

ASU Washington Center

Resource Guide: New Hires

Welcome to the Washington Center

Welcome to the team! We're so happy to have you join us. Below you'll find information to get you started here at the Washington Center.

If you have additional questions, please direct them to your manager or the operations team. We'll be happy to help get you settled.

Washington Center vs. 1776

ASU's Barrett & O'Connor Washington Center (BOWC) is located at 1800 I St. NW, Washington, DC 20006. The main lobby phone number is (202) 446-0380. This is the main ASU building.

ASU has additional office space directly across the street at 1776 I St. NW. Only persons assigned to this office building have access to this workspace.

SunCard access

When starting at the Washington Center, you will receive a temporary access card. Once programmed by the operations staff, this card will provide access to your assigned building and to the appropriate floor/office suite. Simply tap the card to the card reader at the door or elevator for entry.

All new employees should otherwise order a SunCard online (unless you are attending employee orientation in-person in Tempe – at which point you'll receive it there). Suncards may be ordered [here](#). You can also utilize this site to replace a lost card.

Once you receive your new Suncard, please contact the operations team with the card number (first 6 digits on the back of the card) so building access can be added – this does not happen automatically. You will be asked to return your temporary access card to the operations team.

Building Access

In general, building access is available 6AM to 12AM,

seven days a week. You will be able to access all building floors from 8AM to 5PM, Monday thru Friday. At all other times, access is restricted to your designated floor.

Technology assistance

Technology assistance is provided thru the Executive Technology Office (ETO). Email utodc@asu.edu with requests.

EMS access and how-to

EMS is the room booking software used to coordinate reservations for all meeting and event spaces at the Washington Center.

New users must be set-up with an account to view and make reservations. Please contact the operations team to have a user account set-up. Instructions on how to use the system and best-practices in making event reservations are also available.

ASU DC website

The URL for ASU's Washington Center website is washingtondc.asu.edu. Here you'll find listings of DC-based programming, education opportunities, upcoming public events and the staff directory.

ASU DC website 'Resources' tab

Additional staff resources are available under the 'Resources' tab found under the 'About' section of the Washington Center website.

This section is only visible if you are logged into your ASU account. Resources available here include:

- Staff phone directory
- Building evacuation plan
- EMS user guide
- Washington Center event guide
- Student resources
- Full Washington Center handbook
- Additional resource guides

Resource guides vs. full handbook

A comprehensive building handbook is available under the Resources tab. This tool includes a wide variety of information including facility policies and procedures.

Additional 'resource guides' are also available, offering scaled down sections of the full handbook.

Please direct any questions to the operations team.

ASU Employee Benefits

Questions regarding your ASU employee benefits, including health care enrollment, provider selection and ASU's retirement plan options, should be directed to the [Human Resources office](#) in Tempe.

Employee Health and Wellness Phone Number

ASU's [Employee Assistance Office](#) offers free, voluntary and confidential behavioral health and organizational consultation for personal and work-related issues.

ASU Employee Assistance Office
(480) 965-2271

Common concerns include, but are not limited to:

- addiction/substance use
- anger management
- anxiety or depression
- career dissatisfaction
- chronic health conditions
- co-worker/supervisor problems
- family conflicts/parenting
- grief and loss
- legal troubles
- major life transitions
- marital/relationship discord
- stress management

Metro subsidy

ASU Parking and Transit Services (PTS) offers a monthly Metro transit subsidy of \$82 for all full-time DC-based staff members. This subsidy is good for both Metro rail and bus fares.

Interested individuals must purchase and have registered their [SmarTrip®](#) card with Metro. You must then contact PTS at 480-965-6124 or parking@asu.edu to request the \$82 subsidy as well

as any additional pre-tax employee payroll deductions you wish to have loaded on to your card above the initial \$82. Employees must provide their SmarTrip® card number to the PTS Customer Service representative.

For more information, please see the ASU DC Metro Subsidy Program document under the ASU DC Resource tab of the website.

Operations Team

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