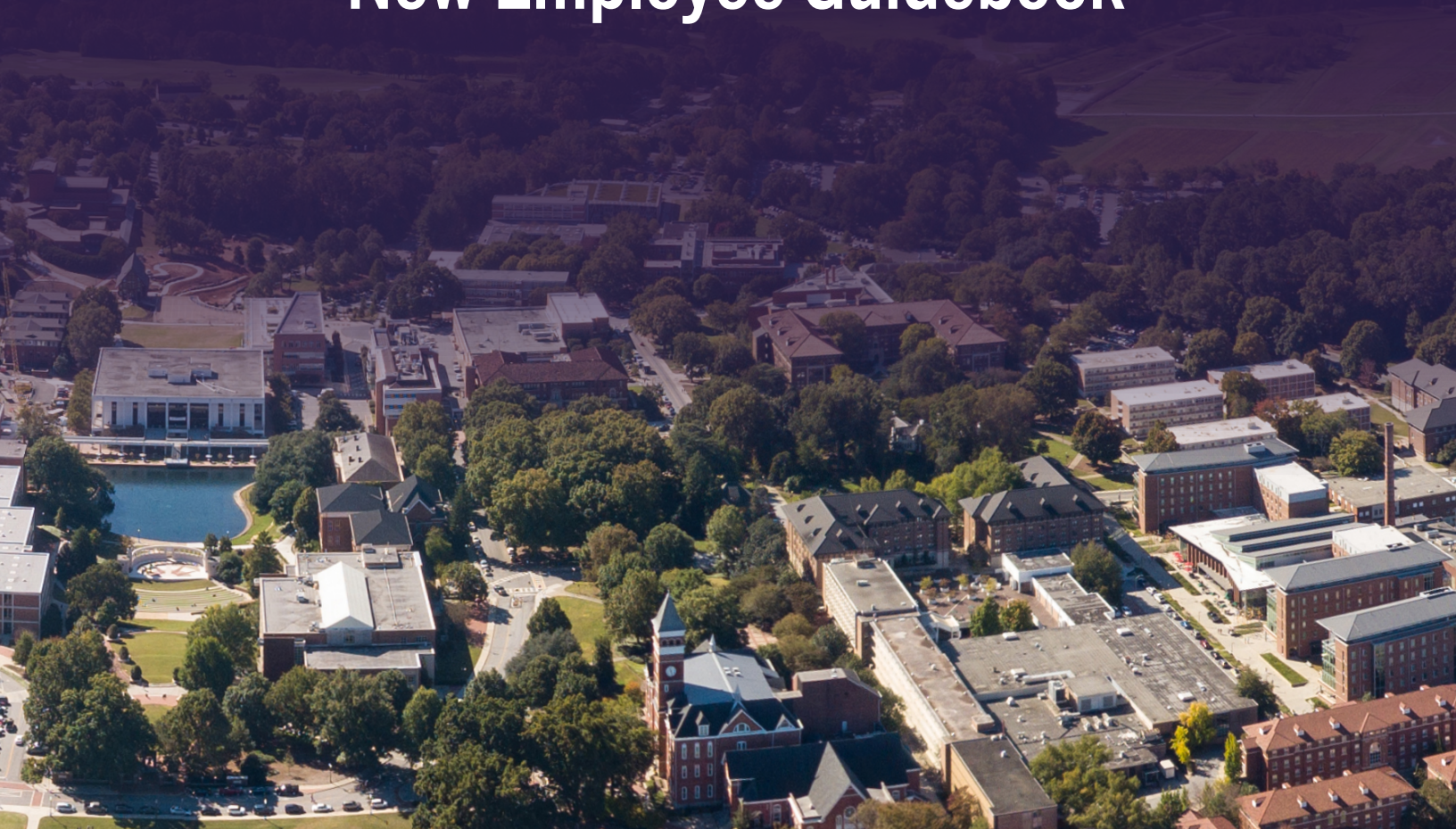


CLEMS^N  called.
you answered.

New Employee Guidebook



NEW FACULTY AND
STAFF ORIENTATION

THANK YOU FOR ANSWERING THE CALL!



This is an exciting time to be a part of Clemson University. The times ahead are filled with outstanding opportunities and with you on our team, we're excited to see all we will accomplish.

The Office of Human Resources is here to assist you as you begin your journey at Clemson. Please use this guide as a resource, but don't hesitate to reach out to us with questions through [Ask-HR](#) or by reaching out to [your service team member](#).

On behalf of the entire Clemson community, we look forward to working with you, and we hope that your employment with us is both satisfying and rewarding.

Go Tigers!

Dr. Ale Kennedy

Associate Vice President and Chief Human Resource Officer

*University leadership wants to welcome you to Clemson!
Click the video icon to hear how you will help us achieve our goals.*



UNIVERSITY VALUES

Clemson University was established to fulfill Thomas Green Clemson's vision of a "high seminary of learning" to develop South Carolina's material resources and create economic opportunities for its citizens. The Board of Trustees honors the intent of Mr. Clemson's will and shares the following values:

INTEGRITY

Be honest, trustworthy, responsible and ethical.

RESPECT

Value the rights of others, their individual differences, beliefs and ideas. Actively listen and communicate. Seek to understand the challenges they face and be tolerant and forgiving.

DIVERSITY

Attract and retain students, faculty and staff with diverse backgrounds who come together as one inclusive Clemson Family.

PATRIOTISM

Honor our military heritage and our commitment to duty, service, leadership, tradition and civic responsibility.

EXCELLENCE

Exceed expectations and continuously improve. Be creative and take appropriate risks. Learn from failure. Best is the standard.

SELF-RELIANCE

Work hard, exercise self-discipline, be results-oriented and dare to do the right thing, even when it is difficult or unpopular.



**NEW FACULTY AND
STAFF ORIENTATION**

TABLE OF CONTENTS

Let's Get Started!	4	TalentSource Program	11
Employee Self Service	5	Required Training	11
Direct Deposit.....	5	University Development Opportunities..	12
Employee Tax Forms.....	5	Supervising for Success.....	12
2024 Holiday Schedule.....	6	Employee Perks and Rewards	13
2024 Payday Schedule.....	7	Discounts and Perks Portal	14
Our Clemson	8	Employee Assistance Program	15
CU Alerts.....	8	Supporting our Military.....	16
Campus Resources.....	9	Clemson Libraries	17-18
Categories of Positions	9	Clemson Rural Health.....	19
Employee Referral Program..	10	We're Here to Help!	20

QUICK LINKS

Clemson Elevate
University's Strategic Plan

Tiger Training

Employee Benefits and
Well-Being

CCIT Resources for New
Faculty and Staff

Payroll Information and
Instructions

Living in the Upstate

Campus Map

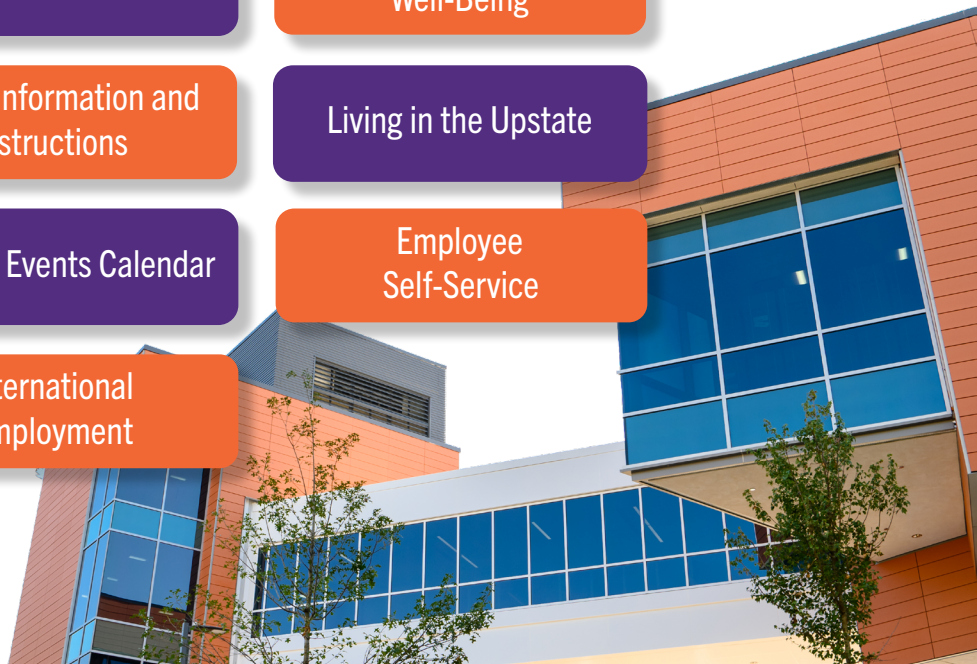
Clemson Events Calendar

Employee
Self-Service

TigerOne Card
Services

International
Employment

Faculty and Staff
Discounts and Perks



LET'S GET STARTED!

Use this checklist as a recommended timeline to help you navigate your first 30 days at Clemson. The rest of this guide will walk you through additional resources and benefits to explore as you begin your journey at Clemson.

COMPLETE BY THE END OF YOUR FIRST DAY

Check your Clemson.edu email account for your welcome emails from HR, PEBA (State Insurance and Retirement) and Tiger Training, etc.

Set up [Duo Two-Factor Authentication](#). Duo is required to access Clemson's systems.

Purchase a [Clemson Parking Permit](#) (if needed).

Review your Clemson User ID and password information included in your welcome email.

Complete your [I-9 online](#) and provide all required I-9 documents.

Set up [Direct Deposit](#) and update your W-4 Tax Withholdings.

COMPLETE WITHIN YOUR FIRST WEEK

Register for [New Employee Orientation](#).

Obtain your [TigerOne Card](#) - your official Clemson ID.

COMPLETE WITHIN YOUR FIRST MONTH

Complete enrollment in PEBA Insurance and Retirement Plans by the **30 day deadline**. Use the New Hire Benefit Enrollment Checklist and the [Your Benefits Overview](#) course in Tiger Training to navigate your enrollment.*

Set up your [PEBA MyBenefits](#) and [Member Access](#) accounts after you have made your benefits elections.

Complete all Required Training via [Tiger Training](#).

*For eligible employees.

Employees transferring from another SC State Agency should reference the Transfer Information in the [online onboarding checklist](#).

COMPLETE POST-BENEFIT ENROLLMENT

(Generally 7-10 days following your benefits enrollment.)

Verify the accuracy of your elections through [MyBenefits](#) (Insurance) and [Member Access](#) (Retirement).

Verify your payroll deductions are correct via the Benefits Summary in [Employee Self Service](#).

Consent to receive your [W-2](#) and [1095-C](#) Tax Forms online.



NEW FACULTY AND
STAFF ORIENTATION

EMPLOYEE SELF SERVICE

Employee Self Service gives active faculty and staff members access to many HR and payroll-related functions like direct deposit, tax forms, online paystubs and compensation history.

Logging into Employee Self Service

New employees will use their primary username to access [Employee Self Service](#). You can find this username in the “Welcome” email you received from Clemson’s Director of Training, Development and Retention.

- For new employees, your initial password is the last five digits of your SSN. This is a temporary password and you will be prompted to change your initial password when logging in for the first time.
- For returning employees or former Clemson students, your password is the same as it was during your previous time at Clemson University.
- For username/password issues or to reset a forgotten password, please contact the CCIT Support Center at ithelp@clemson.edu or (864) 656-3493.

DIRECT DEPOSIT

All faculty and staff are required to have 100% of their net pay directly deposited into a bank account. Follow the steps below to set up your direct deposit within 10 days of your official start date. You may add up to five accounts to distribute your pay between.

1. Log in to [Employee Self-Service](#).
2. Select **Payroll and Compensation**.
3. Select **Direct Deposit**.
4. Read through the Direct Deposit Authorization Message and click **OK**.
5. To add a new account, select **Add Account**. Enter your account information including routing number and account number. Click **Submit**. You will receive a confirmation of the successful change. Click **OK** to proceed.

EMPLOYEE TAX FORMS

Employees are encouraged to opt-in to receive their Form W-2 and Form 1095-C electronically.

Receiving these documents electronically is a fast and convenient alternative to waiting for documents to arrive by mail and avoids the waste and cost of receiving paper documents. Follow the instructions below to opt-in to receive your Form W-2 and Form 1095-C electronically.

1. Navigate to [Employee Self-Service](#).
2. Select **Tax Documents**.
3. For Form W-2, select **W-2/W-2c Consent**. For Form 1095-C, select **Form 1095-C Consent**.
4. **Check the box** indicated you consent to receive your form electronically.
5. Click **Submit**.





“As a former student and now an employee of Clemson University, I’ve seen firsthand how special this University is in this state and in this country. Clemson’s focus is on the people, be it students, staff, faculty or visitors. That’s what I love most about being part of this amazing University.”

CANDICE HEATHERLY
 administrative officer
 College of Agriculture, Forestry and Life Sciences

2024 HOLIDAY SCHEDULE

Eligible 12-month faculty and staff members are able to observe holidays with pay as published in the University Holiday Schedule. For information on holiday leave eligibility, visit the [University’s Summary of Leave Benefits](#).

Holiday	Date
New Year’s Day	Monday, January 1
Martin Luther King Jr. Day	Monday, January 15
Memorial Day	Monday, May 27
Independence Day	Thursday, July 4
Labor Day	Monday, September 2
Election Day	Tuesday, November 5
Thanksgiving Break	Thursday, November 28
Thanksgiving Break	Friday, November 29
Winter Break	Monday, December 23
Winter Break	Tuesday, December 24
Winter Break	Wednesday, December 25
Winter Break	Thursday, December 26
Winter Break	Friday, December 27

Dates subject to change as conditions warrant.

Please note some employees may follow the S.C. state and county holiday calendar and should verify their holiday schedule with their supervisor.

2024 PAYDAY SCHEDULE

2024					
Payday Schedule					
Pay Check Date	12 Month Pay Period	9 Month Pay Period Installments and Special Notes		Payroll Deductions	Payday Deducted
January	12	12/16/23 - 12/31/23	1st payment Spring semester	01/01/24 - 01/15/24	Benefit Type American Family Life (AFLAC) 1st, 2nd Annuities (403b's) 1st, 2nd Supplemental Retirement (401k,457) 1st, 2nd Dental Insurance 1st, 2nd Dependent Life 1st, 2nd Federal Benefits 1st, 2nd Money Plus 1st, 2nd Optional Term Life 1st, 2nd Retirement (SCRS, PORS, ORP) 1st, 2nd State Health Insurance 1st, 2nd Vision 1st, 2nd Voluntary Type Clemson Computer Purchase Plan 1st, 2nd Clemson Fund 1st, 2nd Community Health Charities 1st, 2nd FIKE 1st, 2nd IPTAY 1st, 2nd Meal Plans - Faculty/Staff 1st, 2nd Pre-tax Parking 1st, 2nd SC State Credit Union 1st, 2nd SC State Employees Association 1st Tiger Stripe 1st, 2nd United Way 1st, 2nd Regulatory Type Faculty 9 over 12 (Sept thru April) 1st, 2nd Meal Plans - Faculty/Staff 1st, 2nd Bankruptcy 1st, 2nd Child Support 1st, 2nd Federal Insurance 1st, 2nd Tax Levy 1st, 2nd
	31	01/01/24 - 01/15/24	2nd payment	01/16/24 - 01/31/24	
February	15	01/16/24 - 01/31/24	3rd payment	02/01/24 - 02/15/24	
	29	02/01/24 - 02/15/24	4th payment	02/16/24 - 02/29/24	
March	15	02/16/24 - 02/29/24	5th payment	03/01/24 - 03/15/24	
	29	03/01/24 - 03/15/24	6th payment	03/16/24 - 03/31/24	
April	15	03/16/24 - 03/31/24	7th payment	04/01/24 - 04/15/24	
	30	04/01/24 - 04/15/24	8th payment - last withholding for Voluntary deductions, i.e., Annuities, Money Plus, etc.	04/16/24 - 04/30/24	
May	15	04/16/24 - 04/30/24	9th (Final) payment Spring semester - Insurance deductions to cover May, June & July (regular deduction x 6)	05/01/24 - 05/16/24	
	31	05/01/24 - 05/15/24	Summer School I - 1st Payment, Summer Pay - 1st Payment	05/17/24 - 05/31/24	
June	14	05/16/24 - 05/31/24	Summer School I - 2nd Payment, Summer Pay - 2nd Payment	06/01/24 - 06/15/24	
	28	06/01/24 - 06/15/24	Summer School I - 3rd Payment, Summer Pay - 3rd Payment	06/16/24 - 06/30/24	
July	15	06/16/24 - 06/30/24	Summer School II - 1st Payment, Summer Pay - 4th Payment	07/01/24 - 07/15/24	
	31	07/01/24 - 07/15/24	Summer School II - 2nd Payment, Summer Pay - 5th Payment	07/16/24 - 07/31/24	
August	15	07/16/24 - 07/31/24	Summer School II - 3rd Payment, Summer Pay - 6th Payment	08/01/24 - 08/14/24	
	30	08/01/24 - 08/15/24	1st payment Fall semester - Insurance deductions resume - Full insurance to cover August (regular deduction x 2)	08/15/24 - 08/31/24	
September	13	08/16/24 - 08/31/24	2nd payment - Other Voluntary deductions resume, i.e. Annuities, Money Plus, etc.	09/01/24 - 09/15/24	
	30	09/01/24 - 09/15/24	3rd payment	09/16/24 - 09/30/24	
October	15	09/16/24 - 09/30/24	4th payment	10/01/24 - 10/15/24	
	31	10/01/24 - 10/15/24	5th payment	10/16/24 - 10/31/24	
November	15	10/16/24 - 10/31/24	6th payment	11/01/24 - 11/15/24	
	29	11/01/24 - 11/15/24	7th payment	11/16/24 - 11/30/24	
December	13	11/16/24 - 11/30/24	8th payment	12/01/24 - 12/15/24	
	31	12/01/24 - 12/15/24	9th (Final) payment Fall semester	12/16/24 - 12/31/24	

*** If the 15th or Last Day of the Month falls on a weekend, the payday will be the Friday prior to the weekend. ***
 *** If a payday falls on a scheduled holiday and banks are not closed, the payday will "not" be moved to another day. ***
 *** If banks are closed, the payday will be the day prior. ***

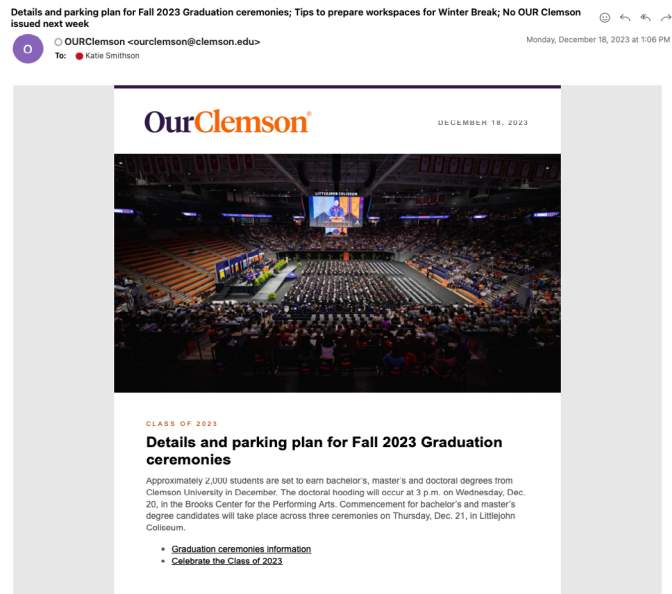
[Access the Payday Calendar](#)



NEW FACULTY AND
STAFF ORIENTATION

OUR CLEMSON

Our Clemson is a twice weekly newsletter sent to all faculty and staff with helpful reminders, campus events and articles highlighting the accomplishments of the Clemson Family. Our Clemson is used to send many important University announcements, so make sure to read through it when it comes to your inbox on Tuesdays and Thursdays!



CU ALERTS

Emergency Notifications are sent via several methods to warn the University community of imminent threats or disruptions to University services, such as class cancellations. Alerts are only sent when there is a potential threat to safety or a major disruption to University services, and for monthly tests.

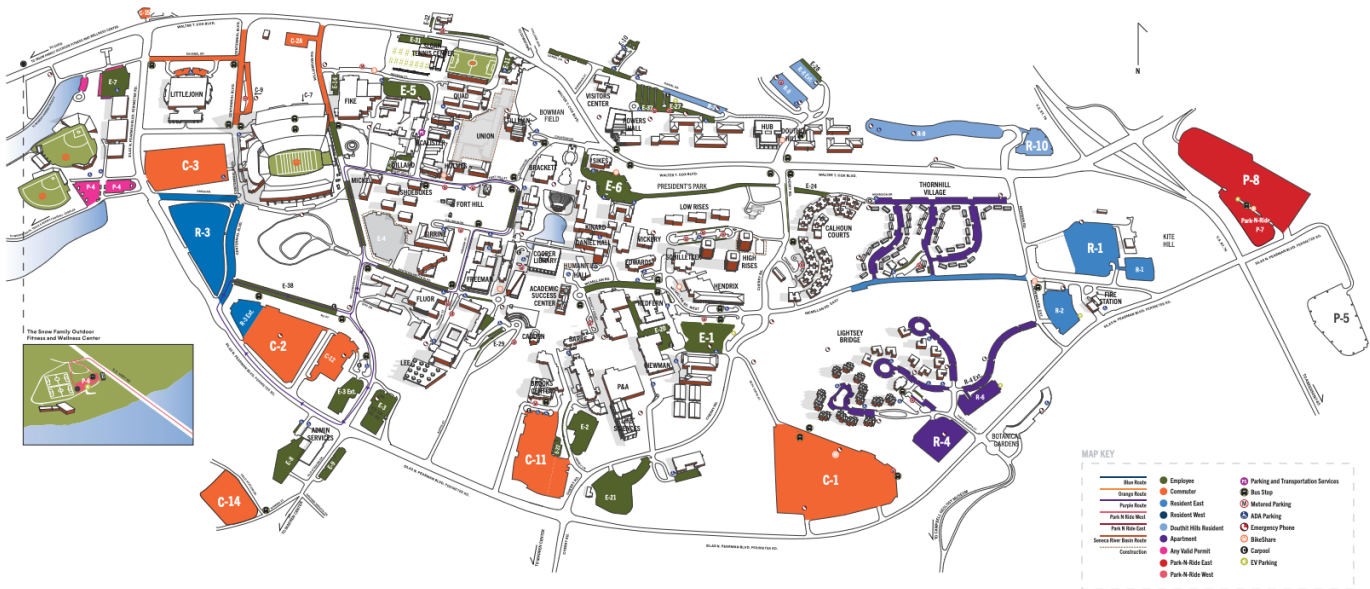
Faculty and staff are encouraged to register their mobile phone number to receive texts. All "@clemson.edu" email addresses automatically receive CU Alerts. Additional email addresses and phone numbers can be added.

[Sign Up to Receive Alerts](#)



**NEW FACULTY AND
STAFF ORIENTATION**

CAMPUS RESOURCES



Campus and Parking Maps

On-Campus Dining Locations

Construction Updates

Parking Services

On-Campus Safety

CATEGORIES OF POSITIONS

For the purpose of the Clemson University Personnel Policies and Procedures Manual, the following categories of positions are defined. Faculty and staff may occupy FTE, TMP, TGP or TLP positions.

Academic/Faculty Position (FAC): a position which carries faculty status.

Staff Position: Any position either classified or unclassified which does not carry faculty status.

Full-Time Equivalent (FTE): A position regular in nature and not a type of temporary position.

Temporary Position (TMP): A position that will not exceed twelve (12) months in duration.

Temporary Grant Position (TGP): Any position either classified or unclassified funded by an approved grant for the duration of the grant.

Time Limited Position (TLP): Any position either classified or unclassified funded by a contract or other special project. As its name implies, the time limited position is only viable as long as the contract is in force or other special project is active.

For more information on what position types are eligible for certain state- and University-sponsored programs, review the [Position Type Quick Reference Matrix](#).



NEW FACULTY AND
STAFF ORIENTATION



Employee Referral Program

Be on the PROWL for talent!

Clemson's Employee Referral Program addresses the University's hiring needs by leveraging the support networks of those who know Clemson's culture best—you and other Clemson employees! You have worldwide networks that include career professionals who would be an ideal fit for many University's faculty and staff positions. Eligible employees are rewarded when a candidate they referred is successfully hired into a full-time equivalent position!

Ready to Get Started?



Visit the Employee Referral Program webpage and click the purple REGISTER button in the top right to create an account! Remember to log in whenever you return to the site.



Consider the work experience, educational background and employment record for the candidate that you are referring and for the position for which you are referring them.



Document each referral using the referral system. All referral information must be received before the candidate's application, or we cannot pay a referral fee. The referral must indicate the specific job for which the candidate may be eligible to apply.



Consider using the Auto-Share option to automatically share all open positions at Clemson to your social media channels. Look for additional information regarding the feature on the right-hand side of the login page.

Note: If the candidate you refer is hired for a different FTE position, you may still be eligible for the referral award.

Eligibility

- Active, full- or part-time FTE, TLP or TGP employees
- Employees who remain employed by Clemson from the point of making the referral to the referred candidate's hire date
- Those not directly involved with the search or hiring process (i.e., not on the search committee)

If multiple employees refer the same successful candidate, the first employee to process the referral through the portal will receive the \$500 reward.

Additional Considerations

To receive the \$500 reward, the following are required:

- Referrals must result in a Clemson University FTE hire within 12 months of your submission
- Referred candidates are ineligible if they are a current intern, vendor, contractor or consultant, a current temporary, part-time or full-time employee or they were previously employed by Clemson and HR's records indicate they were terminated with cause.

[Click here to get started today!](#)

Questions? hrjob@clemson.edu



NEW FACULTY AND
STAFF ORIENTATION

TALENTSOURCE PROGRAM

TalentSource is a holistic approach to meeting the needs of dual-career families while bringing top talent to the Upstate. The program aims to connect members with relevant job opportunities in the area. TalentSource also offers professional development opportunities to its members.

Eligibility

Individuals are eligible for TalentSource if:

1. Their spouse/partner has accepted a full-time offer of employment with Clemson University within the last year.
2. They have completed the required application and screening (conducted after your application has been received).

Ready to Get Started?

To begin the process, the interested individual's partner (Clemson University employee) should use the button below to complete the TalentSource referral form. Upon receipt, an application will be sent directly to the interested individual.

[Refer Someone to TalentSource!](#)

REQUIRED TRAINING

Clemson University requires all faculty and staff to complete training to protect the University community and promote requirements for legal and responsible practices. All new employees must complete Clemson University's required trainings as part of their onboarding requirements. You should have received an email from Tiger Training - the University's training management system - notifying you of your enrollment.

All employees must complete required training annually each fall.

Tiger Training also gives employees access to optional live and on-demand trainings on a variety of topics.

For questions regarding Tiger Training or annual training requirements, please contact tigertraining@clemson.edu.

CLEMSON UNIVERSITY TRAINING MANAGEMENT SYSTEM
TIGER TRAINING



**NEW FACULTY AND
STAFF ORIENTATION**

UNIVERSITY DEVELOPMENT OPPORTUNITIES

Clemson is dedicated to providing opportunities for personal and professional development. Professional development is enhancing current and new competencies and skills to improve or enhance your career. The resources below are just a few available to faculty and staff!

Academic Impressions

Academic Impressions provides leadership, personal development and skills-based training opportunities to faculty and staff in higher education.

Percipio

Percipio is an online learning management software that provides free professional development opportunities for Clemson University faculty, staff and students.

CU Grow

CU Grow provides a framework to support the personal and professional growth of staff in full-time positions. Through workshops and training, skills development, experiential learning and volunteer service, CU Grow makes transformational change possible.

President's Leadership Institute

The President's Leadership Institute is a nine-month leadership development program designed to support and develop professional and personal leadership within a diverse and inclusive community of faculty and staff.

Professional Development Calendar

The Professional Development (ProDev) calendar showcases monthly professional development opportunities and trainings for faculty and staff. The calendar is sent monthly by email to those that [sign up to receive it](#).



SUPERVISING FOR SUCCESS

The Supervising for Success program is designed specifically for the University's supervisors of staff to provide clear, standardized expectations and development opportunities. These sessions provide the necessary knowledge, skills and behaviors to ensure supervisors excel in their roles. Participation in the program is required for all new supervisors of staff and is highly encouraged for all supervisors throughout the state.

[Register for Classes](#)



NEW FACULTY AND
STAFF ORIENTATION

EMPLOYEE PERKS AND REWARDS



Employee Tuition Assistance Program

University employees may take six credit hours of free classes per semester, after one year of employment.



Discounted/Free Tickets to Sporting Events

Employees get free admission to women's basketball, baseball and men's soccer. Full-time employees get a 20% discount off two season tickets for football and men's basketball.



Employee Pricing at Fitness Center

Staff and faculty can access the University fitness center with a valid membership.



Employee Assistance Program

Free access to employees and members of their household to services like counseling, legal assistance and financial resources.



Employee Meal Plan Pricing

Discounted meal plan option available for on-campus dining.



Employee Computer Purchase Plan

Purchase computers, tablets, Apple Watches or iPads through payroll deduction over 12 pay periods.

State of South Carolina Perks Program

Discounts available on entertainment, travel and shopping for employees. Register using the group code SCOHRNORTH17 and print out your PerksCard®.

...and so much more!

The Office of Human Resources maintains a comprehensive list of all the discounts and perks available to University employees, like discounts on shipping, cell phone plans and certain hotels. Start exploring your perks today!

Discounts and Perks



NEW FACULTY AND
STAFF ORIENTATION

EMPLOYEE DISCOUNTS AND PERKS PORTAL

In addition to University perks and discounts, Clemson University faculty and staff have access to hundreds of local and national discounts on entertainment, lodging, tickets and more!

The Employee Discounts and Perks Portal, through WorkingAdvantage, is separated into several categories like shopping, travel, tickets, insurance, brands and local discounts.

To start using your discounts, visit the link below and create a new account. No access code is needed to register.

[Employee Discounts and Perks Portal](#)



Search Clemson University Employee Discounts and Perks

- SHOPPING
- TRAVEL & TICKETS
- INSURANCE
- BRANDS
- NEW/LIMITED
- CU LOCALS
- BACK TO SCHOOL

👍 Premium Offers

Back to School Savings

94

Discover big savings on Broadway shows

35.6k

Save over 50% on summer concerts

39.8k

7 DAYS

1X

1X

1X

The Farmer's Dog

EMPLOYEE ASSISTANCE PROGRAM

GuidanceResources®

Your Life. Your Work. Your Best.®
Your GuidanceResources® Program

Sometimes life can feel overwhelming. It doesn't have to. Your ComPsych® GuidanceResources® program provides confidential counseling, expert guidance and valuable resources to help you handle any of life's challenges, big or small.

**Life is challenging.
We can help.
Confidential 24/7 support.**

COMPSYCH®
GuidanceResources® Worldwide

Services:

Confidential Emotional Support

- Anxiety, depression, stress
- Grief, loss and life adjustments
- Relationship/marital conflicts

Work and Lifestyle Support

- Child, elder and pet care
- Moving and relocation
- Shelter and government assistance

Legal Guidance

- Divorce, adoption and family law
- Wills, trusts and estate planning
- Free consultation and discounted local representation

Financial Resources

- Retirement planning, taxes
- Relocation, mortgages, insurance
- Budgeting, debt, bankruptcy and more

Digital Support

- Connect to counseling, work-life support or other services
- Tap into an array of articles, podcasts, videos, slideshows
- Improve your skills with On-Demand trainings



24/7 Live Assistance:
Call: 866-365-0813
TRS: Dial 711



Online: [guidanceresources.com](https://www.guidanceresources.com)
App: GuidanceNowSM
Web ID: clemsonep



Copyright © 2023 ComPsych Corporation. All rights reserved. To view the ComPsych HIPAA privacy notice, please go to www.guidanceresources.com/privacy. ComPsych complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability or sex.

SUPPORTING OUR MILITARY

At Clemson, our mission is to support, recognize and advocate for military members and veterans in order to build a stronger workforce. Clemson is excited to offer several military and veteran-specific benefits and programming focused on our military community.



Medical Coverage on Military Duty

Possibility for employee and dependents to stay on medical coverage while on military duty.



Pay While on Military Duty

Up to 15 days of full pay while on military duty.



Discounted Fitness Center Membership

10% off employee membership to the Swann Fitness Center (with payroll deduction).



Preferred Employment

Preferred employment offered to spouses of veterans and active military members.



Discounted Meal Plan

Discounted meal plan option available for on-campus dining.



Discounted Parking Permits

10% off employee parking decals (with pre-tax payroll deduction).

Please use Employee Self-Service to self-identify as a veteran.
To self-identify as active military, please email hrjob@clemson.edu.

Looking for more information on military and veteran events and benefits at Clemson? Opt in to join the email list through the [Active Military and Veteran Contact Acknowledgment form](#).

*Some positions, including contingent workers, may not be eligible for certain benefits.

**Under 18 U.S. Code 912, anyone who falsely claims to represent the U.S. military could be fined and face up to three years in prison.



NEW FACULTY AND
STAFF ORIENTATION



ADOBE DIGITAL STUDIO

libraries.clemson.edu/ads

The **Adobe Digital Studio** and the **Cooper Makerspace**, located on the fifth floor of Cooper Library, supports the members of the Clemson community in creating multimedia projects and investigating emerging technologies.

Stop by for one-on-one help from an expert intern or schedule a consultation by emailing Kelsey Sheaffer, the Creative Technologies Librarian, at ksheaff@clemson.edu.

cumaker.space

COOPER MAKERSPACE

VIDEO & AUDIO STUDIOS

Record and edit video and audio studio using high-quality equipment in the video and audio studios. Studios can be reserved online.



CLASSES & TUTORIALS

Workshops on video production to podcasting to poster design. Check the university calendar for upcoming events in the ADS and Makerspace

Subscribe to updates at adobedigitalstudio@lists.clemson.edu.



MAKERSPACE

Cooper Makerspace is equipped with a t-shirt printer, 3D printers, button maker, vinyl cutter and more. Complete training online and then reserve the equipment.



ONE-ON-ONE HELP

The Adobe Digital Studio is staffed with expert interns from 9 a.m. - 6 p.m. Mon-Fri



GETTING STARTED

To use the Clemson Makerspace, complete the online general safety training on our Canvas course, and then complete machine-specific training. Some equipment also requires in-person training. clemson.instructure.com/enroll/FDF6PW

LOCATIONS + ACCESS

WATT MAKERSPACE

Located on the first floor of the the Watt Family Innovation Center

Equipment includes:

- * 3D printers
- * Laser cutter/engraver
- * CNC mills
- * 3D scanner
- * Microelectronics and soldering supplies
- * Hand Tools

WHAT IS A MAKERSPACE?

A makerspace is a collaborative work space for making and learning that uses low and high tech.

The Clemson Makerspace has variety of maker equipment including 3D printers, laser cutters, cnc machines, soldering irons and even sewing machines.

Everything is available for free to the Clemson community.

COOPER MAKERSPACE

Located on the 5th floor of Cooper Library

Equipment includes:

- * 3D printers
- * Fabric printer
- * Embroidery / sewing machine
- * Vinyl cutter
- * Button maker- 1" & 2.75"
- * Hand tools



NEW FACULTY AND STAFF ORIENTATION



LIBRARY RESOURCES FOR NEW EMPLOYEES

RESEARCH GUIDES

Find trustworthy information sources- websites, databases, books- on a wide variety of topics such as current events, politics, and healthcare.



24/7 ACCESS FROM ANYWHERE

From eBooks to databases and eJournals, many of our resources are available online whenever and wherever you need them.

ADOBE DIGITAL STUDIO

Creating a research poster, video or digital project? Stop by our studio in Cooper for one-on-one assistance, as well as video and audio studios.



LIBRARY LOCATIONS

Come see us at the Education Media Center in Tillman Hall, the Gunnin Architecture Library in Lee Hall, or Special Collections & Archives in the Strom Thurmond Institute!

CURRENT POPULAR MAGAZINES

Relax and stay up-to-date with the latest issue of popular magazines such as Consumer Reports, New Yorker, Sports Illustrated, and People.



AVAILABLE TECHNOLOGY

Need a camera, projector, external hard drive, or other technology for your presentation, research, or event? Just ask us!

STUDY & MEETING ROOMS

Need a place on campus to get together with colleagues or friends? You can reserve a room in Cooper, EMC, or Gunnin using our space booking system on the website.



LANGUAGE LEARNING

Going somewhere? Whether it's over the ocean, across the U.S., or along the Foothills Trail, we have info for you and access to Rosetta Stone for language learning.

POPULAR READING, JUVENILE BOOKS, & DVDS

Our items for entertainment include recent print books, audiobooks, a Children's/Young Adult Collection, and DVDs of movies and TV shows.



DELIVERY SERVICES & RESOURCE SHARING

If we don't have it, we'll work hard to borrow someone else's copy for you free of charge! If we own it in print, we can scan and email it to you.

 @ClemsonLibraries

 @Clemson Libraries



LIBRARIES

www.libraries.clemson.edu

 @ClemsonLibraries

 @ClemsonLibrary

Open Access Publishing Fund



NEW FACULTY AND
STAFF ORIENTATION

CLEMSON RURAL HEALTH

Your home for *health care.*

Clemson Rural Health offers urgent and primary care services for the Clemson community. Schedule your appointment today by calling 864-656-3076.

AVAILABLE SERVICES


- Acute care (cold, sore throat, pink eye, etc.)
- Health care management (diabetes, hypertension, etc.)
- Wellness physicals
- Acupuncture
- Vaccinations
- Wellness and health education services
- Medical surveillance


ANNUAL HEALTH SCREENINGS

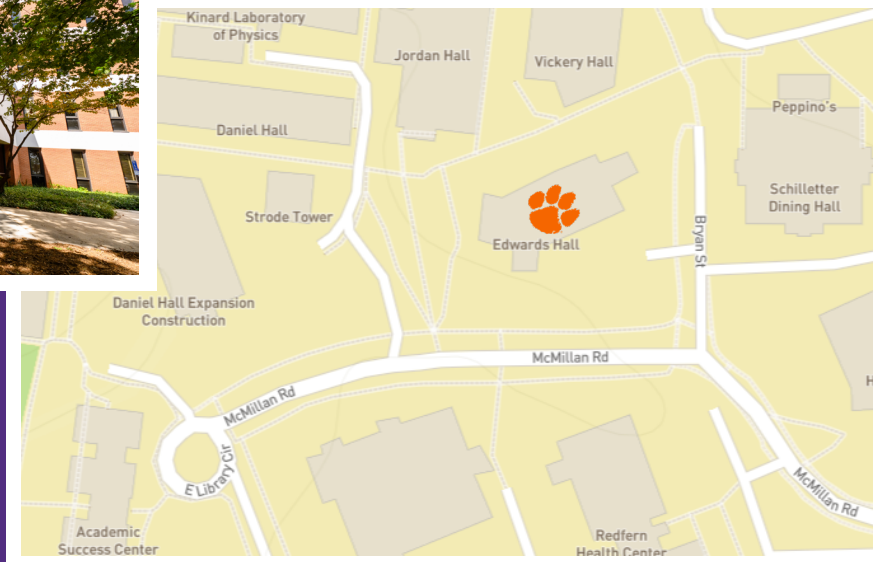
CU4Health is an employee wellness program with no out-of-pocket cost for those covered by the South Carolina state health plan. It includes a lipid panel, complete blood count, basic metabolic panel, health risk assessment and counseling with CRH health educator.

Clemson Rural Health accepts most forms of health insurance, including the state health insurance plan.



Open Monday-Friday
8 a.m. - 4:30 p.m. 

 The clinic is located in the Joseph F. Sullivan Center at 101 Edwards Hall.



A part of the Clemson University College of Behavioral, Social and Health Sciences.

(864) 656-3076
ClemsonRuralHealth.org



NEW FACULTY AND
STAFF ORIENTATION

WE'RE HERE TO HELP!

Office of Human Resources and Payroll

HR Service Center

[Find your service manager!](#)

Your HR Service Manager is your primary contact for daily HR questions and processes. They are ready to help you with any of your needs. Find your service manager by selecting your budget center on the HR Service Center webpage.

Ask-HR

[Chat today!](#)

Ask-HR is available to answer your general HR questions and get you to the correct resource. You can choose to live chat (during business hours) with an HR customer service representative or email HR to get help with your question.

OnBase-Performance Support

[Support Inquiry Form](#)

OnBase-Performance, Performance management questions

Workforce Benefits and Well-Being

[Contact Benefits Form](#)

State benefits/insurance, retirement benefits, leave, holidays, FMLA, etc.

International Employment

intlemployment@clemsion.edu

International employment eligibility verification, onboarding and compliance.

Payroll

payroll@clemsion.edu

Employee pay, withholdings, additions to pay and Kronos

Kronos

kronos@clemsion.edu

Employee timekeeping and leave system

Additional Resources

Access Compliance and Equity

priscih@clemsion.edu
(864) 656-3553

Clemson Computing and Information Technology

ithelp@clemsion.edu
(864) 656-3494

University Ombuds

tbyer@clemsion.edu
rhlfcr@clemsion.edu
(864) 656-5353

Faculty Senate

senate@clemsion.edu
(864) 656-2456

University Libraries

ask@clemsion.libanswers.com
864-656-1557

Campus Recreation

welcomecenter@clemsion.edu
(864) 656-3453

Sullivan Center

clemsionruralhealth@clemsion.edu
(864) 656-3076

Staff Senate

staffsenate@clemsion.edu
(864) 656-9000



NEW FACULTY AND
STAFF ORIENTATION