DREW

NEW EMPLOYEE ONBOARDING

Welcome to Drew University!

This document contains information about Drew, the systems/software we use, and how to get set-up. It is intended to provide some helpful initial resources to get you started, but is not entirely comprehensive. Our New Hire Orientation is conducted by the HR Department every 15th and end of the month. A zoom link will be sent to your Drew email. It will be from 9:00 AM- 12:00 PM. For any questions on the New Hire Orientation, please email humres@drew.edu.

INFORMATION ABOUT DREW

Main "About Drew" Webpage – This is a great place to start to learn more about Drew. Below is a screenshot of some of the sections that can be found there. The About Drew Page can be found in this link.

ABOUT DREW UNIVERSITY

Drew in a Nutshell

Drew Accolades

Drew Traditions

Mission & History

Our Leadership

Schools, Departments & Offices

Accreditation & Consumer Information

Institutional Research

Maps, Directions & Accommodations

Contact Drew

Privacy Policy

Home ➡ About Drew

Drew University, a Phi Beta Kappa liberal arts university, includes the College of Liberal Arts, the Drew Theological School and the Caspersen School of Graduate Studies. Drew is located on a beautiful, wooded campus in Madison, New Jersey, a thriving small town close to New York City.

It has a total enrollment of more than 2,000 students and has 135 full-time faculty members, 99% of whom hold the terminal degree in their field. The Theological and Caspersen schools offer MA and PhD degrees, and the College confers BA and BS degrees in more than 50 disciplines, and offers 16 preprofessional and 18 dual-degree programs.

Drew's one-of-a-kind, leading edge path to an undergraduate degree, Launch, ensures that every student graduates with a purpose, sought-after transferable skills, a network of mentors, and an experience-based résumé—guaranteed. Particularly noteworthy opportunities for undergraduates include the Charles A. Dana Research Institute for Scientists Emeriti (RISE), home of 2015 Nobel Prize Winner for Medicine and Drew Fellow William Campbell, the Drew Summer Science Institute (DSSI), the Center for Civic Engagement, as well as New York City semesters focusing on Communications & Media, Contemporary Art, Museums & Cultural Management, New York Theatre, Social Entrepreneurship, Wall Street, and the United Nations, and several international semester programs.

Drew also houses the Center on Religion, Culture & Conflict, the Center for Holocaust/Genocide Study and the Shakespeare Theatre of New Jersey, an independent professional theater, as well as the United Methodist Archives and History Center and one of the country's leading concentrations of materials on Willa Cather.

Our Leadership – Get to know Our Leadership, the cabinet members leading Drew University forward.

Organizational Charts – The Org Chart for Human Resources and the charts for all other University departments are here. The University chart is updated annually each fall. The updated Human Resources Org Chart can be found in this link.

Campus Map – Here is a link to Drew's Campus Map. A document version can also be accessed here.

Security – Drew's Campus Security is located at the Pepin Service Building (see map above). Please watch the Active Shooter Safety Training video on this page and register on LiveSafe at Drew for campus emergency and inclement weather alerts through your mobile SMS and email. You will also need to register your vehicle(s) by completing an Online Parking Registration as soon as possible.

ID Card – All students, faculty and staff must complete an ID Request form as it is not issued on a walk-in basis. You will receive an email once it is ready and you are able to pick up at the Facilities Office at the Pepin Service Building.

Drew's Human Resources Site – The Drew Human Resources site will have our mission statement for the community, general and benefits information and other helpful resources to help you navigate as a new employee of Drew. Our Payroll information can also be found on this link.

ADP WORKFORCE NOW ("ADP WFN")- ADP WFN is our Human Resources Information System (HRIS). You should have registered prior to your start date. This system stores your personal and payroll information. As an employee, you are able to update personal or tax information, print pay stubs and access historical pay and tax statements. For assistance in ADP WFN set-up, please contact (humres@drew.edu). For pay questions please contact Payroll (payroll@drew.edu).

Vector LMS - Drew has mandatory safety training requirements that needs to be completed within 30 days of your start date. For any questions, please contact Human Resources.

Facilities – The Drew Facilities Management site will have information on submitting a work request and the list of services they provide to the campus community.

Auxiliary – The Office of Auxiliary Services oversees the Conference & Events, Scheduling (non-academic). The Concert Hall, Mail Services, Duplicating Services, the Bookstore, laundry and vending contacts.

Drew Staff Association – DSA is the organization of University Staff and Administration. The mission of DSA is to promote a spirit of community among members of the staff and administration, to encourage communication and to serve as the official body responsible for providing representation to the larger University community.
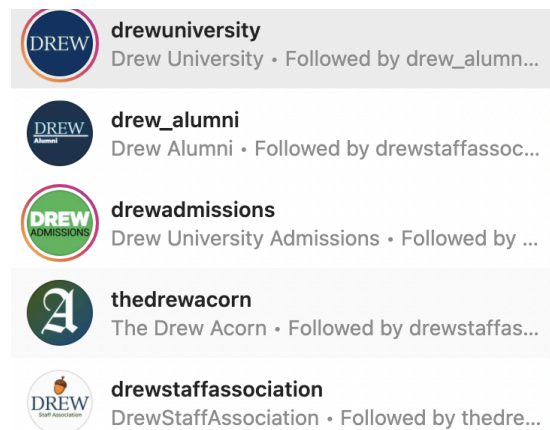
Communications Toolkit – The Communications Toolkit has links to templates for letterhead, Drew zoom backgrounds, and logos. In addition there are links to the Editorial Style Guide; a viewbook describing the Drew Program, Launch; and recruitment talking points.

DREW SOCIAL MEDIA

Drew Facebook – Drew's Facebook page

Drew Instagram Accounts – Here are some of Drew's Instagram accounts:

drewuniversity
Drew University • Followed by drew_alumn...

drew_alumni
Drew Alumni • Followed by drewstaffassoc...

drewadmissions
Drew University Admissions • Followed by ...

thedrewacorn
The Drew Acorn • Followed by drewstaffas...

drewstaffassociation
DrewStaffAssociation • Followed by thedre...

SYSTEMS, ACCESS, & OTHER LINKS

Help Desk – University Technology (UT) handles technology issues. You can put in a ticket by calling them at 973-408-4357 or emailing helpdesk@drew.edu. UT should be able to help you in all of the initial set-ups such as your username and password set-up to get access to your computer and other required systems.

However, before reaching out to them, check with your supervisor to see if they can help with the issue internally in your department.

Desktop/Laptop Set-Up – This should be arranged prior to your start date. If you need assistance logging in, please call the Help Desk at the number above.

Duo Security – In order to access many Drew sites, employees must be enrolled in Duo Security. Instructions to set up Duo Security are found here. There are also instructions for connecting your mobile device to Google apps.

Citrix
In order to access the G:drive where your own department electronic files are stored, you will need to download Citrix Workspace App. This will be useful should you be required to work remotely and need to access the department drives outside of the University.

TreeHouse – TreeHouse is where students/staff/faculty/parents can access their Drew accounts, including directories, personal information; and for students, class and financial aid information . In

order to sign you will be directed to sign in first via duo security. In Treehouse you will be able to change your personal information as well as access the campus directory.

Personal Information

Campus Directory
Campus Directory Preferences
Update Addresses and Phones
Update E-mail Addresses
Update Emergency Contacts
Change Password
Change Security Questions
Update Race Ethnicity
Parent/Guardian Proxy Access
Granting Proxy Access Video Instructions
Granting Proxy Access Instructions

In addition, on TreeHouse you will be able to access links about Policies (such as the Employee Handbook), Communications, Finance, and HR.

Getting Started with Your Drew Google Account – Here you can find out how to access such services on your Drew Google Account such as Mail, Calendar, Groups, and Drive.

Setting up Your Drew Email Signature: Choices for setting up your Drew email signature can be found here.

Setting up and Accessing your Voicemail – If you have a Drew phone number, you can set up your voicemail using the instructions here.

Google Drive – Each employee can access their own Drew Google Drive by going to drive@drew.edu. Drew uses the Google Drive functionality to share many documents, especially for group editing.

Department G: Drive – Department electronic files are stored on the G: Drive. For remote access to the G: drive, you will need to have the most recent version of Citrix Viewer installed. Then go to the CloudPC (you will be asked to respond to Duo Security) The first time you access it the CloudPC, if you do not see the icons, use the search function in the top right to type in what you are looking for, i.e. Word, Excel, Powerpoint, etc. In the case of the G:drive, search for Windows Explorer. For assistance in adding your department drive, please call UT at 973-408-4357 or email helpdesk@drew.edu.

KnowBe4 – Our cybersecurity training is managed by University Technology (UT).

WordPress – Wordpress is the program used to create forms on the website. The Communications department is in charge of it. The majority of departmental employees will not use Wordpress. However, depending on the job responsibilities, this could be a component of the work.

Zoom Account – [Here](#) you can learn about setting up a Drew Zoom account. Use this [form](#) to request a Zoom license, which will enable you to schedule and host meetings and hold meetings that are longer than 40 minutes. If you would like a Drew Zoom background they can be found [here](#). You can add Zoom to your google calendar using the Zoom for Google Workspace add-on. This way you can seamlessly schedule, join, and manage meetings directly from Gmail or Google Calendar. Your scheduler settings are synced from the Zoom web portal. After installing the add-on, you can use it in the desktop web browser (Gmail or Google Calendar) or mobile device (Google Calendar app).

Banner – Banner is the University-wide database system that many departments use across campus. If your job requires access, the department will request it through UT.

Argos – Argos is the reporting tool for Banner. If your job requires access, the department will request it through UT.

MailChimp – MailChimp is the email marketing platform used by Advancement and Communications to send mass or group emails when warranted.