the keys are ready for pick up in the Business Office. Key holders are required to sign a key holder agreement when receiving keys. Any questions can be sent to [keys@lpl.arizona.edu](mailto:keys@lpl.arizona.edu).

If you need to enter the Kuiper or Sonett buildings outside of normal business hours, you can open any exterior door using your CatCard and a 4 digit PIN. If you already have keyless access to another building on campus, the PIN you choose for LPL access needs to be the same as the other buildings you have access to in order to work properly.

All doors at the Drake building are accessed by identification badges assigned to new Drake Building and OSIRIS-REx employees. Contact Jonna Zucarelli ([jonna@orex.lpl.arizona.edu](mailto:jonna@orex.lpl.arizona.edu)) for help or to inquire about access to the Drake Building.

## **Professional Development | [http://hr.arizona.edu/center\\_for\\_professional\\_development](http://hr.arizona.edu/center_for_professional_development)**

The University offers a variety of professional development courses designed specifically to enhance your skills and competencies. Professional development courses are open to benefits-eligible employees, and are offered at various times throughout the year. See the above website for further information.

## **Copy Machines**

There are copy machines available in all three LPL buildings: one in Kuiper 351A, one on the ground floor of the Sonett building, and one in the hallway just north of the restrooms in the Drake building. See Ali in the department Business Office (Kuiper 339) to be assigned an access code to the copy machines in either Kuiper or Sonett. For troubleshooting, see Bert in the Academic Office (Kuiper 325).

**Parking and Transportation** | <http://parking.arizona.edu/>

There is no free parking on the UA campus. There are several surface parking lots close to the Kuiper and Sonett buildings, as well as the Cherry Avenue parking garage. See the Parking and Transportation website for rates and permit purchase. University employees can also purchase public transit passes at reduced rates through the UA parking website.

Parking at the Drake Building is free to its visitors and employees as it is an off-campus building, and its parking lot is not controlled by Parking and Transportation Services. New OSIRIS-REx and Drake Building employees will receive access codes to the parking lot when they arrive for their first day.

**Payroll, Timesheets and Other Services** | <http://uaccess.arizona.edu>

The UAccess website is where anything related to your payroll, including timesheets, direct deposit, tax information, selecting benefits, etc. will be available. Exempt employees only need to report a timesheet for leave hours. Non-exempt employees need to report a timesheet for all work time.

**International Staff** | <https://global.arizona.edu/international-faculty>

Visitors coming to LPL and the UA must travel on either a J-1 visa sponsored by LPL or on a visa waiver for business only. It CANNOT be a tourist visa. If you need an LPL sponsored J-1, please contact Tara Bode at [tara@lpl.arizona.edu](mailto:tara@lpl.arizona.edu) to supply needed personal information, or visit the website listed above for more information. All J-1 scholars must first pass an English proficiency test before a J-1 can be requested.

**Workers' Compensation** | <http://risk.arizona.edu/fag/workers-compensation>

If you get injured on the job, it is important to report the injury to your supervisor as soon as possible, and notify the department Business Office within 72 hours. See the Risk Management website for FAQs and where you may seek medical treatment.

**Purchasing** | <http://pacs.arizona.edu/purchasing>

There are multiple purchasing methods and all purchases must be allowable. Please contact your assigned administrative assistant when you are ready to make a purchase.

**Travel** | <http://www.fso.arizona.edu/travel>

All business travel (no matter the source of funding) must be pre-approved with a travel authorization. When you are ready to plan a business trip, please contact your assigned administrative assistant.

**Proposals, Grants and Contracts**

If you need help with proposals, grants and contracts see Glinda Davidson, LPL's Grants and Contract Manager, in Kuiper 345 or reach her at [glinda@lpl.arizona.edu](mailto:glinda@lpl.arizona.edu) or 621-4155.

**Export Control** | <https://orcr.arizona.edu/ec>

Glinda Davidson is also LPL's Export Control liaison. She is trained to help employees review grants and contracts to identify export restrictions, screening of foreign nationals and assisting Principal Investigators with item classification. She works closely with the UA Export Control Officer with the submission of various export related forms and recordkeeping. You can visit Glinda in Kuiper 345, or reach her at [glinda@lpl.arizona.edu](mailto:glinda@lpl.arizona.edu) or 621-4155.

# LPL Basics

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## Addresses

Gerard P. Kuiper Space Sciences Building #92  
1629 E. University Boulevard  
Tucson, Arizona 85721

Charles P. Sonett Space Sciences Building #63  
1541 E. University Boulevard  
Tucson, Arizona 85721

Michael J. Drake Building #500  
1415 N. 6<sup>th</sup> Avenue  
Tucson, Arizona 85705

## Building Hours

Kuiper:

- Front door (south entrance), 7:30 a.m. to 5:00 p.m., Monday through Friday
- Side stairwell and loading dock (west entrances), 7:30 a.m. to 5:00 p.m., Monday through Friday
- All other doors are locked but accessible by CatCard keyless entry.

Sonett:

- Front doors (south entrances), 7:30 a.m. to 5:00 p.m., Monday through Friday
- Loading dock (west entrance), 7:30 a.m. to 5:00 p.m., Monday through Friday
- All other doors are locked but accessible by CatCard keyless entry.

Drake:

- All doors are accessible only by identification badge. If you do not have a badge, ring the bell at the front door at the southeast corner to be let in by a staff member. (during normal business hours)
- Front desk staff members are available 8:00 a.m. to 5:00 p.m., Monday through Friday.
- Outside of normal business hours, Drake Building employees can access the building using their badge and security alarm code.

## Important Offices and Rooms

Academic Office: Kuiper 325

Department Business Office: Kuiper 339

Mail Rooms: Kuiper 315, Sonett 119A, Drake 105B

Conference Rooms: Kuiper 301 and 309; Sonett 103 and 105; Drake 102 and 119

Business Managers: Lynn Lane (Kuiper 343), Sue Robison (Sonett 107), Sharon Hooven (Drake 104L)

## Office Supplies

Pens, staples, notebooks, etc. can be found in Kuiper 335. See Bert in the Academic Office if you have questions.

## Locked Out of Your Office?

Kuiper: The Academic and Business Offices both have access to master keys.

Sonett: Sue Robison has access to a master key. See her in Sonett 107.

Drake: See a front desk employee for help accessing rooms and offices.

## Department Directory

<https://www.lpl.arizona.edu/resources/directory>

## Conference Room Scheduling (for Kuiper Building)

Kuiper Building: [www.lpl.arizona.edu/res\\_checkout/](http://www.lpl.arizona.edu/res_checkout/) (See Bert in the Academic Office with any questions.)

Drake Building: Contact a front desk employee ([drakefrontdesk@orex.lpl.arizona.edu](mailto:drakefrontdesk@orex.lpl.arizona.edu)) to request a reservation.