

# Your First Day and Beyond

Please review and complete the following required onboarding steps for new employees.

## Tasks to Complete Within Your First Day

### Set Up Financial and Employee Information in OneUSG Connect

OneUSG Connect is a web-based system used by CSU for administrative operations and record keeping. You will set up your direct deposit, complete tax forms, self-identify veteran and disability status, & add emergency contacts in this system.

To access the system, visit MyCSU Portal and choose OneUSG Connect from Applications. You will be directed to a landing page for Single Sign-On. You will choose Columbus State University from the list.

NOTE: New employees may not have immediate access to OneUSG on their first day. If you receive an error message stating that your access is denied, please wait 24-48 hours, and try again. If you continue to have issues, contact your supervisor or Human Resources.

Click the following links for instructions on each required task:

- [Set up a Direct Deposit Account](#)
- [Complete Federal & State Online Tax Form](#)
- [View My Personal Information](#)
- [Updating My Phone Number](#)
- [Updating an Emergency Contact](#)
- [Updating and Adding an Additional Email Address](#)
- [Updating My Mailing Address](#)
- [Indicating My Ethnic Group](#)
- [Updating My Name](#)

### Get Your CSU ID Badge

The CSU ID Badge will serve as your formal CSU identification badge, physical security access key, and access card for many other CSU employee services.

Visit the Human Resources office on Main Campus in [Richards Hall, Room 228](#), to get your CSU Badge made.

### Parking Registration

Every vehicle that parks on campus is required to be registered with [CSU's Parking Services](#).

- [Parking Maps](#)
- [Parking Services Portal](#)

Parking Services is located in the [University Operations Annex](#) next to Parking Lot 5.

They are open Monday–Friday, 8:00 a.m. – 5:00 p.m. All parking policies can be found in the [Parking Code](#). For additional questions, please contact Parking Services at [parking@columbusstate.edu](mailto:parking@columbusstate.edu) or 706-507-8203. Additional maps of and directions to campus can be found on our [Maps and Directions page](#).

### Download the Rave Guardian App

Rave Guardian is a free mobile app that provides students, faculty and staff with a direct connection to campus police so that everyone can easily communicate all their safety needs. Its easy-to-use features help you stay safe every day and enables CSU to provide better protection for you.

[Download the Rave Guardian App](#)

## Tasks to Complete Within Your First Week

### Attend Orientation

All new employees are required to complete New Employee Orientation. A member of Human Resources will invite you to your orientation via your CSU email.

### Explore Benefits

Explore the benefits available to you on the [New to USG website](#). Our comprehensive benefits package is designed to support your personal health, well-being, and retirement needs, now and in the future.

Watch the 2024 USG New Hire Benefits Orientation or attend an online USG Benefits Orientation by registering on the website.

## Tasks to Complete Within Your First Month

### Leadership Institute

You will receive an email from the Leadership Institute for programming

Access the LIVE CSU portal in MyCSU. Navigate to MyCSU > Applications > LIVE CSU.

### Elect Benefits

Log in to the OneUSG Connect portal to enroll, update, or view your benefits coverage.

View Basic Benefits Overview of your CSU benefits, including provider information, frequently asked questions, and summaries of the medical, dental, vision, and pharmacy plans, flexible spending accounts, life and disability insurance plans, and other benefits offered to CSU employees on the [USG Benefits Website](#).

### Complete Required Training in Vector Compliance Training

As a new hire, you will have several required trainings and attestations. Some are generally required of all employees, while others may be more specific to your role and reporting unit.

You will receive an email from Human Resources via Vector Compliance Center regarding any required training(s). You can access training by clicking the email links or logging in to MyCSU, then choose Applications, and locate Employee Compliance Training.