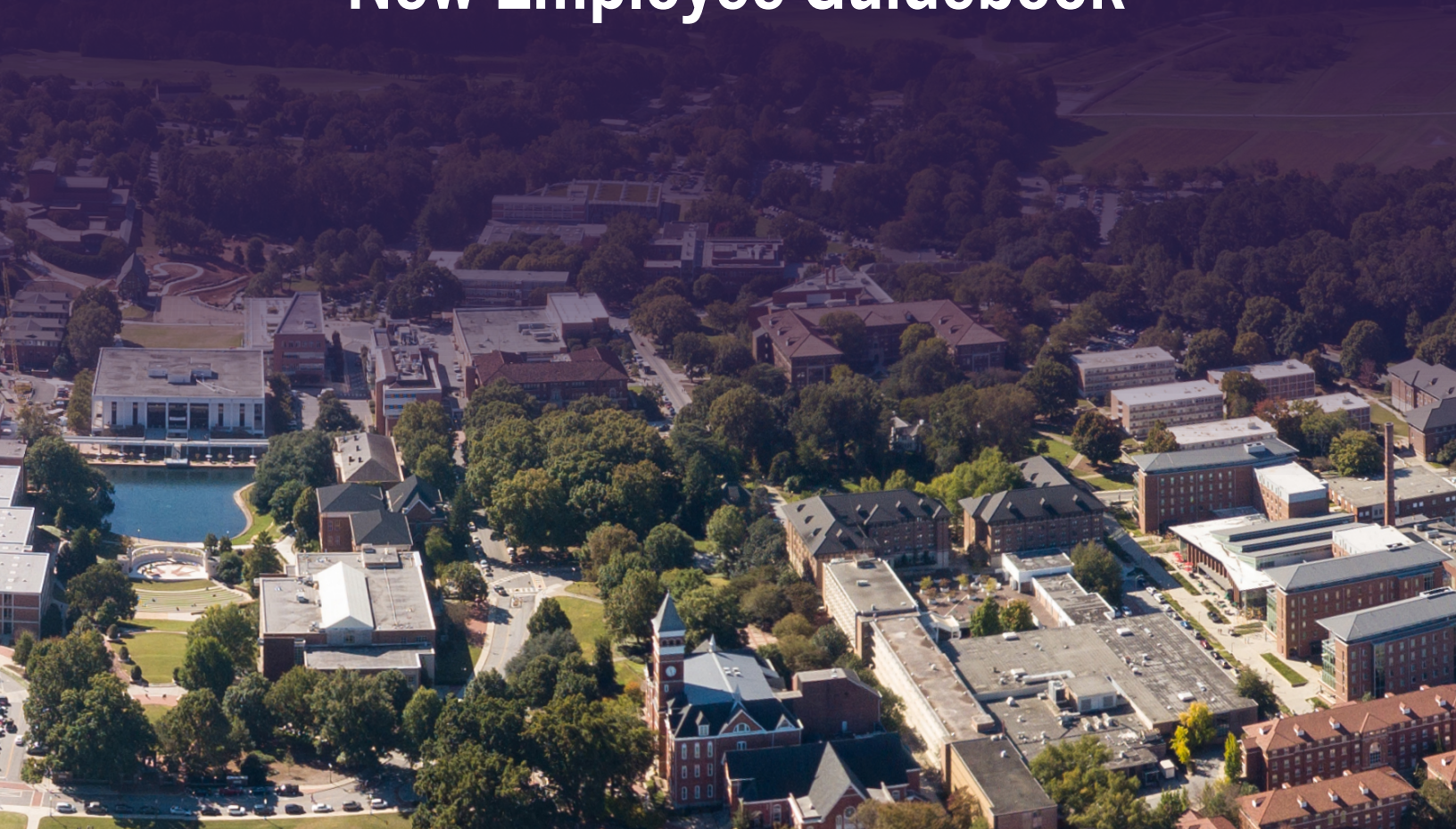


CLEMS<sup>N</sup>  called.  
*you answered.*

## 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**



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## 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**

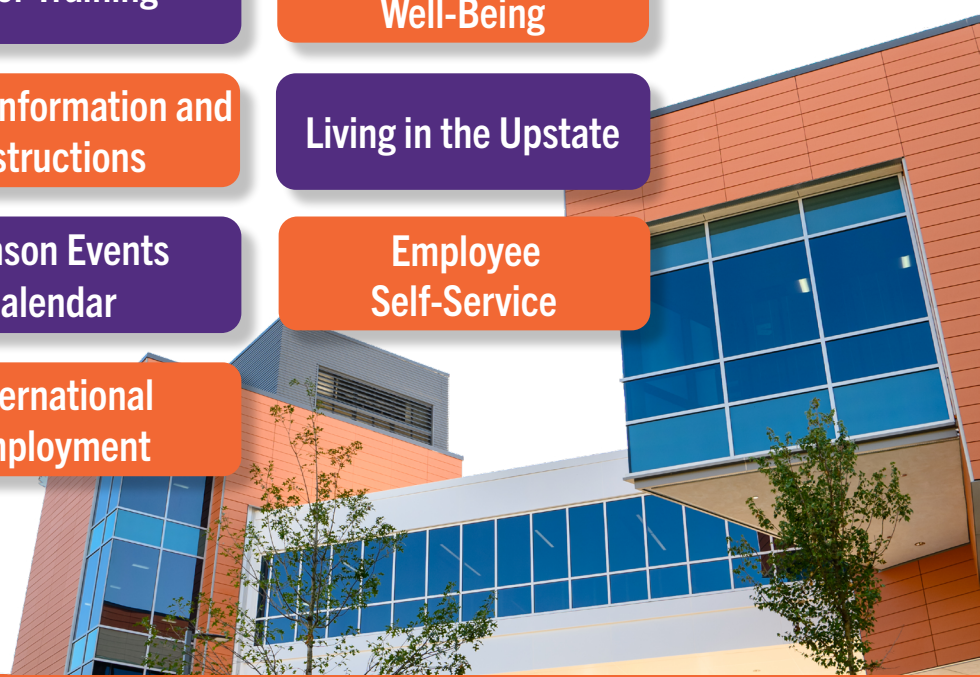
**Clemson Events  
Calendar**

**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](mailto: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

## 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](#).

Visit the Office of Human Resources website to view the holiday schedule, which is updated annually.

[Access the Holiday Schedule](#)

Calendar 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.



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STAFF ORIENTATION**

# PAYDAY SCHEDULE

Clemson University employees are paid on a semi-monthly basis, on the 15th and the last day of each month. If a payday 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 remain on the same day. If banks are closed, the payday will be the day prior.

The Payday Calendar guides employees through each paycheck date and corresponding pay period. It also contains notes regarding the schedule of specific deductions and special considerations for 9-month employees.

[Access the Payday Calendar](#)



## 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](#).

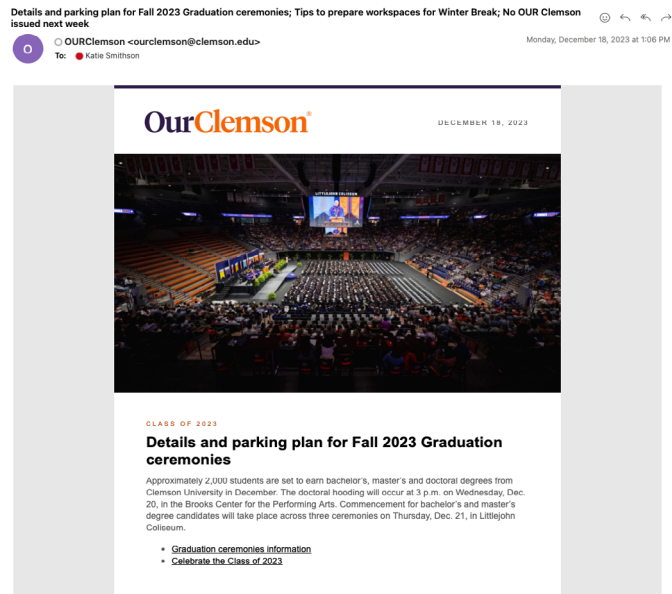


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# OUR CLEMSON

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.

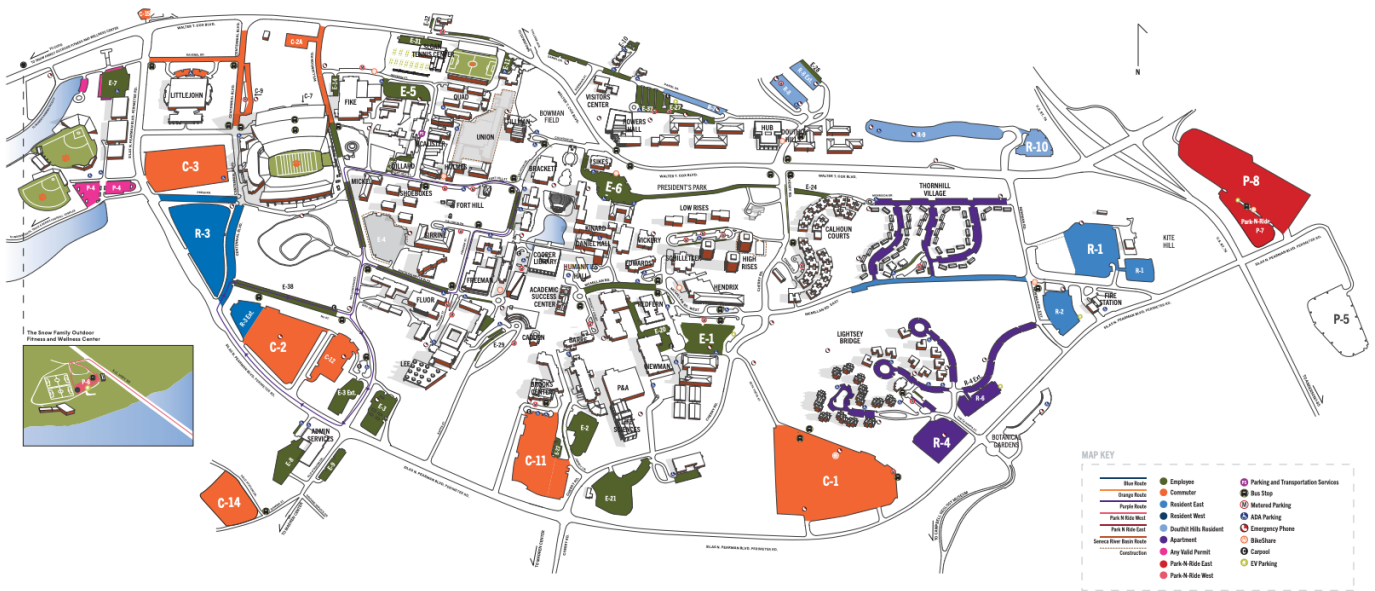
Faculty and staff are encouraged to register their mobile phone number to receive texts. All "@clemson.edu" email addresses automatically receive CU Alerts. Additional email addresses and phone numbers can be added.

[Sign Up to Receive Alerts](#)



NEW FACULTY AND  
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# CAMPUS RESOURCES



Campus and Parking Maps

Parking Services

Construction Updates

On-Campus Safety

On-Campus Dining Locations



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.

**Start the referral process today!**

Questions? [hrjob@clemson.edu](mailto:hrjob@clemson.edu)



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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](mailto: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](#)



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# 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

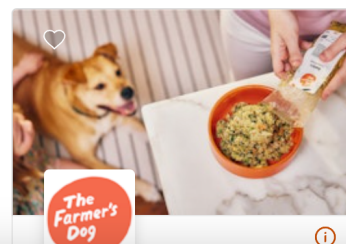
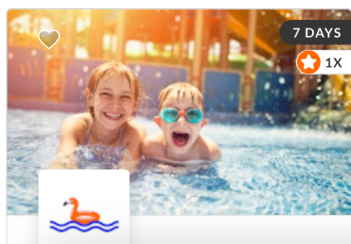
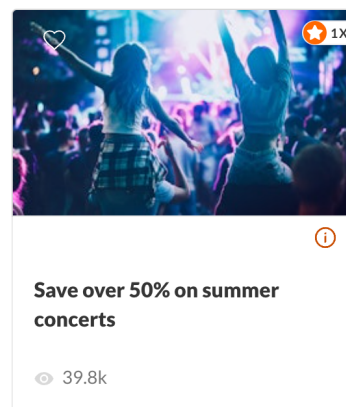
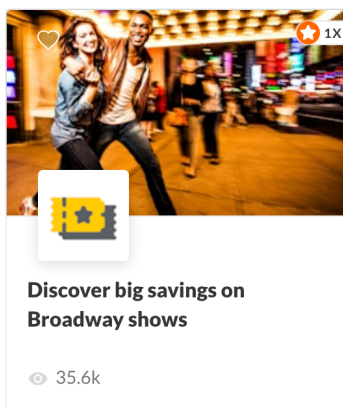
BRANDS

NEW/LIMITED

CU LOCALS

BACK TO SCHOOL

👍 Premium Offers



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# 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.**

**CLEMSON**  
UNIVERSITY

**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: 1.866.365.0813

TRS: Dial 711



[guidanceresources.com](https://guidanceresources.com)

App: GuidanceNow<sup>SM</sup>

Web ID: clemseap



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# 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](mailto: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.



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Clemson Libraries offers a variety of resources for new faculty and staff members to help you on your journey at Clemson! For more information about library resources, visit the [Clemson Libraries website](#).

## Adobe Studio and Makerspace

The Adobe Studio and Makerspace is a collaborative, interdisciplinary environment dedicated to digital and hands-on creative projects, located on the fifth floor of Cooper Library.

Adobe Studio and Makerspace

## Open Access Publishing Fund

This fund helps researchers pay open access publishing fees. Faculty, researchers, post-docs and graduate students can apply for up to \$1,500 per year to publish in OA journals.

Open Access Publishing Fund

## Study and Meeting Rooms

Looking for a central location to get together with colleagues or friends? Rooms are available in Cooper Library, the Education Media Center or the Gunnin Architecture Library in Lee Hall by reservation. Use the space booking system

Reserve Meeting Space

## Research Guides

The Libraries house a multitude of research resources depending on your needs. Find trustworthy information sources like websites, databases and books, on a variety of topics.

Research Guides

## Available Technology

Need a camera, projector, external hard drive or other technology? We have technology equipment available to check out for your next presentation, research project or event - just ask us!

Technology Reservations

## 24/7 Access from Anywhere

From eBooks to databases and eJournals, many library resources are available online for easy access whenever and wherever you may need them.

Access Anywhere!

## Language Learning

Traveling soon? Whether you are making a trip over the ocean, across the U.S. or through the Foothills, the Library provides helpful information and access to Rosetta Stone for language learning.

Access Language Learning

## Delivery Services/Resource Sharing

If the Libraries doesn't have it, they'll work hard to borrow another copy for you free of charge! Documents available in print are also available to be scanned and emailed to you.

Can't Find What You're Looking For?



# 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

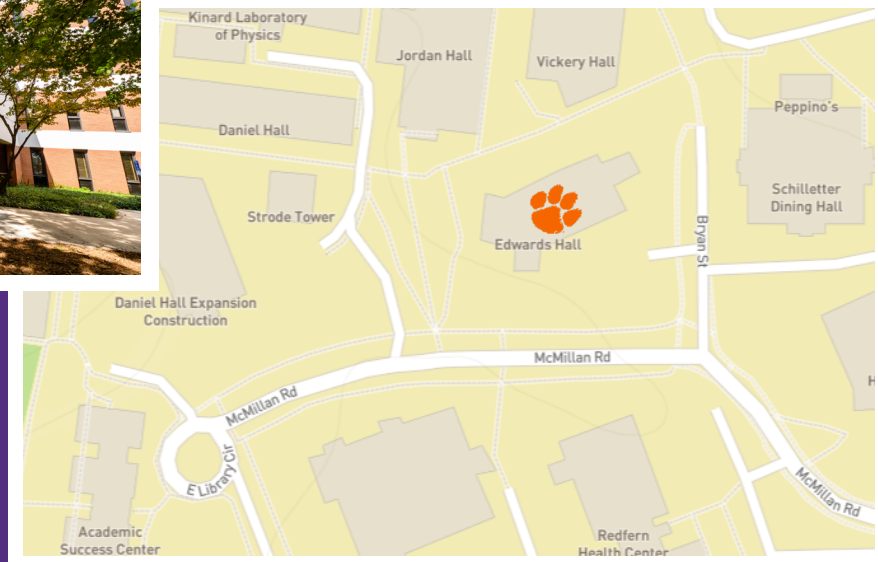
CU4Health is an employee wellness program with no out-of-pocket cost for those covered by the South Carolina state health plan. It includes a lipid panel, complete blood count, basic metabolic panel, health risk assessment and counseling with CRH health educator.

*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](http://ClemsonRuralHealth.org)



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# 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@clemsn.edu](mailto:intlemployment@clemsn.edu)

International employment eligibility verification, onboarding and compliance.

### Payroll

[payroll@clemsn.edu](mailto:payroll@clemsn.edu)

Employee pay, withholdings, additions to pay and Kronos

### Kronos

[kronos@clemsn.edu](mailto:kronos@clemsn.edu)

Employee timekeeping and leave system

## Additional Resources

### Access Compliance and Equity

[prscih@clemsn.edu](mailto:prscih@clemsn.edu)  
(864) 656-3553

### Clemson Computing and Information Technology

[ithelp@clemsn.edu](mailto:ithelp@clemsn.edu)  
(864) 656-3494

### University Ombuds

[tbyer@clemsn.edu](mailto:tbyer@clemsn.edu)  
[rhlfcr@clemsn.edu](mailto:rhlfcr@clemsn.edu)  
(864) 656-5353

### Faculty Senate

[senate@clemsn.edu](mailto:senate@clemsn.edu)  
(864) 656-2456

### University Libraries

[ask@clemsn.libanswers.com](mailto:ask@clemsn.libanswers.com)  
864-656-1557

### Campus Recreation

[welcomecenter@clemsn.edu](mailto:welcomecenter@clemsn.edu)  
(864) 656-3453

### Sullivan Center

[clemsnuralhealth@clemsn.edu](mailto:clemsnuralhealth@clemsn.edu)  
(864) 656-3076

### Staff Senate

[staffsenate@clemsn.edu](mailto:staffsenate@clemsn.edu)  
(864) 656-9000



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