

**** IMPORTANT INFORMATION ****

****Remember to swipe your ID badge as soon as you receive it, beginning your first day at Upstate** (black box on wall in all hospital buildings).**

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

Here is some information to help guide you during your contract:

- Your first day of hospital orientation (Friday) you will be given a packet of information including paperwork that needs to be handed into the unit trainer/manager. Please bring this packet with you each orientation day and to the unit for your orientation shifts
- 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).
- If your orientation classes end early, go to your assigned unit, and reach out to the manager and/or trainer. All required Brightspace coursework must be completed prior to your first day of unit orientation. If you do not finish during your hospital orientation shifts, please notify the manager so they can schedule you additional time. The manager's information is listed in your orientation packet
- During unit orientation you will be expected to complete an online orientation checklist with your preceptor in self-serve (Online PBO). This should be completed during your 3 shifts of orientation
- When using the time clock- do not punch in more than 15 minutes early and do not punch out prior to the end of your scheduled shift.
- If you forget to punch in or out, contact Jamie Waterstripe (waterstj@upstate.edu) or your unit manager to correct prior to the end of the pay period
- We do not sign paper time sheets. If you need proof that you worked, you can print your timecard from Kronos with your in/out punches
- Our pay periods are 2 weeks long and run from Thursday to Wednesday (ex: 2/2/23-2/15/23). During our 2- week pay period, you will be scheduled to work 6 12-hour shifts and every other weekend (unless otherwise contracted). You are not guaranteed 3 shifts/week based on the way our pay periods run.
- You are responsible to complete any required monthly or unit specific education. This education should be completed while you are working during down time. We are unable to pay for any education completed at home. If you are unable to complete, please discuss with the unit manager or clinical trainer
- Check your Upstate email frequently as much of our communication is via email
- Your schedule should be available in Kronos Friday (Day 1) in the afternoon. You will be able to access Kronos after completing computer Blackboard course on Friday
- If you have questions regarding your schedule, please reach out to the unit manager.
- Email is the best way to reach me if you have questions (waterstj@upstate.edu). If you would like to call or meet in person, my phone number is 315-464-6273. Our office is located off-site in the Galleries but can schedule a time to meet in-person if needed.

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

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

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

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) ****

(«First_Name» «Last_Name» (ID «Emp_ID»))