

NEW EMPLOYEE INFORMATION

Item	Procedure	Contact Person
Academic Calendar	http://sites.jcu.edu/academics/pages/calendar/	
Banner Documents	http://sites.jcu.edu/its/pages/services/helpful-info/banner/	Helpdesk x3005
Banner Web	https://web4.jcu.edu/pjcu/twbkwbis.P_GenMenu?name=homepage	Helpdesk x3005
Business Cards	http://sites.jcu.edu/businessoffice/pages/purchasing-accounts-payable/ Interactive Quick Purchase Requisition	Lisa Brown x3097
Campus ID	http://sites.jcu.edu/carrollcard/jcu-carroll-card/policies-2014-2015/ Obtain your Carroll Card in the Cashiers Office, located on the ground floor of the Administration Bldg. AD47	Lisa Brown x4961
Canvas	http://sites.jcu.edu/cdm/home/canvas-support/ https://canvas.jcu.edu/login/ldap	Jay Tarby x1703
Computer Purchases	http://sites.jcu.edu/its/pages/services/resources/ New faculty computers and hardware are provided and paid for by the department unless otherwise arranged.	John Mack x6225 and/or Denise Gialamas x1749
Housekeeping	http://sites.jcu.edu/facilities/home/enter-a-work-order/	Enter work order online. Christina Lindberg x4986
Key Request	http://sites.jcu.edu/facilities/home/forms-policies/ Key Authorization Form	Christina Lindberg x4986
Library Privileges (Faculty)	http://researchguides.jcu.edu/liasons Contact the department's library liaison.	Amy Wainwright x4259
Payroll	http://sites.jcu.edu/hr/payroll/	Tammy Wisz x4456
Phone Installation	http://sites.jcu.edu/its/pages/services/network-and-phones/	Bill Wilhelm x1777
Printer & O Drive	http://sites.jcu.edu/its/?_ga=2.164891512.634580668.1527166025-663469844.1522072990	Helpdesk x3005
Purchasing Cards	http://sites.jcu.edu/businessoffice/pages/purchasing-accounts-payable/pcard/	Lisa Brown x3097