Human Resources
Physical address: 415 West Sixth Street
Mailing address: 875 Perimeter Dr. MS 4332
Moscow ID 83844-4332
Phone: 208-885-3609
Fax: 208-885-3602
Email: hr@uidaho.edu
Website: www.uidaho.edu/human-resources

Checklist for New Student & Temporary 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.

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

- I9 form
- Disclosure of Conflict
- Affirmative Action (*optional)*
- Voluntary Self-Identification of Disability *(optional)*
- W4/Direct Deposit (*will be completed online through VandalWeb after job is on the system*)
- Work Authorization Card (*Employee provides this to their department after paperwork is completed*)

First Day – *After visiting the Human Resources office and completing paperwork:*

- Get a Vandal Card ID – Vandal Card Program: Student Union Building, 709 Deakin Street, Room 124. http://www.uidaho.edu/its/vandalcardoffice. Temporary employees (IH PERSI and IH NON-PERSI) need to have their jobs on the system in order to get a Vandal Card. IH NON-PERSI employees also need to have their supervisor email the Vandal Card Office to request a card.
- Buy a parking permit: Parking and Transportation Services, 1006 Railroad St. http://www.uidaho.edu/parking

Email and UI Network Access

- Set Email and UI Network Access: The employee's department will initiate getting a network ID set up, which will be used to access a variety of university systems. All temporary help employees must have a sponsored account which requires a board-appointed employee from their department, preferably a supervisor, to email the ITS Help Desk. Passwords can be set up 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 the University of Idaho uses to create and modify employee records in Banner. It is created by the employee's department after employment paperwork is received. Almost everything at UI is dependent on the EPAF. An EPAF is needed for an employee to be paid, to access Vandal Web, to sign up for training, and to access a variety of other systems or programs. EPAF questions can be directed to a supervisor.

VandalWeb Access

VandalWeb is accessible once the EPAF has been applied. In VandalWeb employees can update their personal information, submit and review W4 and Direct Deposit information, view pay stubs and work history, and check leave balances, if applicable. Employees log in using their network ID and password. Questions about employee access to VandalWeb can be directed to Human Resources at hr@uidaho.edu or 885-3638.

Banner

Banner is the university's administrative system. If Banner access is necessary in an employee's new position, Banner Navigation training is required, and can be taken online at: https://www.uidaho.edu/pdl_portal/bannertraining. Once an EPAF has been applied, and Navigation training is complete, employees can sign up for other Banner classes through the Banner training portal on the PDL homepage: https://www.training.uidaho.edu/traintrack/main.asp. Access will be sponsored by a supervisor or representative in the employee's department. To access the portal, employees should log in using their network ID and password. Questions about Banner training can be directed to Professional Development and Learning at pdl@uidaho.edu or 885-2322.

Payroll

The university pays employees on a delayed, biweekly schedule, therefore new employees will not receive their first paycheck for 3-4 weeks after their start date. Employees can access timesheets and complete W4 and Direct Deposit set up in VandalWeb under the "Employee Information" tab, after their EPAF goes through. For information and FAQs, please visit the Payroll Services webpage: http://www.uidaho.edu/payroll. Questions can be directed to payroll@uidaho.edu or 885-3868.

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 reference: http://www.uidaho.edu/apm

Other information

- *Today's Register* is a communication that provides employees 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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