New Faculty Check Sheet

THE UNIVERSITY OF
TOLEDO

To get the academic year started, here is some university business you will want to take care.

First step is to complete and turn in new hire paperwork as instructed by your department. **Once your college turns in the paper work to the Office of the Provost, a Rocket Number will be generated.** Your Rocket number serves as UT identification number. Once you have a Rocket number you can take steps to get your UTAD email account set-up which will take 48-72 hours to activate. Your UTAD account information will be needed to conduct other university business.

KEY PAPERWORK TO COMPLETE

For Full-time Faculty ONLY

❑ **ENROLL IN HEALTH CARE**

Enroll in Healthcare through MyUT Portal (Medical/Rx, Dental and Vision). Enrollment must be completed within **30 days** of date of hire – No Exceptions. If the deadline is not met, you will not be eligible for healthcare benefits and the next opportunity to enroll will be through open enrollment. Open enrollment is held each year in October for a January 1 effective date.

❑ **COMPLETE LIFE INSURANCE ENROLLMENT AND BENEFICIARY DESIGNATION FORM**

Complete the Life Insurance Enrollment and Beneficiary Designation Form. This form is due **30 days** after date of hire. If Additional or Dependent Life Insurance is elected after **30 days**, or if Additional Life Insurance over the Guaranteed Issue Amount is elected, Evidence of Insurability (EOI) will be required. This is a medical questionnaire.

❑ **COMPLETE AND RETURN RETIREMENT PLAN ELECTION FORM**

Complete and return the Retirement Plan Election Form. This form is due to the Benefits Department within **120 days** from your date of hire.

For ALL Faculty

❑ **GETTING YOUR UTAD EMAIL ACCOUNT**

UTAD Account

Your University of Toledo Authentication Domain (UTAD) account provides authenticated access to most of the University's computing services using a single username and password combination. To activate your account use your Internet browser to go to: http://myutaccount.utoledo.edu

❑ **MyUT Portal**

The MyUT Portal, at http://myut.utoledo.edu, is the one-stop location for most of your online computing needs at The University of Toledo. You'll use it to get class lists, enter final grades, check your vacation and sick time, see your check stubs, view personal info, access Email, enroll in healthcare benefits, view your benefit summary of what you currently have elected, apply for your tuition fee waiver and much more.

In order to login to MyUT, you need an active UTAD account, a computer with Internet access, and a recent version of a Web browser such as Firefox, Internet Explorer, Google Chrome or Safari.

❑ **E-mail**

The University of Toledo provides its faculty and staff with an e-mail account with 150MB of storage. The e-mail address is in the form *firstname.lastname@utoledo.edu* (e.g., jane.smith@utoledo.edu). You can access your e-mail on the Web from MyUT Portal or Email Web Interface.

Create your email signature: http://www.utoledo.edu/offices/marketing/toolkit/email-signature/

❑ **GET YOUR UT ROCKET ID CARD**

The Rocket Card is the official University of Toledo Identification Card. The Rocket Card is multifaceted in its uses; it provides students and employees safe, quick access to campus services as well as having a debit card feature. The Rocket Card may be programmed to allow access to buildings through a card swipe.

Log into your MyUT portal (https://myut.utoledo.edu/portal/). From the Employee tab, click on "Request New/Replacement Rocket Card", which you will find under "Other Services". Click Main Campus ID Office pick-up. The new employee orientation pick up is for staff only. Employee Identification On-line Automated Submission Process: This tool allows staff a convenient and time efficient process for requesting their ID badge.

❑ **SIGN UP FOR YOUR PARKING PASS**

Visit the online form to register your vehicle for parking. Before you begin the process, please have your vehicle registration in front of you. You will be entering information from this vehicle registration into the online parking form. Again, you will need your UTAD account information. You will find instruction at the following website: http://www.utoledo.edu/parkingservices/.

❑ **SIGN UP FOR UT ALERT**

The University of Toledo invites you to sign up for UT Alert, the University's emergency notification system. You will receive alerts for inclement weather and other emergencies on and around campus. http://www.utoledo.edu/publicsafety

❑ **KEYS**

Check with your department to obtain keys to your office and laboratories.
https://www.utoledo.edu/facilities/requests.html

❑ **OFFICIAL PHOTO**

Schedule a professional photo/head shot to be taken by a UToledo photographer.
Visit www.utoledo.edu/offices/marketing/photography/ to schedule an appointment.

❑ **SIGN UP FOR DIRECT DEPOSIT**

Signing up for direct deposit is through MyUT Portal under Direct Deposit on the Employee Tab. After entering your information (or any subsequent changes) the first check will be a regular check that will be mailed to your address that is on file and the next check will be direct deposited. (The delay necessary to verify bank information.)

Direct Deposit Information in Self Service instructions:
http://www.utoledo.edu/offices/controller/payroll/pdfs/Updated%20Direct%20Deposit.pdf

❑ **TURN IN W4 TAX FORM**

Federal direct deposit is through MyUT Portal under Tax Forms on the Employee Tab. This can also be used for any changes in your exemptions. State forms are currently part of the new hire paperwork but will soon be online in this same area.

W-4 Federal Tax Withholding Online Instructions:
http://www.utoledo.edu/depts/hr/employment/pdf/Self_Service_Instructions_-_W4.pdf

This check sheet is available online at www.utoledo.edu/offices/provost/nfo