Delgado
COMMUNITY COLLEGE

NEW EMPLOYEE QUICK-START GUIDE

Email Access

Once processed into the Delgado Payroll System, employees may obtain a Delgado email address on an as needed basis for their job. Information on Delgado Email is available on Delgado Email: Frequently Asked Questions. The employee's supervisor must first submit an OIT Help Desk ticket requesting that an email account be created.

LOLA Access

LOLA Self-Service is how employees enter time each pay period. From the Delgado homepage, select LOLA. Once on the LOLA home screen, click "*Don't know your username.*" Follow the prompts to establish a username. Employees will need to have their Social Security Number and birthdate information available. A user password can be retrieved the same way, by first selecting "*Don't know your password.*" Each employee's supervisor will explain the details for time entry through the web. For more information, see the web time entry tutorials available in LOLA Self-Service on the Training Tab. Choose "Human Resources" in the dropdown to access the web time entry tutorials.

First Pay Check

Biweekly employees are required to participate in direct deposit of net pay to their financial institution unless certain conditions exist to exempt the employee from this requirement. *However, the first paycheck is mailed to the employee's permanent mailing address on file.*

W-2

All new full-time employees have the electronic W-2 feature activated in their LOLA Self-Service with the option to opt out through LOLA. W-2s for part-time employees are mailed to their permanent mailing addresses on file.

ID Card

Within a week of starting employment, new employees should be able to pick up an employee ID badge at the ID Center, located in Building 1B (Room 123W) on the City Park Campus. It is suggested that employees call in advance to verify if the ID Center has received all data necessary to create the ID badge. The center may be reached at (504) 671-5461; more information is available on the Delgado ID Card webpage. Should an employee need card access, an Access Card Request Form must be completed and signed by their Division/Department Head, and presented when coming to take their ID. The Access Card Request Forms are located under "Forms" on the Delgado Faculty & Staff website.

Keys

Should an employee need keys to access rooms or offices in a building, a Key Control Form must be completed and submitted by the employee's supervisor in advance. The form can be emailed to (lross@dcc.edu or mhall@dcc.edu) or brought to Campus Police, located in Building 1B (Room 127) on the City Park Campus. The Key Control Form is located under "Forms" on the Delgado Faculty & Staff website.

Parking Permit

Parking Permits may be obtained on an annual basis through the College's Online Parking Portal. See Parking Regulations for more information.

Link to Delgado Policies

Delgado Policies and the Delgado Employee Handbook are accessible on the College's website.

Link to LCTCS Policies and LA State Civil Service Rules

Other policies related to employment within the LCTCS System are available at LCTCS Policies. For more information about State Civil Service (for Classified Employees only), please visit Civil Service Rules.