Pre-employment - Getting Started

UNIVERSITY ID (UNID)

You will be given a unique University of Utah Identification Number (UNID). You will use your UNID for everything you need access to at the University of Utah. Once you have been set up in the system, you will need to remember the format. Your UNID will look like 01234567, but to login to certain operations such as the Campus Information System (CIS), the letter "u" will replace the first digit—u1234567.

CAMPUS INFORMATION SYSTEM (CIS)

The Campus Information System(CIS) is where you will login to access relevant employment and course information at https://portal.app.utah.edu/. You can always find the CIS link from the University's main page (see below).
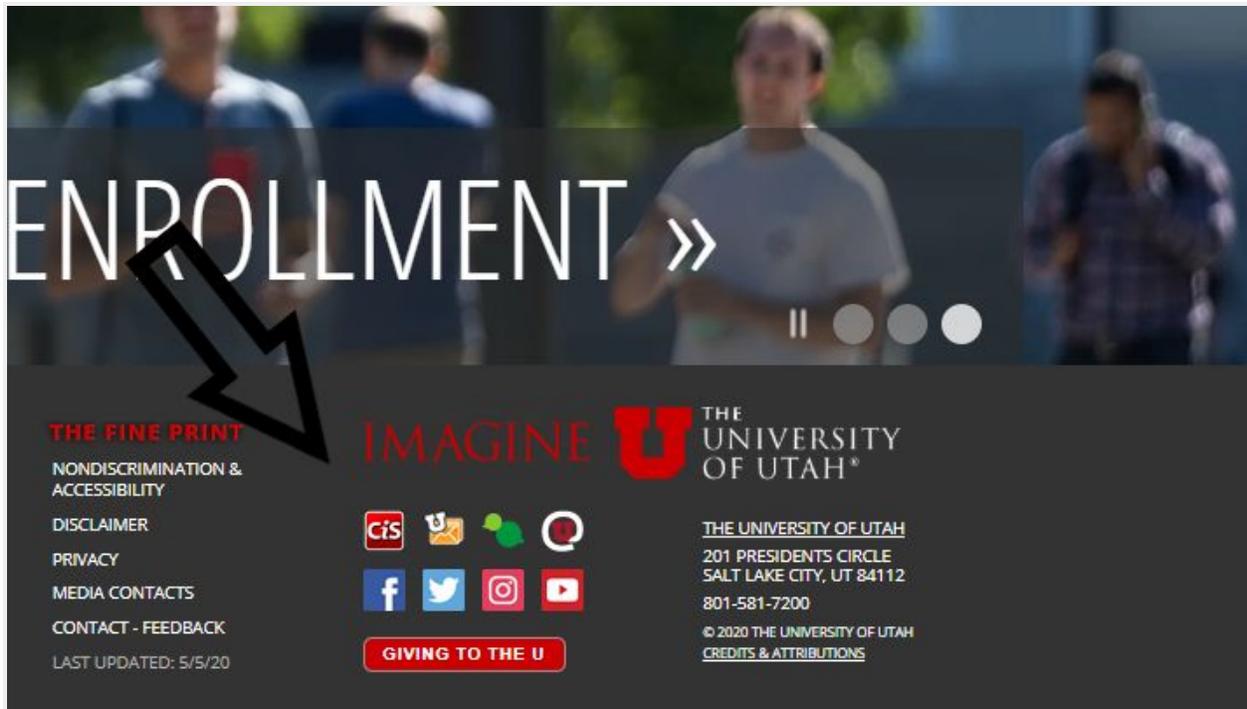
When using CIS for the first time you will log in using your uNID and a default password

<u>Password</u>: The first time you sign in, you will use your default password which is your birthdate in the format of mmddyy or mmdd. If the 6 digit format does not work, try the 4 digit format. As soon as you enter your password and click the "Go" button, you should see the "Change Password" screen.

Your password must be at least 8 characters or more. Your new password may not match the first 8 characters of your previous 6 passwords.

For security purposes, your password is required to have three of these four elements in the first 8 characters:

1. a number
2. a symbol, such as $, &, @, %, _, *
3. a lowercase letter
4. a capital letter

DUO (Multi-factor authentication)

Two-factor authentication (2FA) provides an extra layer of security by requiring a user to log in with a username/password combo *plus* a second method of verifying the user's identity. The second method is something the user has physical access to, like a cell phone or tablet. This ensures that even if a hacker manages to obtain a user's login credentials, the information is useless without access to the user's secondary device.

University employees are required to use 2FA when logging in to use certain online U applications and IT systems. The university's current 2FA solution is Duo Security.

Duo offers three methods of authentication:
1. The Duo server "pushes" a confirmation to a smartphone/tablet app. The user must then tap "approve" or "deny."
2. A unique six-digit code is generated through an app on a smartphone or tablet (network connectivity is not required).
3. A unique six-digit code is generated by pressing the green button on the hardware token.

To add the app to your smartphone, please download the free Duo Security app from your service provider's App store. Please see the Duo management website for all troubleshooting questions: https://identity.utah.edu/services/2fa.php

I-9 (Employment Verification)

All new employees must provide appropriate documentation to verify identity and employment eligibility. If you completed an I-9 within the last three years as an employee at the University of Utah, you might not need to have complete a new one.

As a new A.I., you must bring in documentation as proof that you're eligible to work in the United States. You must <u>physically</u> bring in certain documents to the department office or H.R. representative, where you will digitally sign in person the I-9 form. If you are outside Utah, arrangements can be made with other partnering institutions or U.S. Embassy.

Typically, the most common documents are:
 U.S. Passport

Or

 Driver's License AND Social Security Card.

Other acceptable documents can be found here:
https://www.uscis.gov/i-9-central/120-acceptable-documents-verifying-employment-authorization-and-identity.

If you are an American citizen, you must have a social security number, or you will not be able to be employed at the University of Utah. You may apply for one at the local social security office, which generally takes several weeks to receive a card. A Social Security card marked VALID FOR WORK ONLY WITH INS AUTHORIZATION means that the alien to whom it was issued was authorized only for temporary employment in the U.S., and appropriate List A documentation must be provided.

UMAIL

You have a University email account that you must use for University of Utah communication. Your UMAIL address is unid@utah.edu (i.e., u1234567@utah.edu). Your UMail account is accessible anytime through CIS. UMail is accessed with the same uNID and password used to log on to Campus Information Services (CIS). You can set up your UMail to be forwarded to your personal email account, but all student contact should be done with your Umail account.

Your UMail alias(es) is the personalized form of your default UMail address (uNID@utah.edu). You are encouraged to customize this default address. Valid aliases are based on your name and should be in the format firstname.lastname@utah.edu. Middle names, initials, or nickname.lastname are also acceptable (e.g., j.doe@ or John.R.Doe@).

1. Log on to uNID Account Tools https://unid.utah.edu/.
2. Under Set New Alias, enter your desired alias address.
3. Checkbox to make this alias your primary UMail address.
4. Click Create New Umail Alias.

UMail aliases can be activated or disabled in the uNID Account Tools. While you may enable or disable any alias you already have, you can only create a new one if you have three or fewer aliases.

Please note that it is extremely important to use Umail instead of a personal email address in your University of Utah communications. Umail is FERPA compliant, so you may communicate personal academic record information to students if you use your Umail account to their Umail account.

PAYCHECK - DIRECT DEPOSIT - W4

The University of Utah requires you to set your paycheck up as a direct deposit. Failing to do so may require you to physically come to the University with photo identification to retrieve your check. The University does not mail checks. You should do this within three days of your hiring.

You must complete your W4 (tax withholding information) form – failing to do so will mean the maximum amount of taxes will be removed from your paycheck).

To set up your Direct Deposit/W4
        1. Log in to CIS:
        2. Go to Employee Section and select "Payroll, Taxes, and Salary."
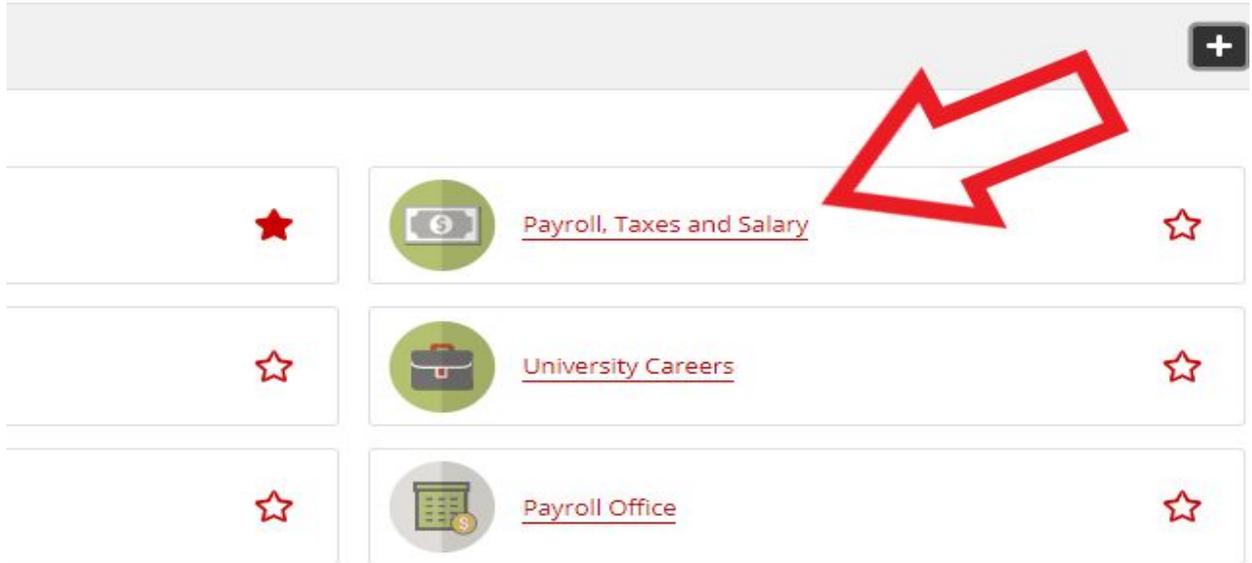
        3. Click on Direct Deposit

• This option will let you set up a new account, change your direct deposit information, and delete statements.

How to set up direct deposit into your bank account
(https://www.hr.utah.edu/forms/lib/Direct%20Deposit%20Help.pdf)

        1. If you are setting up a direct deposit for the first time, click Add Account.
        2. Select either Checking or Savings account.
        3. In the Deposit Type box, you will need to select Balance. (Know that if you try to choose anything else, it will automatically change to balance).
        a. Balance means everything that is left after any other priorities are taken out, so in the case of only one account with no other priorities, it would mean the entire net pay.

4. You will NOT need to put anything in the Amount/Percentage box for the balance row.
5. Enter the bank transit/routing number.

Check Example

9999

:999999999 :999 999 999 9999

1

2

1 - Routing Number
2 - Account Number

6. Enter your account number. (DO NOT include dashes or names. Put in digits only)
7. Your Deposit Order number for your Balance row must be 999.
8. Click the Submit button

W4 - Tax Information

The number you report on a W-4 will ultimately determine your take-home pay and your tax refund. Don't write down any number. Take the few extra minutes to really assess your situation and fill in the W-4 accordingly. By doing so you're less likely to find yourself in a difficult financial situation.

Steps to Filling out a W-4
1. Know the number of personal and dependency exemptions you are claiming on your tax return.
2. Based on the number from step 1, use that number to help determine your number of Allowances.
3. In CIS, click on "Payroll, Taxes, and Salary" app and select W4- Tax Information

The allowances you should claim while filling out a W-4 if you are single will differ from the allowances you claim if you are married, have kids or whatever the case may be.

Claiming Zero Allowances
> • The maximum amount of taxes is withheld. Meaning, when it comes time to file your tax return you will most likely receive a refund.
> • If you are claimed as a dependent on someone else's tax return, you should claim zero allowances.
> • Claiming zero allowances means less take-home pay, but a bigger tax refund during tax season.

Claiming One Allowance (best option if you are single with one job)
> • If you are single and have one job, by claiming one allowance will most likely result in a refund when you file your taxes.

Claiming Two Allowances
> • If you are single, claiming two allowances will get you close to your tax liability but may result in tax due when filing your taxes.
> • If you are single and work more than one job, you can claim one allowance at each job or
> two allowances at one job and zero at the other.
> • If you are married, you should claim two allowances

Claiming Three Allowances
> • If you are married and have one child, you should claim three allowances.

Additional Allowances
> • If you file as head of household you can claim additional allowances
> • If you had at least $1,900 of child or dependent care expenses that you plan on claiming credit
> • If you are eligible to claim the Child Tax Credit

Changes to a W-4 Form?
Employees can submit a new W-4 form at any time during their employment. If you recently got a second job, had a baby, marriage, divorce then you will want to change your W-4 withholding.

W2 - Tax Forms

Your Form W-2 is a summary of the taxable earnings received in a calendar year. When you are ready to file your year yearly income taxes, even if you have departed the U, you will still log in to CIS to print off your W2 form. The University does NOT mail out your W2 form.

Steps:

1. Sign on to **CIS**
2. In the Employee section, click on the **"Payroll, Taxes and Salary"** link.
3. Click **"View W-2/W-2c Forms"** and you will have access to your W-2's.

Former Employees – Your Electronic W-2 will be available by logging into **CIS**, in the "Affiliate" section, click the "Payroll, Taxes and Salary" link, Click on the "View W-2/W-2c Forms" hyperlink. Allow two weeks from separation date from University to allow for posting. If you have questions regarding your W2, contact the U's Tax Services office at 801.581.3428.

FERPA CERTIFICATION

To access class rolls and enter grades, you must be FERPA Certified. FERPA is the Family Educational Rights and Privacy Act law, which you as an instructor are required to be compliant. The following are documents are common information that you as an instructor must insure are kept private:

- Grades and Transcripts
- Student information displayed on a computer screen
- Student schedules
- Class assignments
- Class rosters
- Any electronic or paper document with the student's ID or grade(s) on it

You must take the online training (https://registrar.utah.edu/faculty/ferpa-certified.php) to be FERPA certified. Upon completion of the FERPA Review ensures your access to student information including class rosters, e-grading, CANVAS, via CIS.

Please note that it is extremely important to use Umail instead of a personal email address in your University of Utah communications. Umail is FERPA compliant, so you may communicate personal academic record information to students if you use your Umail account to their Umail account.

UNIVERSITY ID CARDS

ID cards can be acquired at the UCard Office located in the A. Ray Olpin Student Union Building (Room #158), please have photo identification available to pick one up. Associate Instructors are not required to obtain a University identification card but you might find it helpful as an instructor.

As an instructor you can use your ID Card for library privileges, door and building access, upload cash to use at campus dining venues, and as a bus pass.

You can upload your photo or money to your card, as well as get more information at: https://ucard.utah.edu/ . If you lose your ID Card or want an updated one, you are solely responsible for the cost of a new card.

PARKING/COMMUTING AT THE UNIVERSITY

PARKING

Parking at the University can be difficult and expensive; The University does NOT provide free parking to instructors. All University parking requires a permit in designated lots identified as A, U, and E lots. The more central the parking lot (i.e. near LNCO) the more expensive ("A" lots) the permit. Visitor lots require hourly payment made at an adjacent kiosk, you will need to have your license plate number to purchase a permit. Please see the campus map for all parking lot designations: https://map.utah.edu/

 Parking enforcement is stridently monitored, and parking stalls near your classroom building, especially in the morning, can be sparse. Also, events on campus, such as football games, may cause certain lots to close.

A parking permit can be ordered online at: https://commuterservices.utah.edu/permits/

MASS TRANSIT

The University of Utah encourages the use of mass transit, and with its partnership with UTA provides students, staff, and faculty access to the majority of UTA services. Currently enrolled students, faculty and staff may use their UCard as a transit pass to tap on and off the card readers located on buses and train platforms when boarding and exiting.

The pass does not include Paratransit, Ski and Park City Services. Students, faculty and staff with valid Summit County zip code may obtain a Park City Connect pass. Please note the following when using your UCard

- The card must be tapped on the card reader located on buses and TRAX stations when boarding and exiting.
- UCards are not transferable and may only be used by the individual depicted on the card.
- The UTA has the authority to confiscate passes and ID Cards from those using them fraudulently.

The closest TRAX station to LNCO is the South Campus Station. To see available bus routes and TRAX information, please visit: https://www.rideuta.com/.

SHUTTLES

Shuttles that serve all parts of campus are free to use. Shuttle service is available Monday - Friday from 6:00 a.m. to 11:30 p.m. — depending on the route. There is no regular weekend service. Shuttles routes and trackers can be found online at https://uofubus.com/.

SAFETY

In addition to calling 911 for emergencies, you can call University campus police for non-life threatening emergencies at 801-585-2677 (COPS). Many students, faculty, and staff need to be on campus at night or at odd hours. In order to increase security throughout campus, you can request a courtesy escort (either on foot or in a vehicle) to your dorm, vehicle or buildings on campus. This service is available 24 hours a day 7 days a week. If possible, call ahead to arrange a courtesy escort. Please note that they do not provide off-campus courtesy escorts.

To report a suspicious person or a theft please call 801-585-2677.

VEHICLE ASSISTANCE

If you are locked out of your car for any reason, you can call Public Safety Dispatch at 585-COPS (2677). Trained security officers will respond and gain entry into your vehicle with the utilization of special tools. When you call, please let the dispatcher know the location of your vehicle, along with the color, make and model. Also note any special situations: for instance if the vehicle is running or if a child is inside. Please realize that you will need to sign a form waiving liability to the university and the Department of Public Safety for any damage to your vehicle that may result from accessing your car.

If you discover your vehicle will not start and you believe it is a battery issue, call University Police dispatch at 585-COPS (2677). Advise the dispatcher you need assistance jump-starting your vehicle. Be prepared to supply the dispatcher with a complete description of your vehicle including make, model, color and license plate number. You will also need to tell the dispatcher specifically where your vehicle is located. To assist the officer in finding your vehicle, raise the hood and watch for the officer.

CAMPUS ALERTS

Please sign up for University Campus Alerts that can send you notifications to your email and phone. These alerts will notify you of University closures, delayed start times, as well as safety and emergency alarms.

To ensure you receive important campus alerts, add your cellphone number in CIS.

- Go to cis.utah.edu and login
- Select "Campus Alert"
- Enter your mobile number
- You may enter two additional mobile numbers
- The university will only send text alerts during serious emergencies and your information will ONLY be used to send emergency alerts.

Alerts that aren't time sensitive will only be sent via email with color-coding according to level of importance:

- Yellow alert: General safety information. These alerts will be sent by email and most often concern commuter issues and inclement weather.
- Orange alert: Safety warning. Orange alerts may include an email and a text message indicating a significant issue affecting your safety like power outages or severe weather.

- Red alert: Emergency alert. These alerts will always include an email and text message and are reserved for critical emergencies requiring immediate action like natural disasters or personal safety threats.

KEYS

Only Tenure and Career-line faculty are provided exterior and WLC front office door keys to LNCO. Associate Instructors and Graduate TAs may be temporarily given access to these keys, but only for a limited time.

UCard access to LNCO's building and rooms can be requested through the Department's Administrative Manager.

BENEFITS

Individuals who have an full-time equivalent (FTE) over 0.5 (greater than part-time) continuous employment of over nine months will have access to benefits. Your FTE is identified in your contract or letter of agreement. Questions regarding benefits should be directed to Human Resources as 801-581-2169. The following chart identifies what benefits are available by position, FTE and length of service.

Category	FTE / Anticipated Employment	RESOURCE	Employer Retirement[1]	Health Care Plan	Flex Spndg Accts	Life / AD&D	Long Term Disab.	Group Legal	Vacation (Prorated by FTE)	Sick (Prorated by FTE)	Holiday / Pers. Pref (Prorated by FTE)	Tuition Reduction
University Policy			Policy 5-302							Policy 5-301	Policy 5-200	Policy 5-300	Policy 5-305
GRADUATE TA/RA [Job Codes]	ANY FTE	Graduate School	NO	NO, but see Graduate School	NO	NO	NO	NO	Subject to Dept. regulations	NO	NO	NO, but see Graduate School
FACULTY [Job Codes]	=> .75 FTE => 9 Mths	Office of Faculty	YES	YES (All pay full-time rate)	YES	YES	YES[2]	YES	YES - If 12 mth appt., 25 days/yr; tracked by Dept.	YES - Tracked by Dept.	YES - Tracked by Dept.	YES
	=> .50 to .74 FTE => 9 Mths				YES	YES	YES	YES	NO	NO	YES - Tracked by Dept.	NO
	< .50 FTE or < 9 Mths (excldng Grandfathered)		NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
VOLUNTEER FACULTY Job Codes 6000 / 6001	Any FTE; cannot have any other University position	Office of Faculty	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES - For self and spouse only; does not apply to differential tuition
ASSOCIATE INSTRUCTORS Job Codes 9124, 9178, 9197, 9200, 9203, 9204, 9315	=> .75 FTE => 9 Mths	Department	YES	YES (All pay full-time rate)	YES	YES	YES	YES	YES - Starts at 10 hrs/mth, subject to grant or stipend; tracked by Dept.	YES - Tracked by Dept.	YES - Tracked by Dept.	YES
	=> .50 to .74 FTE => 9 Mths				YES	YES	YES	YES	NO	NO	YES - Tracked by Dept.	NO
	< .50 FTE or < 9 Mths		NO	NO	NO	NO	NO	NO	NO	NO	NO	NO

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SEPARATING FROM THE UNIVERSITY

Upon completion of your contract or assignment, you will need to return all equipment and keys into the Department's administrative manager.

You will retain access to your UMail account to complete any classroom business for three months after you depart. Also, your W2 form income tax purposes will be available to download one month after your official final day.