

**** IMPORTANT INFORMATION ****

****Remember to swipe your ID badge as soon as you receive it, beginning your first day at Upstate****

****You MUST sign-up for parking your first day. If you do NOT, you will pay the hourly rate****

****You MUST complete ALL Blackboard education WITHIN 1-week of unit orientation completion****

SCHEDULE/TIMECARDS:

- **Once you receive your badge, you MUST swipe (punch) in and out** (black box on wall in all hospital buildings). If you miss a punch in or out, please notify Jamie Waterstripe at 315-464-6273. Educators do not sign time cards, so please swipe in and out.
- Your schedule should be available in Kronos Friday (Day 1) in the afternoon. You will be able to access Kronos after completing computer class on Friday. Any questions regarding your schedule, contact Jamie at 315-464-6273.

PARKING:

- Sign-up for parking on Day 1 (Friday). If you do not sign-up for parking, you will have to pay for parking.
- Bring your vehicle registration and 1st month's payment
 - Sign-up for parking is available at BOTH Downtown and Community Campus.
 - If you float and are not signed up, you will have to pay for parking at both campuses.
- *On your second day*, please park where you registered to park.
- *MONDAY, parking at Community Campus:* Park in employee surface lots
 - If your employee badge DOES NOT work to open gate, press button and give badge info to guard

PARKING: <http://www.upstate.edu/parking/index.php>

SHUTTLE: <http://www.upstate.edu/parking/student/shuttle.php>

ORIENTATION:

- **Monday orientation is at the Community Campus:**

ADDRESS: 4900 Broad Rd, Syracuse, NY 13215

*WHERE TO GO: Enter hospital through the Golisano After Hours entrance, **we will meet in the Golisano lobby of the hospital***

- All Blackboard required course-work must be completed prior to your first day of unit orientation.
- Bring this booklet to your unit with you during your 3-day orientation
- You are required to complete any future monthly Blackboard training applicable to your unit.

Directions: <http://www.upstate.edu/directions/>

Community Campus Map: http://www.upstate.edu/directions/pdf/community_map.pdf

Downtown Campus Map: http://www.upstate.edu/directions/pdf/upstate_map.pdf

CLOTHING:

Scrubs are optional, but please dress comfortably. Business or casual dress during classroom orientation. After that scrubs are acceptable, **any color**. NO t-shirts or sweatshirts (exception: t-shirts with Upstate logo are allowed).

NURSING UNITS: <http://www.upstate.edu/nursing/units/index.php>

PATIENT CARE UNIT PHONE LIST: http://www.upstate.edu/nursing/documents/intra/patient_care_unit.pdf

****ALL CALL-INS: 315-464-9411 (Staffing Office)****