



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: Getting Started](#). The employee's supervisor must first submit an OIT Help Desk ticket requesting that an email account be created. The OIT Help Desk may be accessed at: <https://delgadoprod.service-now.com/>.

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 [LOLA Tutorial](#).

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 127W) 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 keyed access to certain parts of a building, a [Key Control Form](#) must also be completed and submitted by the employee's supervisor in advance. The 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 are accessible at this link: <http://www.dcc.edu/departments/policy-office/default.aspx>. The Delgado Employee Handbook may be accessed at: <http://www.dcc.edu/departments/policy-office/humanresourcespolicies/employeehandbook.aspx>.

Link to LCTCS Policies and LA State Civil Service Rules

Other policies related to employment within the LCTCS System may be found online at: <https://www.lctcs.edu/policies>. For more information about State Civil Service (for Classified Employees only), please visit: <http://www.civilservice.louisiana.gov/CSRules/Index.aspx>.