

## **New Hire Tips**

**August, 2010**

Hi, you are receiving this because your email was added to the New Hire Tips distribution list, to receive periodic updates useful to new employees. This email list does not accept email; if you have a question or comment, we'd love to hear it, so send to: [learningdev@stanford.edu](mailto:learningdev@stanford.edu).

### **Automatic Payroll Deposit: Split it Up or Keep it Together!**

Employees are able to allocate their payroll direct deposit to up to two bank accounts. You can split your direct deposit by percentage (e.g. 75% to checking and 25% to savings) or send a flat amount to one bank account and the balance to a second bank account (e.g. \$100 to savings and the balance to checking). Visit Axess: <http://axess.stanford.edu> to enroll and/or update your direct deposit information. Please see Fingate for step-by-step enrollment instructions: [http://fingate.stanford.edu/staff/payemployee/quick\\_steps/enroll\\_direct\\_deposit.shtml](http://fingate.stanford.edu/staff/payemployee/quick_steps/enroll_direct_deposit.shtml)

### **Computer Discounts for Employees**

If you're in the market for a computer, check the prices for Stanford employees before heading to a retailer. Review the many options on the Purchasing a Computer site:

[http://www.stanford.edu/services/computing/purchasing\\_a\\_computer.html](http://www.stanford.edu/services/computing/purchasing_a_computer.html)

### **Items in Your Department to Get Rid Of? Post on Property Reuse Site**

If your department has used (or new) items that cannot be used, don't throw them away, post them on the Property Reuse site so another department can grab them! Our department had a used whiteboard in good shape that we posted for free, and it was grabbed up for a conference room that graduate students were using and where they had no money to buy a whiteboard. You can search for items your department, too:

<https://orasecurestanford.stanford.edu/ora/pmo/reuse/default.asp>

### **Cell Phone Discounts for Employees with T-Mobile, Verizon, AT&T or Sprint**

If you have or are buying a cell phone, many major carriers offer a discount to Stanford employees that can mean \$\$ in your pocket. Visit the Information Technology Services Cell Phones & Mobility Devices for Personal Use to get links to the AT&T and Sprint online application forms. <https://itservices.stanford.edu/service/mobiledevice/cellular/personaluse>

- AT&T also has a site: [www.att.com/wireless/stanforduniv](http://www.att.com/wireless/stanforduniv) and you must use the code: 32881. Or visit your local AT&T store at: 2825 El Camino Real, Palo Alto, CA 94306.
- T-Mobile: call with the promotional code of: 14326TMOFAV, to their toll free number of 1-866-464-8662, menu option 3.
- Verizon: the offer applies to Verizon Wireless Accessories as well as the Verizon monthly access fees; visit your local Verizon Wireless Retail Store at 219 University Avenue, Palo Alto, CA 94301.

For general cell phone needs, visit the Cellular Support Office in Forsythe Hall, Room 190 (275 Panama Street) between 8 am and 5 pm, Monday-Friday.

### **Reminder for Super Newbies: Enroll in Your Benefits Choices**

You've got 31 days from your hire date to enroll in your benefits elections or be enrolled in default plans. Review the info on the Benefits site in the Getting Started>Faculty & Staff section [http://benefits.stanford.edu/cgi-bin/overview/getting\\_started/faculty\\_and\\_staff/](http://benefits.stanford.edu/cgi-bin/overview/getting_started/faculty_and_staff/), or call the Benefits Service Center with any questions: (650) 736-2985.

### **Reminder: Andronico's Discount to Stanford Employees**

Andronico's at 500 Stanford Shopping Center Way, next to Nordstrom's now offers a 5% discount when you check out and pay for your groceries. You must show a Stanford ID card to be eligible for the discount. The store reserves the right to cancel this offer at any time, but for now it's a great deal!

### **Reminder: Update your Profile in Stanford You**

Often, new employees don't remember to check their profile after being hired and so don't realize key information is missing that would prevent another employee from contacting you, or perhaps you've moved since you applied for employment and so important employee information that's put into the mail will never reach you, or possibly you need to set up emergency contact info. To check your profile, login to Stanford's directory (Stanford Who) and search for yourself: <http://stanfordwho.stanford.edu>. To make any changes, login to Stanford You: <http://stanfordyou.stanford.edu>. Click 'Maintain Directory and AlertSU emergency contact information.' To update, click the 'change' link and make sure to click 'Save' after making any updates. Make sure to click 'Logout' at the top before leaving Stanford You.

### **Housing Info if You're New to the Bay Area**

If you are seeking housing, there are several resources that could be helpful, and they're posted on the Stanford New Hire site, in the "Finding Housing" section: <http://newhire.stanford.edu/questions/index.html#housing>. If you have a tip on any other housing resources, please share so it can be included on the site.

To unsubscribe: Enter your email address into the correct field near the bottom of this page on Mailman: <https://mailman.stanford.edu/mailman/listinfo/newhiretips> and click the 'Unsubscribe or edit options' button.