



Onboarding Guide

DAEMEN
— UNIVERSITY —

Welcome to Daemen University!

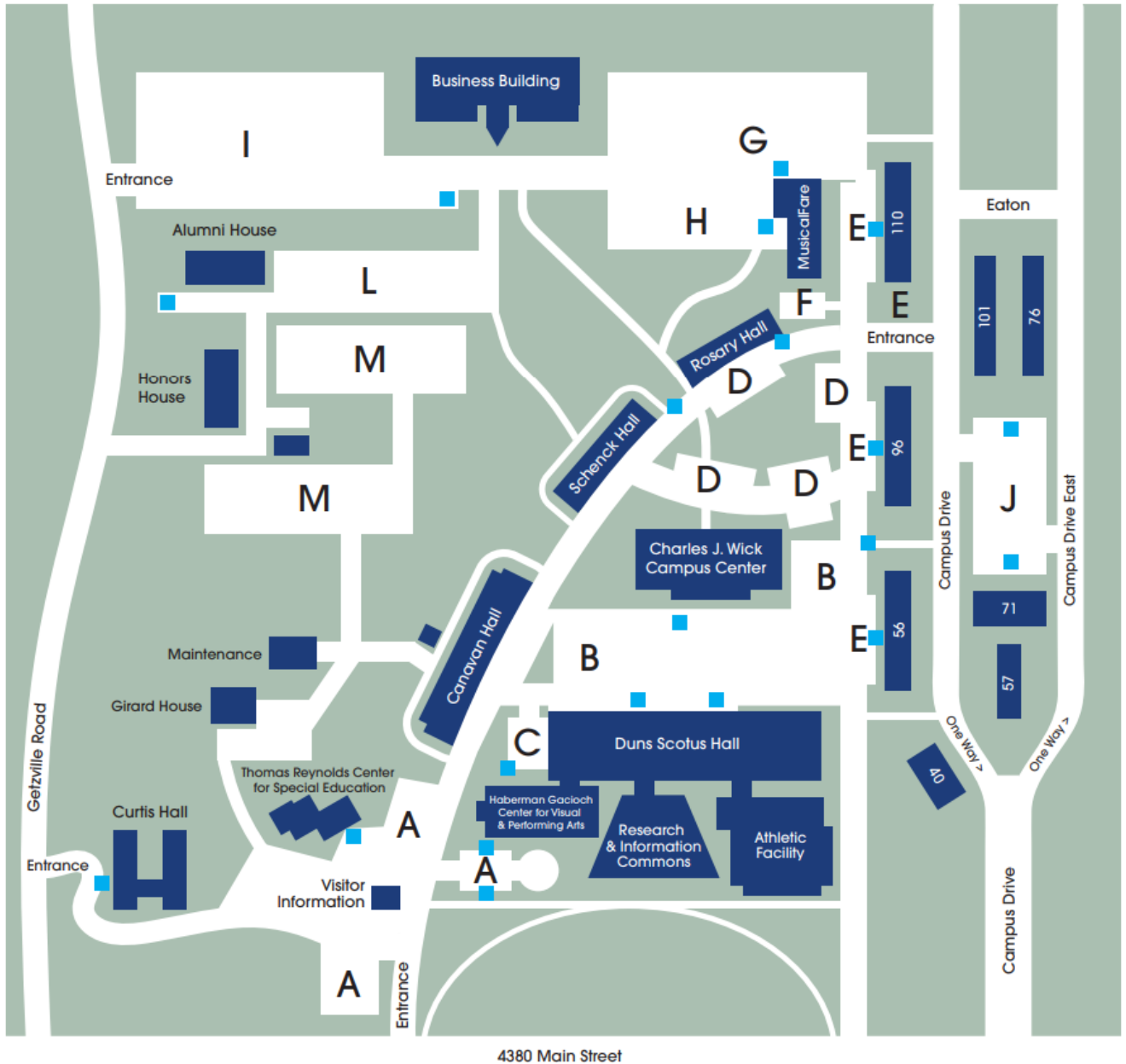
Congratulations on your new role at Daemen! As a University, we are committed to an academic atmosphere that leads to open inquiry and debate. We have achieved a creative balance between programs providing career preparation and education in the liberal arts. We offer our students the opportunity to expand their horizons beyond the classroom through internships, service-learning, clinical and field experiences, collaborative research with faculty, and study abroad. We encourage our students to be creative, innovative, ethically-minded leaders for an ever-changing, diverse, and interconnected world. Here, we create spaces for belonging and support students as they build their legacy.

Whether faculty or staff, every single person at Daemen contributes to this culture of excellence and the preparation to support the leaders of tomorrow. Thank you for accepting this challenge and joining our team!

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Campus Map



Duns Scotus: President's Office, Academic Affairs, Business Affairs, Center for Diversity & Inclusion, Athletics, Financial Aid, Student Accounts, Registrar, Mail Room, Print Shop, Bookstore

Wick Center: Student Affairs, Campus Safety, Career Services, Residence Life

Research & Information Commons: Institutional Effectiveness, Library, Student Success and Academic Engagement, IT Smart Squad

Rosary Hall: Admissions & Enrollment

Business Building: Information Technology

Alumni House: Employee Engagement & Institutional Advancement

Girard House: Marketing & Communications

Meeting Spaces

Daemen offers a variety of spaces for events and business. Below are some of the most typical areas where meetings will be held.



Wick Social Room

Located to the right when entering the Wick Building south entrance. This meeting room offers seating for roughly 50 depending on setup, as well as a projector screen and audio-visual connectors.

Executive Board Room (EBR)

Located to the right when entering the Wick Building north entrance. Often referred to as its acronym or as “The Boardroom.” This space comfortably seats 20 with a projector and audio-visual connectors. Typically-held meetings are Cabinet and the Emergency Response Team.



Social Room

Located on the second floor of the Wick Building, on the far side of the dining hall. Large space for meetings and events, with two projectors, audio-visual connectors. Typically utilized for large-scale campus events. Fun fact: Drake performed here.

Rosary Hall

The first floor of Rosary offers a main meeting space and the Executive Dining Room. The meeting space is typically used for important announcements or celebrations, such as Veterans Day ceremony.



Need to reserve your own meeting space?
[Fill the form from Conference Services.](#)

MyDaemen

MyDaemen is the campus hub for a rich variety of communication and organizational tools and resources. Using Single Sign-on technology, it's also a bridge to other programs that you can connect to seamlessly.

On the main hub, you will have a shortcut to your email on the left-hand menu, as well as tiles for your calendar, drive, the Daemen newsletter *Voice*, and the Employee Engagement tile that will direct you to ADP, our HR Information System where you can elect benefits and change personal info.

The screenshot shows the MyDaemen homepage. At the top left is a user profile picture. Below it is a search bar with the text "Search Daemen" and an "A-Z" button. A notification bar below the search bar says "Popular searches this week: Blackboard, Self Service, Email". A red banner below that reads "Classes and events at Daemen University's Amherst campus are canceled for Friday, 11/18/22. See email for more info. Stay safe, be warm!". Below the banner is a blue notification about COVID-19: "Campus community members should self-monitor symptoms, wear a mask, stay home and contact a medical provider to discuss testing recommendations if they are sick. If you test positive for COVID-19, please follow CDC guidelines to isolate, and view our COVID-19 policies, instructions for reporting your test result and how to receive support during your isolation". The main content area is divided into several sections: "Calendar" (Google Calendar) showing a weekly view with "Daemen RPC" and "Weekly Recap" events; "Events" for "Friday, November 18, 2022" listing "TGIF", "Figure Drawing Club", and "Chess Club Meeting"; "Voice" (Daemen newsletter) featuring "Hicks Named Vice President for Institutional Advancement at Daemen"; and "Faculty" (Faculty Affairs) with links to "Faculty Handbook", "Part-time Faculty Handbook", "Class Cancellation Procedures", and "Tenure Procedures".

The top search bar of the page acts like an internal Google for all the various resources that MyDaemen links to. If you type what you are looking for into that search bar, typically the first option will be the correct one:

The screenshot shows a search bar with the text "adp" entered. Below the search bar, the results are displayed under the heading "My Pages". The text "Pages on MyDaemen you have access to" is shown. A star icon is next to the result "ADP Workforce Now", which is highlighted in yellow.

MyDaemen - Directory


Whenever you do a search, the results are typically portioned into two areas; possible websites that link up with your keywords on the left ("MyPages"), and the Directory on the right.

If you type someone's last name into the search, people who match that last name will appear on the right underneath Directory.

The screenshot shows a search bar at the top with the text 'olson'. Below the search bar, the interface is split into two columns. The left column is titled 'My Pages' and contains a message: 'Pages on MyDaemen you have access to' followed by a light blue box stating 'No results found for "olson"' and a blue button labeled 'View all MyDaemen systems'. The right column is titled 'Directory' and contains the text 'Search for Daemen employees and students'. Below this, there are four entries, each with a circular profile picture, a name, and a title: Jim Olson (Adjunct Instructor of Ceramics, Visual and Performing Arts), Alec Olson (Grounds Supervisor, Facilities Services), Gary Olson (President, Office of the President), and Corinne Olson (Student).

You will see your colleague's full title. If you click on their name, you can also see which area of campus they work, as well as contact information. This is a great resource to be able to pull organizational information for your colleagues.

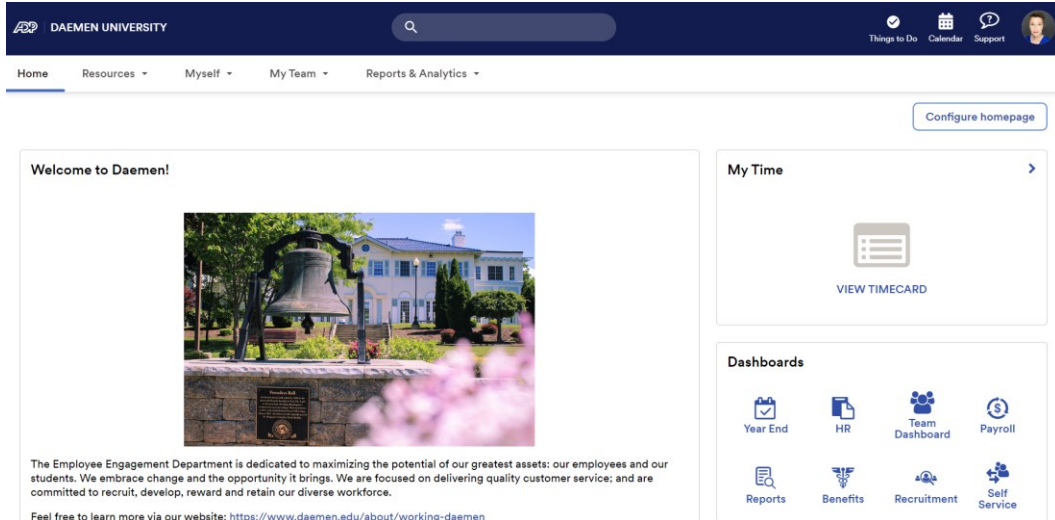
The screenshot shows the 'Daemen Directory' search interface. A search bar contains 'golson'. Below the search bar, there are radio buttons for 'All', 'Employees', and 'Students', and a dropdown menu for 'Dept.' set to 'Academic Dept.'. A search results pop-up window is open for 'Gary Olson', displaying his profile picture, work email (Email), work phone ((716) 839-8210), office (DS107), and mailbox (971). Below the pop-up are three buttons: 'Work' (with a briefcase icon), 'Home' (with a house icon), and 'Emergency' (with a first aid kit icon). Below the pop-up, a green banner states 'Your search for 'golson' returned 1 result'. Below this is a table with the following data:

Name/Affiliation	Email	Phone	Department
 Gary Olson President	golson@daemen.edu	(716) 839-8210	Office of the President

A red circle highlights a 'More Info' button in the bottom right corner of the table row.

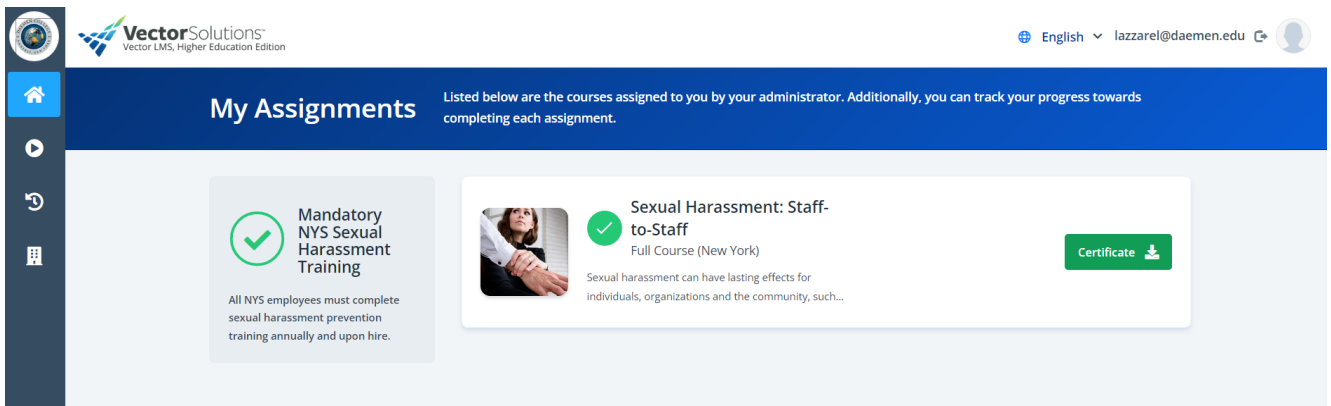
MyDaemen – Employment-Based Linked Websites

As mentioned, thanks to Single Sign-on, you'll be able to have full authority to move to new web sites that partner with Daemen. Here are two you will be using immediately at the time of hire:



ADP Workforce Now

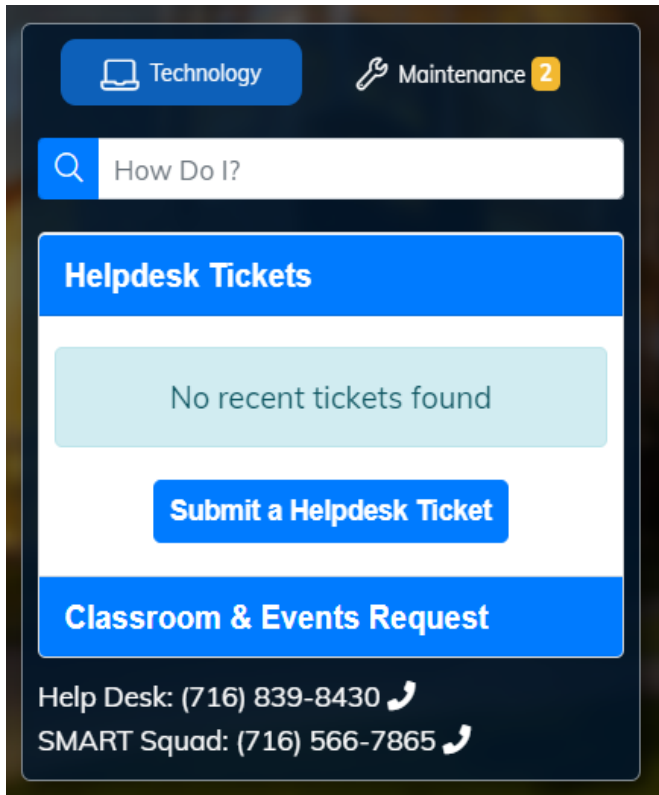
ADP is the Human Resources Information System Daemen uses to hire and pay its faculty and staff. You will primarily use this website to elect benefits as a new hire, for which you have 20 days from your hire date to do. Once a year, you will also need to go in for your annual open enrollment elections/changes.



SafeColleges

Also known as Vector, SafeColleges houses required, mandatory compliance training that must be done at time of hire and annual trainings that must be done year over year. If you become part of a search committee to hire a new colleague, you will additionally be required to take a bias training in SafeColleges to ensure you can perform your duties appropriately.

IT & Facilities Resources



Have an issue with your tech or need some help with your office space? On MyDaemen, a ticket system exists for IT and Facilities Services.

“How Do I” is actually a search function in the IT system to help you navigate some pre-loaded trouble-shooting options!

Aside from more common issues, if what you’re experiencing isn’t a readily-solved option, click “Submit a Helpdesk Ticket.” You will have the option to explain what you’re dealing with.

The criticality of your ticket will be added to the IT system to determine resolution time. Your ticket will exist on the Helpdesk Tickets section to track.

If your issue is more immediate in nature, you can also call the Help Desk as well as the Smart Squad for trouble-shooting.

Similar to Technology, you can see a toggle in the screen capture for “Maintenance.” If you have an issue such as a leak, or need some furniture moved, you can put in a ticket for the Facilities Services team to address. Please remember that the Facilities Services team also will look at the criticality of your request versus the other requests presently in the log and prioritize from there.

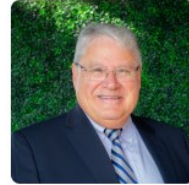




Gary A. Olson
President



Laura Azzarella
AVP Employee Engagement



Michael Brogan
Executive VP Academic Affairs & Provost



Amanda Gross
Chief of Staff



Mario Hicks
VP for Institutional
Advancement



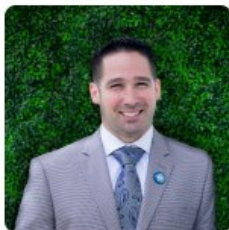
Tiffany Hamilton
Chief Diversity Officer &
Director of HEOP



Melaine Kenyon
VP for Information Technology



Traci Murphy
Athletic Director



Greg Naylor
Senior VP for Strategic Initiatives



Robert Rood
VP for Business Affairs & Treasurer

Helpful New Hire Resources

- [Campus Policy Library](#)
- [Full-Time Faculty Handbook](#)
- [Staff & Admin Handbook](#)
- [Part-Time Faculty Handbook](#)
- [Benefit Summary Guides](#)
- [Secure Portal Upload](#)
- [Benefit Resources & Contact Info](#)

