



# **WELCOME PACKET**

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# NEW EMPLOYEE INFORMATION

## UNIVERSITY INFORMATION

### NETID

The NetID is the Network Identifier composed of three letters and five numbers that UConn issues to allow access to many of the University technology services. These services include: Student Administration, HuskyCT, Exchange, VPN and many others. You will use your NetID and password daily on various UConn platforms.

- **Students:** You are automatically assigned a NetID. You will learn more about your NetID and other UConn technology services, such as the Student Administration system and your University email at: <https://techtraining.uconn.edu>
- **Faculty and Staff:** You can retrieve your newly assigned NetID from the NetID website: [https://netid.uconn.edu/find\\_netid.php](https://netid.uconn.edu/find_netid.php)

#### To activate your NetID and establish a password:

Visit: <http://netid.uconn.edu>. Click on “Activate NetID.” Enter your NetID (use lower case letters).

If you have an official Social Security Number and date of birth in the system, click on “ACTIVATE USING SOCIAL SECURITY NUMBER AND DATE OF BIRTH” and put in the last four digits of your Social Security Number and then date of birth. This brings you to the “Set Your NetID Password” page where you will create a password using the complexity rules listed.

If you were provided an activation code because you do not have a Social Security Number in the system, click on “ACTIVATE USING ACTIVATION CODE.” You will be asked for your activation code and date of birth. This brings you to the “Set Your NetID Password” page where you will create a password using the complexity rules listed.

When your password has been successfully changed, hover over “NetID Tools” and click on “Secondary Email and Mobile” and follow the instructions. This will allow you to change a forgotten password in the future.

### EMAIL

Microsoft Office 365 hosts University faculty, staff, and student email accounts and calendars. Access your University email using your official UConn email address and NetID password. You can check the UConn phonebook for your official email address: <http://phonebook.uconn.edu/>.

*Please sync your email and calendar to Outlook.*

### UConn ID: HUSKY ONE CARD

The Husky One Card office, located in Room 228 of the Student Union Building, issues official University identification cards. In order to obtain a Husky One Card, you must present the following forms of ID or combinations of ID:

- Valid driver's license
- Passport
- State-issued photo ID
- Military ID
- Government-issued photo ID
- High school photo ID with a Social Security Card
- College photo ID with a Social Security Card

When purchasing food and beverage on campus, employees can present their Husky Once Card to avoid paying sales tax. Various businesses throughout the state also offer discounts when presented with a Husky One Card.

For additional information regarding the Husky One Card, visit: <https://onecard.uconn.edu/the-one-card/>.

## **PARKING**

During orientation, a representative from Parking Services will help coordinate your parking permit. However, if you wish to obtain your permit earlier or if this service is unavailable during orientation, visit the Parking and Transportation Department located at 3 Discovery Drive, Storrs, Connecticut 06269-6199. Further information can be found on their website at <https://park.uconn.edu/>.

The following documents are required to obtain a permit:

- Photo driver's license
- Vehicle registration
- UConn ID or signed offer/authorization letter

Parking is divided into zones on the Storrs campus and the annual cost of the permit is based on the parking zone. (Special payroll employees are charged a flat fee that is prorated according to duration of employment.)

Office Hours: Monday – Friday

- Academic Year: 8:00 am – 5:00 pm
- Recess Periods & Summer: 8:00 am – 4:30 pm

Phone: 860-486-4930

## **UConn Faculty & Staff Website**

The UConn Faculty & Staff webpage is found at: <https://facultystaff.uconn.edu/> and is a gateway to University information including commonly used resources, employee tools, upcoming events, and the Faculty/Staff Daily Digest.

Faculty and Staff Resource Guide: <https://guide.uconn.edu/>.

## **LABORATORY SAFETY**

All IMS faculty, staff, students, and visiting researchers are required to complete laboratory safety trainings and examinations. Required trainings include, but are not limited to, those administered by the Department of Environmental Health & Safety as well as IMS. In addition to required trainings, you are

responsible for any additional trainings and compliance evaluations directly associated with your area of study and laboratory needs.

### Required Trainings:

#### UConn Environmental Health & Safety

- *Initial Laboratory Safety & Chemical Waste Management.* For scheduling information, please visit: <https://ehs.uconn.edu/training/>.
- *Laboratory Safety & Chemical Waste Management Retraining.* Please note this annual retraining is available online through HuskyCT.

#### IMS Laboratory Safety Quiz

- Contact IMS Building Manger Joshua Strecker at [joshua.strecker@uconn.edu](mailto:joshua.strecker@uconn.edu) to schedule your examination.

*If you are currently experiencing a true emergency (e.g. fire, injury, illness, personnel contamination, etc.), please call 911 immediately for assistance. For all other incidents please fill out the [IMS Accident Report Form](#) in its entirety, following instructions located at the top of the page.*

## UConn Employee Self Service Portal (Core-CT)

Core-CT is the Connecticut State Government's integrated human resources, payroll, and financial system. It is accessed through: <https://ess.uconn.edu/> by clicking on the red Core-CT Login button. You are prompted to enter your NetID and password. *Please note that the portal is unavailable Thursdays of non-pay weeks.*

In Core-CT you are able to update your personal information, review and update health and insurance benefits, manage leave, review and approve student timecards, as well as review current and prior paychecks, review/update W-2 forms, and submit direct deposit information.

## UNIONS

*American Association of University Professors (AAUP):* Represents faculty and research members.

- Contract: [https://hr.uconn.edu/wp-content/uploads/sites/1421/2020/01/AAUP.CBA\\_07.01.17.pdf](https://hr.uconn.edu/wp-content/uploads/sites/1421/2020/01/AAUP.CBA_07.01.17.pdf)

*University of Connecticut Professional Employees Association (UCPEA):* Represents non-teaching professionals working in academic and non-academic units.

- Contract: <https://hr.uconn.edu/wp-content/uploads/sites/1421/2020/01/UCPEA-FINAL-2016-2021-CBA.pdf>

*Graduate Employee Union (GEU-UAW):* Represents graduate assistants (GAs), teaching assistants (TAs), and research assistants (RAs).

- Contract: <https://hr.uconn.edu/wp-content/uploads/sites/1421/2020/03/2018-GEU-UAW-CBA.pdf>

For additional information regarding the unions, visit: <https://lr.uconn.edu/unions/>.

## EMERGENCY CLOSING POLICY

The Office of the President, the Office of the Provost, and Executive Vice President and Chief Financial Officer (EVPA/CFO) enact this policy to ensure the safety of students, faculty, and staff. It applies to all campuses except UConn Health.

Connecticut experiences multiple snowstorms throughout the winter and the University will enact its Emergency Closing Policy during inclement weather.

### Notification:

The University will make announcements about closings or delayed openings as soon as feasible, generally no later than 5:00 am. When conditions change rapidly or unexpectedly, however, the University may need to make or update decisions about classes and business operations on short notice.

UConn's Alert website: <http://www.alert.uconn.edu/> is the definitive source of information about the University's operating status. All announcements regarding changes to the University's operating schedule will be posted to this site as soon as decisions are made. All official UConn email addresses are auto-enrolled into the UConn Alert system.

In addition to the Alert website, text message alerts may be issued regarding closings, cancellations, or delays. UConn community members should register to receive the University's text message alerts.

Community members may also call the University's 24-hour emergency closing information number, 860-486-3768, to check the University's operating status for all campuses. Second and third shift employees are urged to call this number for information.

## IMS INFORMATION

### PAYCHECKS

If you choose to receive hardcopy paychecks, they will be available for pick up beginning the Friday of pay week in the IMS Main Office, IMS 107. IMS administrative staff will hold checks one week following delivery. Any checks not picked up by the following Friday will be placed in the mail on the following Monday morning.

*IMS administration strongly suggests you setup direct deposit as it is the quickest, most efficient means of receiving your paycheck.*

You can setup direct deposit using the Core-CT system at any time. Please follow these instructions: Log into Core-CT: <http://ess.uconn.edu> using your NetId and password. On the home screen, locate the Payroll section. Select Direct Deposit and you will be prompted to input your bank account information.

Please note: Once the Payroll Department processes your information, your account will receive a one cent deposit from the University as a test. After you receive this test, your next paycheck will be deposited into your account.

### KEYS

Contact Building Manager Joshua Strecker at [joshua.strecker@uconn.edu](mailto:joshua.strecker@uconn.edu) to make an appointment to receive your building and laboratory keys.



## TELEPHONE

Contact Building Manager Joshua Strecker at [joshua.strecker@uconn.edu](mailto:joshua.strecker@uconn.edu) to make an appointment to arrange phone service and a phone number in your office and lab spaces, if applicable.

The IMS Telephone Directory is located at: <https://www.ims.uconn.edu/contact/>. For additions, deletions, and corrections, please notify Administrative Specialist Maria Mejias at [maria.mejias@uconn.edu](mailto:maria.mejias@uconn.edu).

## MAILBOX

Mailboxes are located across the hall from the IMS Main Office (IMS 107). IMS administrative staff assign mailboxes to faculty, staff, postdoctoral candidates, and visiting researchers. Student mail is located in mailboxes alphabetically labeled and sorted by last name.

***IMS mailboxes are for business use only. Send all personal mail to your place of residence. At the end of every month, IMS administrative staff will send mail remaining in student mailboxes to the last residential address on file. Please arrange for extended absences.***

The IMS address is:  
University of Connecticut  
Institute of Materials Science  
97 North Eagleville Road, Unit 3136  
Storrs, CT 06269-3136

If you are not receiving emails from IMS, please notify Administrative Specialist Maria Mejias [maria.mejias@uconn.edu](mailto:maria.mejias@uconn.edu) and she will add you to the IMS ListServ and IMS Telephone Directory.

## FAXING

The fax machine is located by the mailboxes. For operation, see posted instructions.

The fax number is: 860-486-4745.

## PHOTOCOPYING

The copiers are located in the back room of IMS 100.

- Xerox WorkCentre 5875 – Black and White Copier
- Xerox WorkCentre 7845 – Color Copier

For questions regarding copiers, please see administrative staff Maria Mejias or Rhonda Ward, IMS 100.

## STOCKROOM

The IMS Stockroom is located on the ground floor (next to IMS 020). There you will find safety glasses, gloves, and common lab supplies. Please contact Administrative Assistant Maria Mejias at [maria.mejias@uconn.edu](mailto:maria.mejias@uconn.edu) for access to the stockroom during posted hours of operation. Stockroom supplies are charged to the faculty advisor, and students should make their faculty advisor aware of all purchases.

If you need safety equipment that cannot be found in the stockroom, notify Building Manager Joshua Strecker at [joshua.strecker@uconn.edu](mailto:joshua.strecker@uconn.edu) and it will be ordered.

## ORDERING SUPPLIES

The IMS Order Request Form is used to purchase all non-safety related supplies not typically stocked in the IMS stockroom. You will find this form located on the IMS homepage under “Faculty/Staff Resources”. **Download/save a blank copy** of the form prior to entering any order details. Instructions/requirements are listed on the form. You may wish to save a copy on your computer for ongoing use.

IMS Order Request Form: <https://www.ims.uconn.edu/wp-content/uploads/sites/190/2018/07/IMS-Order-Request-Form.pdf>.

Upon delivery, ordered items are made available in Administrative Assistant Maria Mejias’s office, IMS 101.

## THESIS BINDING

IMS will cover the cost of binding **FOUR (4)** copies of a successfully defended thesis. IMS distributes copies to the thesis author, advisor, and IMS Reading Room. Please note the following:

- Do NOT bold headings in the thesis as it increases printing costs.
- Avoid the use of color in the thesis. However if you MUST use color, keep it to a minimum (2 – 4 pages) as color also increases printing costs. The use of any color on a page will result in a full color page charge.
- Students must submit a .pdf file of their thesis (dissertation) by email to: [maria.mejias@uconn.edu](mailto:maria.mejias@uconn.edu).
- Access Digital Commons for electronic copies of dissertations at: <http://digitalcommons.uconn.edu/>.

## CONFERENCE ROOMS

IMS offers three conference rooms, as well as a large lecture hall for faculty and student use.

As a new user, you must fill out an *Agreement for Use of IMS Conference Space* form in the IMS Office 101. Signed forms are kept on file for future use. To reserve IMS 104 (capacity: 10), IMS 101B (capacity: 12), IMS 101C (capacity: 12), or IMS 020 (capacity: 140), please contact one of the following IMS administrators: Rhonda Ward ([rhonda.ward@uconn.edu](mailto:rhonda.ward@uconn.edu)), Maria Mejias ([maria.mejias@uconn.edu](mailto:maria.mejias@uconn.edu)), or Kaitlyn Cullen ([kaitlyn.cullen@uconn.edu](mailto:kaitlyn.cullen@uconn.edu)).

To access these spaces, you will sign out a key in the IMS Office 101. Please note, if you sign out the key, you are responsible for the condition of the room and all equipment during the reserved time period. Please make sure all equipment is in working order upon entering and exiting the space. Ensure all equipment is properly stored and shut off upon exiting, as well as that no trash is left behind. Before logging the key back in, make sure the lights are off and the door is locked.

## SEPARATION

Upon separation from the University, employees are responsible for the completion of the Human Resources [Employee Separation Checklist](#) as well as the [IMS Clearance Form](#). Both forms must be completed and submitted to IMS administrative staff prior to the employee’s end date.

***If you are a supervisor of student employees, it is your responsibility to notify them of these procedures and confirm their completion of the checklist.***

## **TRAVEL**

### **Travel System Updates:**

All employees (including Graduate Assistants) are required to utilize UConn's official travel agency, Concur and Key Travel, to book, request, and expense University business travel.

Pre-approval is required via Concur when expenses include travel segments such as airfare, lodging, and/or car rental.

A guide has been created for IMS travelers: [IMS Travel Guide](#).

Further information and the most up-to-date resources are available at: <https://travel.uconn.edu/>.

### **Graduate Travel Award:**

Graduate students may apply for a **Doctoral Student Travel Fellowship** through the Graduate School. There are two Doctoral Student Travel Fellowship funding cycles:

- **Fall travel:** Application session is from July 1 – July 31. Awards are made in August with payout from the Bursar's Office in September.
- **Spring travel:** Application session is from January 1 – January 31. Awards are made in February with payout from the Bursar's office in March.

For additional information and to apply visit: [Doctoral Student Travel Fellowship](#)

### **OVPR/AAUP Faculty Travel Funds:**

The Office of the Vice President for Research supports faculty research/professional development through the OVPR/AAUP Faculty Travel Program. Faculty can apply for OVPR/AAUP Travel Funds **so long as such funds are available**. The program combines two sources of faculty travel funding, the AAUP Professional Development fund and the OVPR Faculty Travel Fund, under a common set of guidelines and through a common application portal: <https://travelfunds.core.uconn.edu/>.

According to the AAUP contract (Storrs/Regional Campus bargaining unit), "each eligible full-time faculty member shall, upon request, receive up to \$2000 from the Professional Development Fund for any academic-related travel expenses as long as such funds are available."

For additional information, visit: <https://ovpr.uconn.edu/services/research-development/faculty-travel/>.

## LIFE & COMMUNITY

### ARTS & ENTERTAINMENT

- Storrs Center
- Jorgensen Center for the Performing Arts
- Connecticut Repertory Theatre
- Ballard Institute and Museum of Puppetry
- The William Benton Museum of Art
- Connecticut State Museum of Natural History
- Mansfield Historical Society
- Nathan Hale Homestead
- Coventry Farmers' Market
- Mansfield Drive-In Theatre
- Mansfield Movieplex 8
- Lucky Strike Lanes
- The Adventure Park at Storrs

### LOCAL RESTAURANTS

- UConn Dairy Bar
- Stone Row Kitchen + Bar
- Kathmandu Kitchen & Bar
- Tang Karaoke & BBQ
- Dog Lane Café
- Farmhouse Crêpes
- Wellington Pizza House
- Farmer's Cow Calfe & Creamery
- The Bidwell Tavern
- Francesca's Italian Bistro
- Willimantic Brewing Company
- Red Rock Café
- Chang's Garden

### GROCERY STORES

- Big Y World Class Market
- Price Chopper
- Stop & Shop
- Aldi
- Walmart Supercenter

### BANKS

- People's United Bank
- KeyBank
- Liberty Bank
- Webster Bank
- Bank of America
- Connecticut State Employees Credit Union

### PLACES OF WORSHIP

- First Baptist Church of Mansfield
- First United Methodist Church
- Hope Lutheran Church
- Presbyterian Church of Coventry
- Saint Mark's Episcopal Chapel
- Storrs Congregational Church
- Storrs Friends Meeting
- Saint Paul's Church
- Saint Thomas Aquinas Chapel
- The Islamic Center
- Greek Orthodox Chapel of the Three Hierarchs
- UConn Hillel
- Unitarian Universalist Fellowship of Storrs

### PHARMACIES

- CVS Pharmacy
- Walmart Pharmacy
- Walgreens Pharmacy
- Price Chopper Pharmacy
- Big Y Pharmacy and Wellness Center
- Stop & Shop Pharmacy

### POST OFFICE

9 Charles Smith Way  
Storrs Mansfield, CT 06268-9998