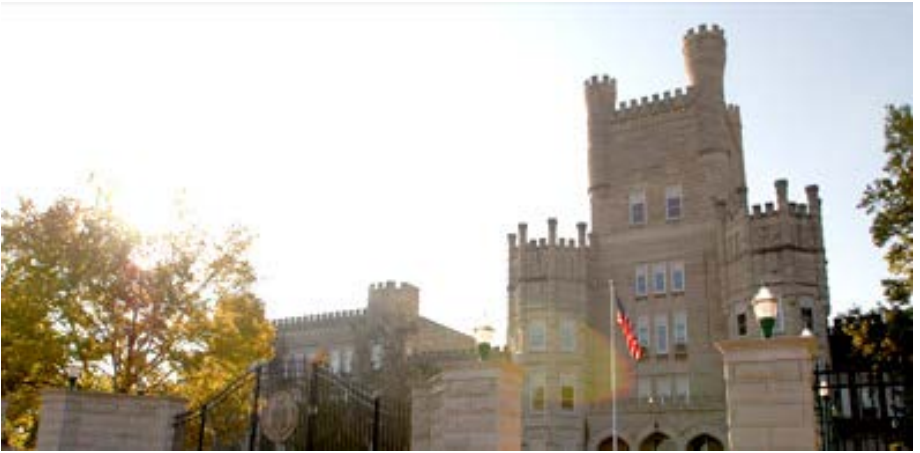


# **Eastern Illinois University**



## **New Employee Welcome Guide**

**Department of Human Resources  
October 2013**



## **Welcome to Eastern Illinois University!**

We hope the following information will be helpful to you as you begin your employment with the University.

### **Getting Started**

You may visit the EIU Human Resources website for New Employee information at <http://www.eiu.edu/humanres/>.

All new employees must visit the Payroll Office located in room 2011 of Old Main. For more information about payroll, visit <http://www.eiu.edu/humanres/payroll> or call 581-2214.

To obtain information regarding benefits available to you and your family, you may contact the Benefits Office at 581-5825 or refer to the Benefits Office website at <http://www.eiu.edu/humanres/benefits/>. You must select a health care plan before your 10<sup>th</sup> day of employment or it will default to the Quality Care Health Plan.

Staff I.D.'s can be obtained from the Panther Card Office located in room 3040 of the Student Services Building after you have completed all necessary new hire paperwork. (581-6596).

You may obtain an e-mail account from the Information Technology Services by calling 581-HELP (581-4357).

Parking permits are available at the University Police Department. (581-5416)

Complete Ethics Training during your first month at <http://www.eiu.edu/ethics/>

# Keys to Success

Welcome to EIU. We want you to succeed and enjoy your job, but we are not responsible for your success – You are. You have to take steps to ensure that you get what you need to succeed. When possible, we will help you achieve your goals. Here are some things that you can do to make sure you achieve them.

## Treat others with respect

- Give the benefit of the doubt.
- Learn about others.
- Do unto others...

## Behave ethically

- Complete new employee and annual ethics training.
- Know the law and any applicable policies.
- Do what is right when no one is looking.
- Report violations.

## Communicate with your supervisor

- Don't believe in or spread rumors.
- Ask where you can improve, not just, "How am I doing?"

## Take control of your future

- Volunteer (stretch).
- Determine your goals.
- Take steps each day to advance toward your goal.
- Take classes. Read. Get to know people. Volunteer.

## Participate in your appraisal

- Develop annual goals.
- Keep an event record and share it with your supervisor.
- Ask for training.

[http://www.eiu.edu/humanres/forms/appraisal\\_handbook.pdf](http://www.eiu.edu/humanres/forms/appraisal_handbook.pdf)

# How We Operate

## Governing Laws and Policies

- BOT – Board of Trustees Regulations are by-laws, governing policies and regulations set forth by the Board of Trustees for Eastern Illinois University. The Board of Trustees are appointed by the governor and are authorized and responsible to operate, manage, control, and maintain Eastern Illinois University.
- IGP – Internal Governing Policies are the policies and procedures of Eastern Illinois University approved by the President. Each policy statement identifies a monitor who is responsible for maintaining, updating and interpreting that particular policy. Questions of interpretation of and exceptions to a policy should be directed to the appropriate monitor.

## Communications: Accessible from Home Page

- University Newsletter – Electronic
- Eastern's Newsbits: Public Events – <http://www.eiu.edu/pubaff/>
- Daily Eastern News – Every day when school is in session. Electronic and paper.

## Email:

- Panther Mail
- Eudora
- Access both from any computer via the web

# Payroll Information

## Payroll Staff:

- Laura Easterday: [lmasterday@eiu.edu](mailto:lmasterday@eiu.edu) (581-2214)
- Erica Thornton: [emthornton@eiu.edu](mailto:emthornton@eiu.edu) (581-2118)
- Marsha Gray: [mdgray2@eiu.edu](mailto:mdgray2@eiu.edu) (581-5510)
- Merry Toberman: [mjtoberman@eiu.edu](mailto:mjtoberman@eiu.edu) (581-7799)

## Employee Self Service:

<http://www.eiu.edu/pawslogin/>

- Check your wages each pay period
- Check your Benefit balances (vacation, break days, sick leave)
- Submit timecard or leave report (check with your department on the type of reporting you will do)

## Payday:

1. Bi-Weekly – Includes Civil Service Bi-weekly (CSB) employees and student employees
  - Paid on the 2<sup>nd</sup> Friday following the end of the pay period
  - If payday falls on a Holiday, then it is paid on the last working day before the holiday
2. Monthly – Includes Faculty, A&P, Civil Service Exempt
  - Paid on the last working day of the month
  - December pay available the first working day of January
  - Faculty employees paid less than 12 months may opt for a payspread
3. Holiday and Pay Schedules
  - 11 holidays
  - 26 pay period – CSB
  - 12 pay periods – Monthly
  - For a printable list of paydays and holidays:  
<http://www.eiu.edu/humanres/payroll/index.php>

## Deductions:

- Charitable Contributions – SECA
- U.S. Savings Bonds – go to Payroll website
- Child Support and/or Garnishments

### Direct Deposit:

- Mandatory for all new employees, including students
- Multiple Direct Deposit Choices now offered (up to 3)
- Form located at:

<http://www.eiu.edu/~humanres/forms/EFT%20FORM%20MULTI.pdf>

### W-4's:

[http://www.eiu.edu/~humanres/benefits/forms/W4\\_form1.pdf](http://www.eiu.edu/~humanres/benefits/forms/W4_form1.pdf)

New employees MUST fill out a W-4 and return to the Payroll Office.

Changes to W-4's should also be made if:

- Your marital status changes
- If there is a birth/death in the family
- Your tax bracket has changed
- Dependent status has changed

### Name and Address Changes:

- Name and/or address changes are made in the Employment Office.
- You need your Social Security Card for a name change.
- If you have a different W-2 address than your permanent address, please notify the Employment office

### Earnings Statements:

- Sent through campus mail 2-3 days prior to payday
- Access Earnings Information through Banner Employee Self Service
- Log-in information is the same as your PC Log-in (Net ID)
- You may access online by going to the HR website

### W-2 Tax Forms:

- Now available on-line for the previous year
- Visit Employee Self Service and sign the consent to receive your W-2 on-line next year

### Retirement:

- State of Illinois full-time status employees contribute 8% of Gross Salary to the State Retirement System (SURS)
- Medicare is withheld
- No Social Security tax is withheld

Note: If making changes, please notify the office as soon as possible in order to allow time for processing.

# Campus Facilities

## University Union

The Martin Luther King, Jr. University Union offers:

- Campus Bookstore
- Food Court including:
  - Subway
  - Chick-fil-A
  - Connie's Pizza
  - Panther Grille
- Java B&B
- Panther Pantry
- Bowling
- Bus & Ticket Office
- Copy Express
- 7<sup>th</sup> St/Cyber Lounge
- Conference Rooms
- Banquet Rooms



And much, much more!

## Booth Library

Booth Library is a great source for books, magazines, journal articles, newspapers, videos, music, and more. The Library offers computer labs, an E-classroom, conference rooms, technology services, media services, and reading areas. Library Services offers free technology workshops each semester for faculty, staff, students, and community members. Booth Library also displays featured exhibits year round. Your Panther card is your Library Card.

## Doudna Fine Arts Center

This newly renovated and greatly expanded facility boasts several public art venues: The 300-seat Theatre, the Black Box studio theatre, the 600-seat Dvorak Concert Hall, the 180-seat Recital Hall, the 150-seat Lecture Hall, and several corridor art galleries.

## **Tarble Arts Center**

The Tarble presents a year-round schedule of:

- Changing visual arts exhibitions
- Education and outreach programs
- Lectures and demonstrations by visiting artists and speakers
- Chamber music concerts and other performing arts
- Special events including poetry or fiction readings by visiting writers

Tarble maintains a one-thousand piece permanent collection, including a 500 piece collection of late 20th century Illinois folk arts and related archival information.

## **Campus Recreation**

The mission of Campus Recreation is to provide EIU students, faculty and staff with informal and formal recreational activities regardless of ability.

The Student Recreation Center has:

- six basketball courts (which may also be used as volleyball, badminton courts, and Court 6 is enclosed for soccer and whiffle ball)
- A 1/8 mile suspended jogging track.
- Three multi-purpose areas for aerobic dance sessions, martial arts, or other activities
- Two Free-weight areas.
- Cardio area with 26 Elliptical trainers with T.V. Monitors, 10 Treadmills, 21 Stationary Bikes, 4 Steppers, 1 Concept, 1 Rower, bag boxing area, TreadWall climbing machine, 34 Nautilus machines, Circuit Express and Cardio Theater with TV's, 2 Stretching areas with exercise and medicine balls.

Outdoor facilities include

- Disc Golf Course
- Intramural Fields including:
  - 4 Softball Diamonds (2 Lighted)
  - 4 Football/Soccer fields all lighted
  - Outdoor Pavilion
  - 16 Outdoor Basketball Baskets
  - Tennis Courts





# Information Security Office

## 10 Tips for Protecting Information

### 1. Practice good password habits

- Make sure passwords are easy to remember but hard to guess
  - Try using the first letters of a favorite phrase complete with punctuation marks
- Make sure the password is at least 8 characters long
  - Be sure passwords include upper and lower case letters, numbers, and symbols
- Do not share passwords
- Do not write passwords down



### 2. Secure the work area

- Make sure work areas are secure when leaving for a meeting, the day, for lunch, etc.
- Log off or lock computer and make sure a password is needed to log back in
- Lock up all paper files and binders that contain sensitive and/or private information
- Lock office doors and windows
- Do not leave keys in locks and/or near locked desks and cabinets

### 3. Be careful with laptops

- Never leave laptops unattended when traveling
- Never leave laptops in a car, even if it is locked
- Consider using a laptop lock at the office, at home, and on the road
- Consider using encryption software to help secure information contained on laptops

### 4. Protect computers with up-to-date anti-virus software & patches

- Always make sure computers are protected against the latest threats
- Talk with local support person or the Help Desk (581-HELP) for assistance

### 5. Protect information on desktop computers

- Avoid storing sensitive and/or confidential information on desktop computers
  - Instead, store such info on network shares or EIU applications (i.e. Banner, WebCT, etc.)
- Be sure to create backups of all critical information stored on desktop and laptop computers
  - Backup to CD, Floppy, Zip Disk, USB drive
  - Just be sure to store backups in a safe and secure location!

6. Be careful with e-mail
  - Never open an e-mail attachment from an unknown individual
  - Never respond to e-mails requesting personal and/or confidential information
  - Double check attachments before sending e-mail
  - Avoid sending files containing personal, sensitive, and/or University information over e-mail
    - If unavoidable, double-, triple-, and quadruple-check the TO/CC/BCC address of the e-mail before sending!
7. Verify identity before divulging information
  - Never blindly give out information to any individual without verification of identity
    - In person is preferred to over the phone
    - EIU photo ID is the best possible option
  - Questions about disclosing information should be referred to the Information Security Officer at (217) 581-1942.
8. Keep University information private
  - Access to information is a responsibility.
  - Access to information does not equal a right to view the information.
  - Never discuss personal, sensitive, or internal University information in public.
  - Never share information with individuals that do not have both the right to know the information and a need to know the information.
  - Ignore the temptation of browsing information left out by others.
    - Never leave private, sensitive, or internal information out for others to view!
9. Report security incidents
  - Be sure to immediately alert supervisors and the Information Security Office of any known or suspected information security incident. Examples:
    - Computer attacks
    - Lost information and/or equipment
    - Stolen information and/or equipment
    - Odd computer account behavior
    - Accidental exposure of information to unauthorized individuals
10. When in doubt, ask
  - The current information security threat landscape continues to grow and nobody knows what the future holds.
  - When in doubt, please do not hesitate to contact the Information Security Office with any questions, concerns, or comments.

## Helpful Websites

- Faculty and Staff “Jumping Off Point”: <http://www.eiu.edu/employee.php>
- Annuities: to learn about pension & health benefits  
[www.eiu.edu/annuitants/](http://www.eiu.edu/annuitants/)
- Banner Information & access: <http://www.eiu.edu/banner/>
- Benefits Office: <http://www.eiu.edu/humanres/benefits>
- BOT – Regs – Board of Trustees Regulations:  
<http://www.eiu.edu/trustees/regulations.php>
- DEN – Daily Eastern News: <http://www.dennews.com/>
- EAP – Employee Assistance Program:  
<http://www.eiu.edu/humanres/benefits/eap.php>
- Employee Advancement Opportunities: <http://www.eiu.edu/humanres>
- Employee Wage & Benefit System: Access through any HR web page
- EIU Calendar: <http://www.eiu.edu/calendar/events/>
- EIU Community Service: to learn about volunteer opportunities  
<http://www.eiu.edu/volunteer>
- EIU Fact Sheet: <http://www.eiu.edu/planning/FCTSHT.htm>  
Lists stats & info regarding: Administration, University Employees, Departmental Faculty, Student Housing, Athletics, Degrees Conferred, On and Off Campus Enrollment, Operating Funds, & Student Financing
- Faculty Development: <http://www.eiu.edu/facdev/>
- HELP Desk (ITS): <http://its.eiu.edu/>
- IGP – Internal Governing Policies: <http://castle.eiu.edu/auditing/igplisting.php>
- Office Max (Supplies):  
<http://www.officemaxsolutions.com/html/index.shtml>
- P-Card: <http://castle.eiu.edu/purchase/pcard.php>
- Panther Dining Options: <http://www.eiu.edu/dining/>
- Passwords: <http://its.eiu.edu/security/passwords.php>
- Telephone Usage: <http://www.eiu.edu/telecomm/>
- Tuition Waivers for Employees:  
Civil Service:  
[http://www.eiu.edu/humanres/benefits/forms/cs\\_tuition\\_waiver.pdf](http://www.eiu.edu/humanres/benefits/forms/cs_tuition_waiver.pdf)  
Faculty, A&P:  
[http://www.eiu.edu/humanres/benefits/forms/FacultyAP\\_tuition\\_waiver.pdf](http://www.eiu.edu/humanres/benefits/forms/FacultyAP_tuition_waiver.pdf)
- Training and Development: <http://www.eiu.edu/humanres/training>
- UPG – University Process Guide: <http://www.eiu.edu/~bpguide/>
- Union Contracts: <http://www.eiu.edu/labor>
- Where To Go For Answers:  
[http://www.eiu.edu/humanres/training/forms/Where\\_to\\_Go\\_For\\_Ans  
wers.pdf](http://www.eiu.edu/humanres/training/forms/Where_to_Go_For_Ans wers.pdf)

## **Important Policies**

You must be aware of the following policies beginning on your first day. There are many other policies that you should also be aware of. Please visit the IGP to read the complete policies below and discuss with your supervisor which other policies apply to you and your position.

### **Sexual Harassment, IGP 175**

It is the policy of Eastern Illinois University that sexual harassment of one member of the campus community by another will not be tolerated. All individuals who are employed full-time or part-time in a position normally requiring actual performance of duty during not less than one-half of a normal work period and any other employee identified by the University Office of Civil Rights must complete training on sexual harassment.

Broad national attention has been given over the last few years to sexual harassment as an abuse of the employer/employee and teacher/student relationship. Additionally, sexual harassment is illegal, and may include conduct from one employee toward another or from one student to another. In response to this attention, a number of legislative and judicial interpretations have emerged which define the problem as a violation of several civil rights laws.

### **Drug Free Campus, IGP 8**

As an academic community, Eastern Illinois University is committed to providing an environment in which learning and scholarship may flourish. The possession or use of illegal drugs, or the abuse of those which may otherwise be legally possessed seriously affects that environment, as well as the individual potential of the students and staff. The Student Conduct Code and University Internal Governing Policies therefore prohibit such acts and the institution can, and will, impose disciplinary sanctions or action for violations.

The University strongly encourages students and staff member to voluntarily obtain assistance for dependency or abuse problems before such behavior results in an arrest or disciplinary referral which might result in their separation from the institution and the help available to its members. The use of, or addiction to, alcohol, marijuana, or controlled substances is not considered an excuse for violations of the Student Conduct Code, University policies, or staff expectations, and will not be a mitigating factor in the application of appropriate sanctions for such violations.

Help is available both on campus and within the community for students and staff members who are dependent on, or who abuse the use of alcohol or other drugs. The University Counseling Center, the Employee Assistance Program, and other professional agencies will maintain the confidentiality of persons seeking help for personal dependency, and will not report them to institutional or state authorities.

In compliance with the requirements of the federal Drug-Free Workplace Act of 1988, and the Drug Free Campus regulations of the U. S. Department of Education, as amended, the University has established the following policy in order to provide a drug-free campus.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by employees on University premises, or while conducting University business off University premises, is absolutely prohibited.

### **Required Training for EIU Employees:**

<http://www.eiu.edu/humanres/training/mandatory.php>

As Eastern Illinois University employees, we are required to complete four types of training: Ethics, Identity Protection Act, Abused and Neglected Child Reporting, and Sexual Harassment. Each training has it's own origin, rules, and timeframe.

**IMPORTANT: ALL new employees to EIU are required to complete the trainings as soon as they are hired.**

#### **Ethics:**

Ethics training was put into law in 2003 by the State of Illinois. All new employees, including students, are required to take the training upon their employment, within the first 30 days. Employees are required to take the training annually thereafter.

#### **Identity Protection Act (Social Security Number Protection):**

The Identity Protection Act (IPA) (5 ILCS 179) became effective June 1, 2010 and was supported by an EIU Internal Governing Policy 133.2 to protect the privacy and rights of the customer in regards to Social Security Numbers and to properly train employees to protect the information.

Eastern employees, including student employees, are required to take training as soon as they are hired and yearly thereafter. The type of training varies with the department.

**Abused and Neglected Child Reporting Act:**

Effective June 27, 2012, personnel of institutions of higher education are mandated to report child abuse and neglect incidents as required by 325 ILCS 5.

Therefore, all new personnel of Eastern Illinois University are required to sign a form (before hire) provided by the Illinois Department of Family Services (DCFS) acknowledging that they understand their responsibility and duty to report such incidents. Please visit EIU's Abused and Neglected Child Reporting Act website for more information.

**Preventing Sexual Harassment:**

The training assists employees, including student employees, in learning how to identify and prevent harassment and how to report concerns and complaints. New employees are required to complete the online training course upon their employment (Internal Governing Policy, #175). In addition, employees are expected to complete refresher/updated training every three years thereafter.