Human Resources
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Checklist for New Board-Appointed Employees

Starting a new job is exciting, but it can be difficult to navigate without help. The Human Resources Department hopes to reduce some of the anxiety and stress that often comes with new employment. This list should prove helpful as you acclimate to your new surroundings. We are happy to have you here!

First Things First — New Employee Paperwork: You can find the following forms on the Human Resources website: http://www.uidaho.edu/human-resources/employees/new-employees

☐ I-9 *(give to HR)*	☐ Data & Systems Set Up Sheet *(give to HR)*
☐ W-4 *(You will complete this electronically through VandalWeb, after your employment info is processed)*	☐ Disclosure of Conflict *(give to HR)*
☐ Direct Deposit *(You will also complete this in VandalWeb, after your employment info is processed)*	☐ Patent/Copyright Agreement *(give to HR)*
☐ Campus Mail Fax Form *(take this to your department and they will complete and return it to HR)*	☐ Affirmative Action form *(optional)*

First Day – *After visiting the Human Resources office and completing your I-9 form:*

- Get your Vandal Card ID – Vandal Card Program: Student Union Building, 709 Deakin Street, Room 124. http://www.uidaho.edu/its/vandalcardoffice
- Buy a parking permit: Parking and Transportation Services, 1006 Railroad St. http://www.uidaho.edu/parking
- Register for the next Benefits Orientation and New Employee Welcome. Information on these events can be found on the PDL Training Portal: http://www.uidaho.edu/pdl_portal/calendar/new-employee-orientation-events

Email and UI Network Access

- Set up your Email and UI Network Access: Your department will initiate getting your network ID set up, which will be used to access a variety of university systems. You can set up your password at the Help Desk or online through an alternate email address. The ITS Help Desk is located in the Teaching and Learning Center in Room 128.
- If Microsoft Outlook is not automatically set up when you access your email, you can go the ITS Help Desk Exchange Setup page: https://help.uidaho.edu/

Questions can be directed to the ITS Help Desk at 208-885-4357 or helpdesk@uidaho.edu. The ITS Help Desk support website includes an overview of their services, answers to common issues, and much more: support.uidaho.edu

Some other helpful information:

The "EPAF"

The "Electronic Personnel Action Form" (EPAF) is what Banner uses to recognize you as an employee at the University of Idaho, and is created by your department after employment paperwork is received. Almost everything at the UI is dependent on your EPAF. You will need an EPAF to be paid, to access Vandal Web, to sign up for training, and to access other programs necessary to do your job. Any EPAF questions can be directed to your supervisor.

VandalWeb Access

VandalWeb is accessible once your EPAF has been applied. In VandalWeb you can update your employee information, submit and review your W4 and Direct Deposit information, view pay stubs and work history, and check your leave balances. You can access the Benefits web portal, and if applicable, work on specific administrative tasks. If you are enrolled as a student, your student information will be found here as well. As a board appointed employee, you can log in using your network ID and password, that was established with ITS on your first day.

Banner

Banner is the university's administrative system. If Banner access is necessary in your new position, Banner Navigation training is required before you can sign up for other Banner classes. You can take Banner Navigation training online at: https://www.uidaho.edu/pdl_portal/bannertraining. Once your EPAF has been applied, and Navigation training is complete, you will be able to sign up for other Banner classes through the Banner training portal on the PDL homepage: https://www.training.uidaho.edu/traintrack/main.asp To access the portal, use your regular username and log-in information that you set up with ITS. If you have questions about Banner training, please contact Professional Development and Learning at 885-2322

Other training

Other learning opportunities are frequently available through the Professional Development and Learning website: http://www.uidaho.edu/pdl_portal

Payroll

The University of Idaho pays employees on a delayed, biweekly schedule, therefore you will not receive your first paycheck for 3-4 weeks after your start date. Check with your supervisor as to what type of time entry or leave reporting applies to your new position. You can access your timesheet and complete W4 and Direct Deposit set up in VandalWeb under the "Employee Information" tab, after your EPAF goes through. For information and FAQs, please visit the Payroll Services webpage: http://www.uidaho.edu/payroll or contact them by email at payroll@uidaho.edu or by phone at 208-885-3868.

Benefits

Retirement, medical, dental, vision and life insurance policies are covered in-depth during your Benefits Orientation. You are covered on the first day of the month after your start date, unless your start date is on the first, in which case your benefits begin on your start date.

After your EPAF has been applied, our third party benefits administrator is notified that you are a new UI employee. This triggers an email sent to your UI email address with a welcome packet that contains your coverage options. Once you receive your packet you will be able to log in to VandalWeb and make your benefit selections through the myBenefits link under the "Employee" tab. If you have questions, please contact benefits@uidaho.edu or call 208-885-

Please review all of the benefit selections at http://www.uidaho.edu/benefits. The University offers much more than just standard medical, dental, and vision insurance. Wellness options, financial tools, an employee assistance program, the Children's Center, and much more is offered in addition to the core benefits.

UI Policies and Procedures

Refer to the Faculty Staff Handbook (FSH) for University of Idaho policies regarding UI employees: http://www.webpages.uidaho.edu/fsh/

The Administrative Procedures Manual (APM) is also available for your reference: http://www.uidaho.edu/apm

Other information

- *Today's Register* is a communication that provides you with information on what is happening around campus including upcoming events: http://www.uidaho.edu/newsevents/daily-register
- The Holiday Schedule and Official Calendar can be found here: http://www.uidaho.edu/payroll/holiday-schedule-and-official-calendar

Please do not hesitate to contact Human Resources with any questions or concerns:

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