

## Welcome and Introduction to the Neurobiology & Anatomy Department

Hello,

Welcome to the Neurobiology & Anatomy Department. Below you will find helpful information and some forms we need filled out to make joining our department as smooth as possible. If you are new to the University of Utah some additional information has been included to assist you in getting the things you need.

### Things You Must Do:

#### Payroll:

The following two items must be downloaded and filled out by your first day and given to Karen Evans in room 401 MREB:

1. Download the **Check-In Form** ([www.neuro.utah.edu/related\\_links/it/forms/check\\_in\\_form.pdf](http://www.neuro.utah.edu/related_links/it/forms/check_in_form.pdf)), print it and fill it out. This form is to help the main office get payroll, contact information, keys, and a department email alias (username@neuro.utah.edu) set up as quickly as possible.
2. On your first day we will verify completion of your new hire forms. You will be required to present identification establishing your eligibility to work / study in the U.S as described below:
  - **For US Citizens:** An **I-9 Form** ([www.uscis.gov/files/form/i-9.pdf](http://www.uscis.gov/files/form/i-9.pdf)) along with required valid identification as defined in the form.
  - **For Non-US Citizens: Passport, visa, valid DS-2019**  
([travel.state.gov/visa/forms/forms\\_1342.html](http://travel.state.gov/visa/forms/forms_1342.html)) or **I-20** for students  
([travel.state.gov/visa/temp/types/types\\_1268.html](http://travel.state.gov/visa/temp/types/types_1268.html))

#### Signing up for insurance and other benefits:

Benefits and insurance plan comparisons can be found at the University of Utah Human Resources web site. Go to Human Resources Training and Development, New Employee Orientation web site (<http://www.hr.utah.edu/training/orientation/>) where you will complete training modules and select your benefits options.

Medical and Dental coverage is effective the first day of the month following your start date. So, if your start date is May 10, insurance eligibility is effective June 1. You have 90 days from the date of hire to make your benefits selections. Your medical/dental coverage is retro-active to the insurance eligibility effective date.



# The University of Utah

Neurobiology & Anatomy

## **Getting Connected to Campus Computer Systems:**

Start setup by going to the Campus Information System web site

([https://gate.acs.utah.edu/psp/plpr/EMPLOYEE/EMPL/h/?tab=PAPP\\_GUEST](https://gate.acs.utah.edu/psp/plpr/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST)) and entering your University Network ID ("uNID) and password. Your uNID is the campus id# on your U-Card with the first 0 replaced by a lower case "u", (e.g. if your id # is 00xxxxxx, your unid is u0xxxxxx). Your password is your six digit birth date in mmddyy format or, if this doesn't work, try mmddyyyy format (4-digit year). You will be prompted to change your password upon logging in for the first time.

An e-mail address through the campus U MAIL system will be established for you and will be yourunid@utah.edu. Be aware that it can take up to 2 weeks for the account to be activated. Once established, some configuration of your account can be done through the uNID web site (<https://unid.utah.edu>).

Here you can also get information about paychecks, W2 withholdings, set-up or change direct deposit of your paychecks, change your home address, and other tools.

## **Useful Information:**

### **Paychecks:**

There are two pay periods per month at the University of Utah; the first ends on the 15th, and the second ends on last day of every month. Paychecks will be distributed on the 7th and 22nd of each month. If these days fall during the weekend then paychecks will be distributed on Friday.

The University suggests all employees to be paid via direct-deposit. However, if you do not wish to be paid this way a hard copy check will be issued to you. To set up direct deposit log into the Campus Information System and set-up your direct deposit banking information. Regular paychecks will be issued and delivered to the department until direct-deposit has been established. Note that regular paychecks are pink, notices of direct deposit are blue. Also, the hard copy notice of direct-deposit can also be suppressed.

### **Postdoctoral Information:**

The Utah Life Sciences Post-doc Organization ([www.ulspo.utah.edu](http://www.ulspo.utah.edu)) offers resources and association for Post-docs. The goal is to build a scientific and social community among life science post-docs, providing a forum for broad faculty mentorship and interaction between many departments.

Additional information for new post-docs can be found at:

- List of Department Post-Docs ([www.neuro.utah.edu/people/postdocs.html](http://www.neuro.utah.edu/people/postdocs.html))
- U of U Office of Postdoctoral Affairs and Professional Programs ([www.gradschool.utah.edu/postdocs/index.php](http://www.gradschool.utah.edu/postdocs/index.php))
- National Postdoctoral Association ([www.nationalpostdoc.org](http://www.nationalpostdoc.org))



# The University of Utah

Neurobiology & Anatomy

## **Getting a U-Card:**

A University of Utah ID card, or U-Card, can usually be obtained within 1-2 days of completing your forms. The U-Card is available at the U-Card Office located on the A-Level in the School of Medicine, just inside the cafeteria.

## **Bus Pass and/or Parking Permit:**

Bus passes and parking permits are available at the U-Card Office and can also be obtained within 1-2 days of completing your forms. Bus Passes are free to students, faculty and staff. Information about the types and cost of parking permits can be found at the University of Utah Commuter Services web site ([www.parking.utah.edu](http://www.parking.utah.edu)).

NOTE: Temporary parking passes are available at the U Card Office located on the A-Level in the School of Medicine, just inside the cafeteria.