NEW EMPLOYEE INFORMATION

Welcome to the Eccles Broadcast Center. We hope you enjoy your working experience here. This document is a guide to assist you in understanding the environment of EBC, act as a resource to locate helpful information, and provide links to procedures or locations that are important.

Campus Information System
An important first step for all University employees is to establish access on the Campus Information System (CIS). Employees can access their current and past paychecks, set up direct deposit, add or change W-4 information, change personal address and phone information, and access other University resources, networks, and information. The address to the University CIS is: www.cis.utah.edu. In order to use this system, employees must first establish a Unid ID and password.

The Unid is a unique identifier and is created by substituting a “u” for the first zero in your employee ID number. For example, if your employee ID number is 00456789, your unid would be u0456789. Employees that are University students will use their student ID number as their employee ID number.

If you are new to the university your default password is your birthdate in the format mmddyy (6 digits: 2 mo, 2 day, 2 year; no slashes or dashes) 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 Sign-in button, you should see the Change Password screen. If you have any trouble, contact the help desk at 581-4000.

To create a personal password, please see guidelines and samples on the Campus Information System home page. Just click on “What is my Unid and Password?”

On-line Orientation
University employees that receive benefits are required to complete the University’s on-line orientation. The orientation includes several modules. The Benefits module is customized for exempt and non-exempt staff. This course is self-paced and once completed, the employee can return to view the information at any time. Once an employee has a University ID number and Campus Information System password, he/she can log in and begin the orientation. Employees can locate the orientation page go to: http://www.hr.utah.edu/training/orientation/campus/ then select "online orientation".

Some of the modules include a set of review questions. Employees must answer the questions to complete the module, but do not need a particular score.

The Benefits portion includes forms that need to be completed and submitted to the Benefits Office, including forms to be placed on a health plan. Questions concerning Benefits can be referred to the Benefits Office at 581-7447, M-F from 7:30 a.m. to 5:30 p.m. Benefits forms need to be turned in to the Benefits Office at 420 Wakara Way.

We encourage all new employees to complete the on-line orientation within one week of their start date. Please notify Christy Dunn if you have concerns with this time frame.

Campus In-Person New Employee Orientation
The in-person Orientation is optional for those employees who would like an opportunity to attend a live orientation session. Topics will include an introduction to the University of Utah and its many resources,
Information Security, Discrimination and Sexual Harassment, Workplace Safety, and Benefits. Sessions will take place on the second Tuesday of each month from 8:00 am to 11:00 am. These sessions will be held at the Human Resources building, 420 Wakara Way. To register for Campus New Employee Orientation, please go to [http://www.hr.utah.edu/training/register/classdetails.php?ClassID=364](http://www.hr.utah.edu/training/register/classdetails.php?ClassID=364).

**Campus Alert**
The University has established a campus alert system. Employees can sign up through the U of U Campus Alert link in the CIS system, to receive campus emergency information. E-mail alerts inform employees about university closures for snow conditions, power failures, etc. Employees can provide home e-mail addresses as well as work information.

**Direct Deposit**
All University employees are required to be set up on direct deposit. Employees should submit information within the first week of employment. The online self-service direct deposit link can be found on CIS ([www.cis.utah.edu](http://www.cis.utah.edu)) under "Payroll, Taxes and Salary". The online form allows immediate set up of direct deposit. Please visit the Direct Deposit Help Link for answers to questions.

Employees can enter new information, edit current direct deposit information, and add additional bank accounts through the direct deposit link.

Setting up Direct Deposit online is available 24/7, except when the Payroll Department is processing payroll. Direct Deposit online is confidential and secure.

**W-4**
Employees need to complete the online W-4 form as soon as CIS is available. The W-4 link can also be found on the CIS system under Payroll, Taxes and Salary”.

**Paychecks**
Current and past paychecks can be viewed on-line through the Campus Information System: (CIS) ([www.cis.utah.edu](http://www.cis.utah.edu)). Once you are logged in, do the following to view your paycheck:

1. Click on the **"Employee"** tab.
2. Look for a box on the web page titled **“My Human Resources/Payroll”**
3. Click on **“My HR Home”**
4. Click on **“Payroll, Taxes, and Salary”**
5. Click on **“View Paycheck”** or **“W-4 Tax Information”**

The default for “view paycheck” is the most recent paycheck. Click “view a different payment” to get a listing of available paychecks.

**Payday**
University paydays are the 7th and 22nd of each month. If those days fall on a weekend, payday will be the preceding Friday. Pay periods cover the 1st through the 15th and the 16th through the last day of the month. Paychecks are delivered to department administrative assistants for distribution to employees or can be found on the CIS system.

**Annual Compensation Statement**
This summary identifies the University’s employment costs given to you for the entire year with a breakdown by salary and benefits.
**Timecards**

Employees complete their timecards on a web electronic timecard system called Kronos. The website address is located at: [www.kronos.utah.edu](http://www.kronos.utah.edu). Employees use their CIS user ID and password to enter the system. Kronos is case sensitive. If you are having problems with the password, contact the Campus Help Desk at 581-4000. Kronos is time sensitive and may send a message that your session is about to expire. If your session has timed out, you will need to re-enter your id and password. When you exit Kronos, **ALWAYS** use the ‘LOG OFF” link.

Instructions on how to enter your time is included in your orientation packet. EBC payroll reporters send out an e-mail each pay period reminding employees when timecards are due.

**Benefits**

The University of Utah Benefits Office is the first source of information regarding University benefits. The main Benefits number is 1-7447. Please call this number for general questions. Campus departments are assigned a specific team of Benefits Counselors for more detailed questions. Please contact the Benefits Office for a list of contacts. Forms and other information such as health and dental care and retirement companies, benefits forms, a summary of benefits programs etc. can be found on the Human Resources website which is [www.hr.utah.edu/ben](http://www.hr.utah.edu/ben).

To view your personal benefits summary, log onto the campus information system at [www.cis.utah.edu](http://www.cis.utah.edu) using your employee ID and password. Click on the Employee tab and select “Benefits Information” in the “My Human Resources/Payroll” box.

**University Regulations Library**

The University’s Policies and Procedures regulations library can be located at the website address [http://www.regulations.utah.edu](http://www.regulations.utah.edu). Policies are organized according to general areas. For example, all Human Resources policies are found within Part 5: Human Resources, and cover issues such as vacation, holidays, disciplinary action, conflict of interest, code of conduct, security, leaves, sexual harassment, compensation, etc. All financial policies are listed under Part 3.

**Defensive Driving**

*Employees cannot drive a vehicle on any university business if they are not current with defensive driving training and/or do not have a current driver license. This includes using a university vehicle or your own vehicle.*

Training is available on-line and is required every two years. You can access the on-line training at the following links: The training links include a video, driver safety guide and on-line test:

- **On Campus** (intranet access): [http://web.utah.edu/risk_management/vehicle/auto_insurance_provisions/](http://web.utah.edu/risk_management/vehicle/auto_insurance_provisions/)

A score of 70 or above is required to pass. You can take the test as many times as needed in order to obtain a passing score. The questions are random so you will not take the same test twice.

Please print the certificate and submit a copy of it to your departmental administrative assistant or Linda Lane. A copy of this certification will be retained in your personnel folder. Motor Pool requires that we maintain a *copy of your current driver license*. Give the copy to your AA, Linda, or Christy
**EBC Policies and Procedures**

Information on EBC Policies and Procedures can be located on the Everyone (R) Drive under the folder: Long Term Projects – Admin Approval Needed. Go to the “Admin” folder, then “EBC Policies and Procedures”. This folder contains information on Travel, Property Guidelines, Shipping Instructions, Car Information, Kitchen Use Requirements, etc. This is a useful tool.

**Training**

University employees are eligible to take classes free through the Human Resources and other campus locations. A complete list of training classes can be located at [http://www.training.utah.edu/](http://www.training.utah.edu/). A list of classes offered by the Human Resources department can be found at: [http://www.hr.utah.edu/training/](http://www.hr.utah.edu/training/). Employees can register on-line for these classes.

EBC departments may also encourage skill-based training. Contact your supervisor if you are interested in additional training or education.

**Parking**

All parking lots at the University are paid lots. The “A” lots on either side of EBC are available to full-time staff and require the purchase of an “A” permit. Economy “E” lots are available across the street and can be purchased by part or full-time staff. “A” permits can be used to park in A, U, or E lots. Employees are eligible to obtain a free UTA Bus/Trax pass. Parking permits and bus/trax passes can be picked up at Commuter Services (101 Annex Building) or the U-card Office at 154 Union. Car registration/s is required. For a listing of permit prices, maps and other information, go to the Commuter Services website at [http://www.parking.utah.edu/](http://www.parking.utah.edu/).

**Office Supplies, Business Cards, Etc.**

Office supplies, business cards, copy room information, paper products, and other materials/equipment can be arranged through the Administrative Assistant in your department.

**Courier**

Joey Davis is the EBC courier. The courier makes important deliveries to campus and city locations each day and ships items via FedEx. You can send an e-mail addressed to “courier”, call at 1-3279 or call Joey’s cell phone 913-6985 if you have something that needs to be delivered or shipped. Please give as much notice as possible and provide detailed instructions. Courier request forms can also be located in the copy room near the KUED reception desk or Joey’s office located next to the loading dock. Shipping is prepared between 1:00 and 2:00 each day and deliveries are made during the afternoon.

**Building/Furniture Concerns**

Chuck Estes is the Manager of Building Facilities. Chuck is responsible to oversee issues such as lighting, temperature control, furniture, moving, some equipment etc. If you need assistance, contact Chuck by sending an e-mail to “building”, or phone 1-6271 and he or his assistant will help you. Chuck’s pager is 248-000.

Please note that Chuck is not responsible for custodial concerns. Trash pickup, vacuuming, bathroom cleaning and other custodial duties are performed by employees assigned to EBC from the Custodial Department within University Plant Operations.

**Security**

Building security is a high priority at the Eccles Broadcast Center. The building houses equipment of significant value as well as the importance of personal safety. Employees are required to wear a security badge while in the building. Please read the security policy in your orientation packet to become aware of security responsibilities shared by all employees.
Visitor Scheduling and Guests
Please notify the Atrium Desk personnel at 5-6013 or send an email to EBC-visitorscheduling@umail.utah.edu if you are expecting guests or have scheduled a meeting at EBC. Provide the following: a) guest name, b) expected arrival time, and c) verify whether the guest will need a parking pass. Plan to escort your guests to your meeting or work area. All unescorted guests must sign in and receive a temporary guest badge. Let Atrium staff know your whereabouts or how to reach you when a guest is expected.

Parking Passes and Moratoriums (for EBC parking lots and across the street)
Day parking passes are available at the Atrium Desk and are specifically designed for department guests. Day passes for employees and employee guests cost $7.00 a day.

Parking moratoriums can be scheduled for EBC events, however keep in mind the cost to the department. Parking moratoriums cost $35.00 a day, and individual parking passes are $5.00 each. Parking passes and moratorium are charged to your department. For a group larger than seven people, the moratorium is less expensive.

Contact the Atrium desk at 585-6013 to arrange a moratorium. Please provide the following: a) date of the moratorium, b) name of the event, and c) the billing contact name and telephone number.

Scheduling Conference Rooms
Atrium Desk personnel act as the Primary Conference Room Schedulers; Judy Yeates is the back up scheduler. Terry and Linda can be reached on 585-6013 or via email: tcirillo@media.utah.edu (Terry) – llane@media.utah.edu (Linda). Judy can be reached at 581-3100 or jyeates@media.utah.edu.

Terry, Linda and Judy can schedule the following conference rooms:
Dumke Board Room
Credit Union Conference Room
Harris Conference Room
Instructional Services Conference Room
Media Solutions Conference Room
Office of IT Conference Room
Technical Services Conference Room

Contact the following for:
Redd Room: Kasey McRae (1-3915) or Judy Yeates (as a back-up)
KUER: Amy Fowler (1-6674)
Green Room: Jenny Latchman (5-1712)
Programming/Studio: Susan Doi (1-3251)

Conference Room Protocol
Employees utilizing EBC conference rooms for events are responsible to arrange the room for their event and then return all tables and chairs to the standard configuration. Remove leftover handouts, plates, napkins etc. Tables should be cleaned. Notify the VOC group when your meeting has concluded so they can turn off or remove all technical equipment

Conference Room Technical Support
UEN TSSC is available to provide audio-visual technical support for meetings, seminars, training sessions, etc. held in the EBC Conference Rooms. Please follow the guidelines below:
Complete an online Technical Request form at least 48 hours before any event needing technical support needs. TSSC may not be able to handle last minute requests. Access the form at: http://www.uen.org/distance_ed/forms/tech_request.php. You can send the request in Outlook, or drop it off in the TSSC, room 185.

Plan to set up at least twenty minutes before the event if you have special needs that require additional technology.

- Please do not touch equipment if you have not been trained in its operation by the TSSC.
- **TSSC is responsible for technology needs only. Employees are responsible for room set up and furniture arrangement.**
- Please contact Building Support if your guests will need wireless access.
- TSSC staff will train employees on the room operation, but training should take place at least one-half hour before the event.
- Cupboards are for equipment storage only. Other items will be disposed of promptly.

**EBC Vehicles**

EBC vehicles may be available for business travel and day excursions. Contact your department Administrative Assistant for information about checking out a vehicle. KUED currently has a vehicle available for checkout. You can schedule the car by notifying Terry/Linda at 5-6013. An orange binder containing the keys, vehicle log, and gas card is kept at the Atrium front desk. Please be specific when filling out the vehicle log. Write down where you are going, not just "downtown", for example. Return the binder and keys to the Atrium front desk as soon as you return.

**Petty Cash Reimbursement**

Employees can go to Nora Karst/Kim Lee to receive reimbursement of small business expenses other than meals or entertainment (for a value up to $100). Complete a Supply Reimbursement Request form and include the purpose of the expense. You need to provide a receipt. Check with Kim Lee or your department Administrative Assistant for these forms.

**Emergencies**

Dial 585-COPS (585-2677) or 9-911 for on campus emergencies. Employees should assemble on the grass east of the main entry plaza should it become necessary to evacuate the building. This area has been selected because of its distance from possible debris, broken glass, gas mains, underground utilities and emergency vehicle access. You may wish to keep a flashlight and some personal safety and comfort items at your desk. Keep your personal items secure, lock your desk or office when warranted. Secure office windows and doors when leaving for the night. Use well lighted walkways at night and walk in a group if possible. You may call Campus Security at 5-2677 for an escort to your car in the parking lot. For more information visit the University of Utah Emergency Guide at www.ehs.utah.edu/emergency/direct.htm

**Travel Information**

The University mileage and travel policy can be found at [http://www.travel.utah.edu/](http://www.travel.utah.edu/)

**Financial and Cell Phone Information**

Below are links, which explain standards to which KUED, KUER, and Utah Education Network employees are being held. The first link explains Financial Accountability and Control at the University. [http://www.acs.utah.edu/adminserv/finacctlitr.pdf](http://www.acs.utah.edu/adminserv/finacctlitr.pdf)

The next link explains the University expenditure guidelines. [http://www.acs.utah.edu/adminserv/Guidelines3-17-04.pdf](http://www.acs.utah.edu/adminserv/Guidelines3-17-04.pdf)
The link below clarifies the use of University funds.
http://afs.admin.utah.edu/download/useofuniversityfunds.pdf

Below is the link for all employees and supervisors of employees who have KUED, KUER or UEN-provided cell phones.
http://afs.admin.utah.edu/download/cellphones.pdf

If you have a KUED, KUER or UEN-provided cell phone, please contact one of the following EBC Administration employees for assistance to ensure compliance with the requirements mentioned in this link. See Lisa Kuhn for UEN, IT, and ISO; Sammie Tollestrup or Becky Davis for KUED and Media Solutions; and Amy Fowler, Nora Karst or Becky Davis for KUER

**Kitchen Rules**
The following rules apply to all users of EBC kitchens:

Users are responsible to clean up the kitchen immediately after use. Bowls, utensils, cups etc. are to be washed and put away. Clean up the oven, stove top or microwave if it is used. Clean all counter tops and floor spills. Don't leave personal plates, cups, and bowls sitting in the kitchen and/or kitchen sink. Items left longer than 24 hours will be thrown away. If you use the fridge or freezer put your name and date on all items. Items left for a period of time will be thrown away.

**Employee Discount Services**
The University campus and hospital provides many discounts to employees. A complete listing of options can be found at: http://uuhsc.utah.edu/rewards. There are listings for convenience services, health and wellness discounts and programs, Travel Discounts and Vacation Packages, etc. New discounts are being added each day. If you click on the home page you will notice any new items. You can also contact Employee Services at 585-7287 or Positively U - the Center for Employee Services at 587-3527 for questions.

**Note:** Some important information when using the Employee Discount website:
http://uuhsc.utah.edu/rewards.

Since most discounts are corporate discounts for University of Utah employees only, Positively U has had to restrict website access to computers at the University of Utah. Someone doing a search through Google.com or from home will probably not be granted access to the site. Just remember to log in from a campus computer.