Remote Employee Onboarding Template

University of Illinois

(Dept name)
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Welcome to University of Illinois
Congratulations! You are an essential part of the University of Illinois Urbana-Champaign’s information technology support infrastructure. Illinois has a long history of innovation in information technology. The first web browser (Mosaic), the popular email client Eudora, one of the first computer-based education systems (PLATO), and many advances in networking were all created right here.

Message from the Leadership
Add Text

Mission of University of Illinois

Vision of University of Illinois

University of Illinois Leadership

Personnel Questions and Support

Human Resources
xxxemail@illinois.edu

Administrative Support Personnel
Add contact information

Your First Order of Business

UI New Hire forms
Completion of many of these forms in the New Hire checklist are mandatory, including Ethics Training and Abused and Neglected Child Reporting Act (ANCRA) training, and your appointment cannot be processed until the required documents are completed.

I9
Human Resources will arrange for you to complete this document and provide the necessary documentation by your first day. This will be part of your new hire process.

Keys
Keys and/or ID card swipe access will be assigned and provided by Facilities manager/HR on your first day of hire.

I-card
Your University ID card can be obtained after your first day of hire, in most cases, barring any delays with your payroll processing and employee set-up. I-card information is located at https://www.icardnet.uillinois.edu/public/urbana-idc.cfm.

Your First Week Checklist
- Attend Benefits Orientation & make selection (must be completed by 30th calendar day of hire).
• View SURS live webinar.

• Academic Professional and Overtime exempt civil service employees: Review Vacation Sick Leave (VSL) application at (provide link or information)


• Contact the Parking Department for parking options.

• Obtain your campus ID card. The Urbana ID Center is located on the first floor of the Illini Union Bookstore Building, 809 S. Wright Street.

Facilities
Add text

Parking
Parking information and costs can be found at http://www.parking.illinois.edu/. You must be in the payroll system in order for you to obtain your parking tag. Delays completing employment documents or a quick turn-around start date could impact payroll system processing.

Meters
U of I meters are distinctively marked with a “block I” symbol. West of Wright Street, meters are enforced by Champaign. All three jurisdictions have differing policies, so employees are advised to attend to which jurisdiction the meters are located. Champaign has some meters that work electronically from smart phones.

University Parking Meters
The University is moving to MobileMeter application for university meters. Coins will no longer be accepted at some point in the future. Staff will need to download the app to their mobile device to use campus meters. The free MobileMeter app is available for download in the App Store and at Google Play. For more information on MobileMeter please see our FAQ at go.illinois.edu/TS.

Note: Parking in bagged meters or meters that are obviously non-functional will result in a citation and fine. In areas with meters, parking in a space with no meter will result in a citation. This is not a parking space.

An alternate option is available where employees may park in lots southwest of the Assembly Hall) by permit for $127/year (FY18 rates) and ride a shuttle bus to locations on campus. Shuttle pickup locations include Goodwin at the parking deck and the Illini Union. Both locations require a two-to-three block walk to DCL.

**Hang Tags**
If applicable

Hang tags can only be used at university meters.

**Bus Service**
The Champaign Urbana Mass Transit District (CUMTD) provides bus service in the community. Most transit routes run in a predominately east-west direction as traffic generators are in a line with city centers of Urbana to the east, Champaign to the West, and campus town and the University in the middle. As part of an ongoing agreement, the University provides free services individuals who present an I-card (your university ID card) when boarding.

**Reserved Spaces at BuildingXXX**
Add info

**Rooms**
Add info
Parking
Add info

Keying and Key Management Policy
Employees are issued a key to their office as well as a key to common areas including the break room, all conference rooms.

Building Public Access Hours
Building access hours are generally established for instructional periods and may vary during closed or holiday periods. Each employee of the University is issued an I-card that includes a magnetic stripe. When locked, employees may access DCL via the I-card locking system. General building hours are:

Add building name and adjust hours

<table>
<thead>
<tr>
<th>Day</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>6:45 AM</td>
<td>1:00 AM</td>
</tr>
<tr>
<td>Friday</td>
<td>6:45 AM – 10:00 PM</td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td>7:30 AM – 10:00 PM</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>7:30 AM – 1:00 AM</td>
<td></td>
</tr>
</tbody>
</table>

Illini Hall

<table>
<thead>
<tr>
<th>Day</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday</td>
<td>7:00 AM</td>
<td>10:00 PM</td>
</tr>
<tr>
<td>Saturday &amp; Sunday</td>
<td>Closed</td>
<td></td>
</tr>
</tbody>
</table>

Please note the hours change for university holidays and breaks.

Use of Prox and I-card Cards
Buildings may be accessed during periods when the doors are locked with your I-card using the magnetic stripe readers adjacent to the doors. Ensure the magnetic stripe is oriented towards the building and swipe the card downward. The LED light should transition to green after which you should be able to open the door.

In areas with higher security requirements, a Prox card is used. These areas control access to the data centers and are issued only to employees where their duties require them to have access.

Emergency and Safety
Automated Extended Defibrillator (AED)

Add location information if available
The signs hang from the ceiling pointing towards the defibrillator.

When would you need to use an AED?

- Whenever you see someone has collapsed and is unconscious.

How do you use an AED?

- First call 911. Any 911 dispatcher can provide instructions on how to use the AED.

**Use of Energy Consuming Appliances in Office Space**

Campus facilities management has asked that employees refrain from utilizing high-energy consuming appliances in their offices such as space heaters, microwaves, or refrigerators in an attempt to generally lower the energy consumption on campus.

**Office Decorations**

Please refrain from using tape or adhesives on drywall. When adhesives are removed, it is likely the paper backing on the drywall will be removed or torn. Repairing torn or missing paper cannot be easily accomplished. It is much easier to repair a hanger, screw, or nail hole. Special adhesives are available for drywall from the Facilities Coordinator should you have to attach something to your walls.

**Time, Attendance and Payroll**

**Pay Dates**

University Employees are paid either monthly or bi-weekly depending on your employee type and status:

<table>
<thead>
<tr>
<th>Employee Type</th>
<th>Pay Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Professional</td>
<td>Monthly</td>
</tr>
<tr>
<td>Graduate Research Assistant</td>
<td>Monthly</td>
</tr>
<tr>
<td>Post-doc</td>
<td>Monthly</td>
</tr>
<tr>
<td>Civil Service</td>
<td>Bi-weekly</td>
</tr>
<tr>
<td>Graduate Hourly</td>
<td>Bi-weekly</td>
</tr>
<tr>
<td>Undergraduate Hourly</td>
<td>Bi-weekly</td>
</tr>
<tr>
<td>Extra-help</td>
<td>Bi-weekly</td>
</tr>
</tbody>
</table>

Payroll schedules can be found on the Office of Business and Financial Services (OBFS) website: http://www.obfs.uiillinois.edu/payroll/schedules/.
**Earnings Statements**

Earnings statements can be found on My UI under the “Compensation” tab. My UI can be found at [https://www.hr.uillinois.edu/pay/earnstmt](https://www.hr.uillinois.edu/pay/earnstmt).

Check your earnings statements frequently to ensure payroll deductions are correct. Academic employees will receive their payroll on the 16th each month, provided the 16th is a weekday. Payroll will be generated on the first business day prior to the 16th whenever the actual payroll date falls on a weekend or holiday.

Civil Service employees should follow the campus’ payroll schedule as the payroll dates vary, though the occurrence is every two weeks.

**Annual W-2 Forms**

Employees may consent to electronic distribution of their W-2 form, but must do so prior to the posted deadline by completing an online W-2 Consent Form. Each year the deadline for consenting is communicated through multiple sources such as mass email to employees, departmental newsletters, and the OBFS-Payroll & Earnings website.

**Vacation and Sick Leave Reporting (Academic Professionals and Overtime Exempt Civil Service Employees)**

Academic Professional employees must submit their vacation and sick leave (provide location) on a monthly basis through by the 16th of each month. All calendars should be submitted regularly, but calendars must be updated, submitted, and approved twice in the year, in May and in August. Balances are reported to University HR at these times. Vacation and sick leave are reported in full-day and half-day increments.

**Biweekly Timesheet (Civil Service and hourly) – edit as needed**

Department uses WebTime Entry for timesheet submission. Timesheets are either reporting positive time worked or negative time worked (vacation, sick leave, and other paid time off) depending on your exemption status. See Appendix A for WebTime Entry documentation.

**Holidays**

A number of holidays, gift days and/or reduced service days are given to all eligible University employees. The holiday calendar follows the fiscal year calendar, July 1 through June 31. A yearly calendar is generally posted on the Illinois Human Resources website by June, following the last Board of Trustees meeting prior to the start of the new fiscal year.

For academic professionals, these holidays will be automatically posted to your Vacation Sick Leave calendar.

Two floating holidays are provided to eligible employees each fiscal year. These holidays can be used at any time throughout the fiscal year, but must be used by June 30th, or they will be forfeited. Employees cannot accrue floating holidays.

Days between Christmas and New Year’s Day are treated as either reduced service days or additional gift days as designated by the President and Chancellor. As such, you may experience
reduced heat and limited services on campus. In general, the University encourages employees to not report to work on designated reduced service or gift days. Employees must use benefit time (vacation or floating holidays) if not reporting to work when the days are designated as reduced service days. There is no use of benefit time when the days are designated as gift days.

Some essential personnel are required to work on reduced service days. If needed, HR can explain holidays and floating holidays in more detail.

**Employee University Compliance Initiatives and Information**

**Ethics Training**
- The State Officials and Employees Ethics Act, enacted in 2003 by the General Assembly of the state of Illinois, requires each officer and employee of all state agencies and universities to complete an annual ethics training program beginning in 2004.
- The Governor's Ethics Training web site is usually available in October and November. Information regarding the mandatory completion of the Ethics Training will be announced via email.

**Conflict of Commitments and Interests Statement (Academic staff only)**
- There is an annual requirement to complete the statement of outside work conflicts: Report of Non-University Activities (RNUA).
- A disclosure application, **START myDisclosures**, replaces the paper RNUA form that was previously used.
- Academic staff who are required to complete the RNUA will be notified via email regarding the timeframe to complete.
- Policy: The **Policy on Conflicts of Commitment and Interest** was revised in July 2018. The general policy remains the same: academic staff may engage in non-University activities with prior written approval from their unit executive officers.
- Resources: The VPAA website, [https://www.vpaa.uiuc.edu/rnu/contacts_resources](https://www.vpaa.uiuc.edu/rnu/contacts_resources), houses resources for both disclosers and reviewers.
- Contact the COI office staff by phone at 333-0034 or email at coi@illinois.edu for assistance.
- Additionally, a Statement of Economic Interest (typically for supervisors only) may be required to be completed. View details at: [https://www.ethics.uiuc.edu/cms/one.aspx?objectId=9241](https://www.ethics.uiuc.edu/cms/one.aspx?objectId=9241)

**Positive Time Reporting (Exempt employees only)**
- Completion required every week. [https://www.hr.uiuc.edu/myinfo](https://www.hr.uiuc.edu/myinfo)
- You will receive an email reminder should you not complete.
• It is not for submitting/recording vacation or sick time, nor is it associated with payroll.

**Annual Benefits Choice Period**

• Occurs approximately every May 1st – May 31st

• Can add / drop dependents and change coverage type during this time

**My UI updates and personal information**

After completing NEW HIRE once, your information is redirected to My UI. Accessible 24/7 online, My UI is a portal to your employment information. Just as it is your direct access to your earnings statement, My UI also provides information to view and update tax information, direct deposit accounts, and health and benefits selections (which are updated only during open enrollment).

**Departmental IT Services**

**Laptop or Desktop problems?**

Contact IT Support a (provide contact information)

**Can’t get on the network?**

Basic network issues can be handled by the desktop support staff listed above. Connect wirelessly to IllinoisNet, the campus network. To use this network, you will need to know your University of Illinois NetID and password. Log in first to IllinoisNet_Guest to get started.

**Finding help on your own**

Technology Services maintains a Knowledge Base at [https://answers.uillinois.edu/illinois/](https://answers.uillinois.edu/illinois/) to help with services provided to the University.

**Getting to email**

Your email address is your netid@illinois.edu. If you would like to access email via the web, go to [https://outlook.office.com](https://outlook.office.com).

**Using your phone – Skype for Business**

Campus uses the campus Voice over IP (VOIP) solution Skype for Business/Lync. On Windows, download Skype for Business. For OS X, download Lync. Both are available via webstore.illinois.edu.

In addition to the VOIP software, a headset, speakerphone, or phone device is provided. If you do not have the appropriate hardware when you start, please contact the IT Support group and they will provide something that fits your phone needs. Most windows and OS X users will have
a USB device, but we have some direct IP phones for Linux and Mac users who need different options.

**Two-Factor Authentication (2FA)**
The principle of 2FA is that a person is protected by two discrete mechanisms. The first is something you know, your password. The second is something you have such as a phone or 2FA USB token. In the case of a password being compromised your account still has some protection because of the second factor. Most web applications and some sensitive systems now require 2FA for all faculty and staff.

You might be familiar with 2FA from your personal email, online banking, or social networking accounts. Sign up and more information about 2FA at the University of Illinois is available at [https://verify.uillinois.edu](https://verify.uillinois.edu)

**Information Security**
As a member of the University, you may be granted access to Sensitive or High-Risk data. Information about our cybersecurity program including data classification and IT security standards can be found at [https://cybersecurity.illinois.edu](https://cybersecurity.illinois.edu). General questions about IT security can be sent to [securitysupport@illinois.edu](mailto:securitysupport@illinois.edu). If you believe there is a cybersecurity compromise or incident, report it to [security@illinois.edu](mailto:security@illinois.edu).

**General problems or questions**
If you have general problems or questions, please contact the Help Desk at [consult@illinois.edu](mailto:consult@illinois.edu) and a ticket will be created and sent to the people best suited to solve your problem.
Policy, Handbooks, and Important Links

- The Campus Administrative Manual or CAM: http://cam.illinois.edu/
- The Illinois Human Resources: http://humanresources.illinois.edu/
- Provost Communications: http://provost.illinois.edu/
- Office for Access & Equity or OAE (formally known as ODEA): http://www.diversity.illinois.edu/adaaa-faqs.html
- The University of Illinois Board of Trustees (BOT): http://www.bot.uillinois.edu/
- The Health Insurance Portability and Accountability Act (HIPAA): http://www.hhs.gov/hipaa/for-professionals/privacy/
- The Americans with Disabilities Act (ADA): https://www.ada.gov/
- Copyright Policy: http://copyright.illinois.edu
- Social Security Numbers Policy: http://www.ssn.uillinois.edu
- Personal Information Protection Act: http://go.illinois.edu/pipa

The material in this book is intended to be complete and accurate as much as possible. The University policies and handbooks are the official sources for University employment.
WebTime Entry for Employees

Employees: Accessing Web time entry

1. Go to apps.uillinois.edu
2. Select **UI Enterprise Applications** from the **Log in to:** menu (on the right).
3. Click **Banner Self-Service**.
4. Click your campus.
5. Type your Enterprise ID and password, then click the **Login** button.
6. Click **Employee**.

7. Click **Time Sheet**.

8. Select the position and pay period for which you will enter time; you may have more than one, so be sure you enter the correct time for the correct job.
9. Click the **Time Sheet** button.

Employees: Submitting time

1. Select the radio button “Access my Time Sheet” and Select.

3. Click **Enter Hours** on the correct day and earnings type. See **Earnings Code Types** for more information.

4. Enter the hours worked that day. Always use “Shift 1”.
5. Click the **Save** button.
6. Repeat steps 2, 3, and 4 until all hours are entered for the week.
7. Click the **Next** button to access the second week in pay period.

### Time Sheet

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Total Sunday Oct 31, 2010</th>
<th>Monday Nov 01, 2010</th>
<th>Tuesday Nov 02, 2010</th>
<th>Wednesday Nov 03, 2010</th>
<th>Thursday Nov 04, 2010</th>
<th>Friday Nov 05, 2010</th>
<th>Saturday Nov 06, 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Pay</td>
<td>1</td>
<td>75</td>
<td>75</td>
<td>Enter Hours</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
</tr>
<tr>
<td>Vacation</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sick Pay Non-Compensable</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Time &amp; Half Overtime</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Compensatory Time</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Enter Hours</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Hours:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Units:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Repeat steps 2, 3, and 4 until all hours are entered for the week.
9. If want to print a copy of your timesheet, click **Preview**.
10. Click the **Submit for Approval** button when you are done.

11. Return to Step 1 and continue if you have an additional position requiring hours to be reported.
12. When done, click **Exit** in the upper right corner.

**NOTE on OVERTIME**: Overtime is considered to be any time worked above 40 hours in a given week (Sunday to Saturday). If you work 10 hours for four days, the time you work on the 5th day is overtime, and paid at a rate of time-and-a-half. **Overtime should be approved IN ADVANCE by your supervisor.**

_A detailed video is available at [https://www.obfs.uillinois.edu/cms/One.aspx?portalId=77176&pageId=91721#webtimeentry](https://www.obfs.uillinois.edu/cms/One.aspx?portalId=77176&pageId=91721#webtimeentry)_ under “Web Time Entry-For Employees-Entering Your Time”

Employees: Correcting time before your manager has acknowledged your time

1. Access your time sheet as described above.
2. Make the necessary corrections, following the Submitting Time instructions and replace Hours with 0.0. Save.
3. Click the Submit for Approval button when you are done.
4. Contact your acknowledger and approver so they know you have resubmitted.

A detailed video is available at https://www.obfs.uillinois.edu/cms/One.aspx?portalId=77176&pageId=91721#webtimeentry, under “Web Time Entry-For Employees-Changing Your Time”