

## Welcome to the Greenlee School of Journalism and Communication at Iowa State University

Iowa State requires new employees to sign contracts called Letter of Intent (LOI). Kathy Box has routed the contracts to the Dean for his signature and the letters will be made available for your signatures as soon as possible.

A position responsibility statement (PRS) will be sent to you and it requires your signature. After you return the originals to Kathy, your social security and payroll information will be entered into the electronic payroll system. This is the record of hire that all other departments will check to give you access to ISU identification cards, parking, computer services and more.

48 hours before accessing any ISU information you will need to spend several hours on campus. The Welcome page on ISU's Web site (<http://www.hrs.iastate.edu/new/>) will walk you through all of the steps you need to take to gain access to class lists, employee information, and computer hardware and software.

On this page you will follow the links on the left, completing forms. Follow each link on the employee checklist in order. Our office does not collect any forms except the original LOI and PRS. It may take several hours to complete the checklist. Benefits packages will be issued by benefits when payroll sign-up is complete.

After you receive your ISU ID card you may be issued computer equipment and office keys. Please contact Jeremy Haubrich at 294-4139 or [jeremy@iastate.edu](mailto:jeremy@iastate.edu) for computer access and keys to the mailroom and classrooms, and Kim Curell at 294-4342 or [kcurell@iastate.edu](mailto:kcurell@iastate.edu) for keys to the building and office space.

All lecturer offices will be in Hamilton Hall 204. Room 204A will be available for lecturers to share for phone calls and meetings with students...on a sign-up basis.

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