Starting Essentials

Welcome to the Prince of Wales Clinical School. The following guide has been prepared to assist new employees with the relevant orientation information they need to get started. Upon commencement, your supervisor will provide you with a new starter pack, which contains the documents listed on this website.

**Please Note:** The main source of new employee information is the UNSW Online Orientation website. The information available on this page is designed to supplement that site, with information specific for employees located in the Prince of Wales Clinical School.

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**HR Documents (obtained from HR)**

These forms will be provided to you by the HR Consultant and are usually completed and returned before you start, or you may be due to complete them on the day you start. The forms are variable from your HR Consultant if you have not received them.

- Tax form
- Superannuation form
- Entry on Duty form (HR2)

Refer to the Human Resources page for further information.

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**Location and Maps**

The Prince of Wales Clinical School is located at the Prince of Wales Hospital campus in Randwick (North and South Wing, Edmund Blacket Building). Some departments of the School are located in the Lowy Cancer Research Centre at the UNSW Kensington campus.

Refer to the POWCS Locations & Maps page for further information.

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**Staff ID number**

All staff are assigned a staff ID number when they commence employment. The faculty's HR consultant or your supervisor will provide with you this number. To log into any online services you will be required to use this number prefixed with a 'z'. You will need this number in order to undertake many administrative processes.
Staff ID forms

UNSW issues cards to all staff, contractors and students for the purposes of identification, electronic building access and library borrowing. Staff located at the POWH campus will need both a UNSW staff card and a POWH staff card.

Refer to the Human Resources: ID Cards page for further information.

Staff Parking forms

Staff may apply for a parking permit or use the metered parking around the UNSW campus. Short term street parking is available around both the UNSW and POWH campus.

Refer to the Human Resources: Staff Parking page for further information.

Compulsory UNSW Orientation

All staff must complete an online orientation (1) as well as the following OHS (2) and orientation (3) forms. The below forms are also available on the HR website - Orientation Forms:

1. UNSW Online orientation - Read through the UNSW Online orientation topics on the HR website.

2. UNSW OHS Induction forms - Complete and return the following forms to your supervisor:
   - OHS006 - OHS Induction form
   - OHS114 - Workstation Checklist
   - Induction form Laboratory OHS049 (for laboratory staff only)

3. UNSW Orientation forms (Employees to complete):
   - New Employee Acknowledgement Form

4. UNSW Orientation forms (Supervisors to complete):
   - Pre-arrival checklist
   - Entry on duty checklist
   - New Employee Induction Checklist for Supervisors
   - Casual, Temporary and Sessional Staff Induction Checklist (if applicable)

See also Supervisor Guide to Induction.
Compulsory UNSW Training

EEO online training

It is compulsory for all UNSW staff (including casuals and contract staff) to explore and understand equal opportunity issues through the self-paced Equal Opportunity Online Program for Staff (EO Online). Equity principles, terminology and application are explained through real life case studies and interactive learning techniques.

All staff are asked to complete Module 1. Managers and Supervisors are asked to compete Modules 1 and 2.

The EO Online program is accessed via myUNSW at https://my.unsw.edu.au. Enter your login ID (eg z1234567), your UniPass password and click login. The EO Online program is located in the bottom right hand corner.

OHS training courses

It is compulsory for all staff and students of the Prince of Wales Clinical School (including casuals and contract staff) to complete the following OHS training. Staff working in laboratories will need to complete further training specific to their area. Your supervisor will discuss your training needs with you when you start.

1. OHS Awareness Training (2 hours)
2. Ergonomics & Safe Lifting (1.5 hours)
3. For laboratory staff - see your supervisor for requirements.

Course outlines and training dates are available on the UNSW OHS Training Courses webpage.

To register for training, log into myUNSW at https://my.unsw.edu.au. Enter your login ID (eg z1234567), your UniPass password and click login. Select the tab at the top called "My staff profile" (or for students, "My Student profile"). On the left hand pane under"My Staff services", click on "Training Registration". Under "Course Type", select OHS from the drop down menu, select the course date you wish to attend and submit this for approval to your supervisor.

Getting connected to UNSW systems

Online Access Forms (including email)

UNSW online services include myUNSW (for staff pay records, leave records and training), email, UniWide (the UNSW wireless network), eLearning and UNSW Library online services. Upon commencement you will be given an Online Service Access Form to complete.

The most commonly used form for new staff whose salaries are paid through the UNSW payroll system is the OSA 01 form (new UNSW Staff with a UNSW Staff ID). For contract staff, visiting academics and staff of affiliated organisations, please refer to the Online Service Access Form page for the appropriate form.
Login and Passwords - UniPass and zPass

Your username for accessing most UNSW online systems such as myUNSW, my eLearning Vista and UNSW email is your UNSW Login ID, which consists of an 's' or 'z' followed by your UNSW staff number (eg z1234567).

NB: You will need both a **UniPass** and **zPass** to access ALL University systems. Both UniPass and zPass can be self-managed via the Identity manager website (links provided below).

- **UniPass**: Once the Online Service Access Form has been processed by IT, you will be notified of your **UniPass**. If you have the correct information you can set up your own [UniPass here](#).

- **zPass**: To set up a zPass, follow the below steps:
  - **I have a UniPass but not a zPass** - you can login [here](#) with your UniPass and create a zPass (instructions on how to [create a zPass](#))
  
  - **I am a New User** - ie. no **UniPass** or **zPass** - Set your [UniPass here](#) and then [create your zPass](#).

- Further information: Contact the IT Service Desk on **9385 1333** or [servicedesk@unsw.edu.au](mailto:servicedesk@unsw.edu.au) and request assistance in creating these.

Email, Telephone and Voicemail

Please refer to the [IT page](#) for further information.

Staff directory and Key contacts

Please refer to the [Contacts page](#) for further information.