UT Policies and Facts

Attendance/Punctuality
- Your job is important
- Regular attendance is essential to the success of UT
- If you are ill or must miss work
  - Notify your department head/supervisor as far in advance as possible
  - Follow department policies and procedures

Absence From Premises
- Supervisor's Approval Required
  - If the employee must be away from work duties or from the work area
  - If the employee desires to leave the premises during paid time
- HSC: Employee's must punch out when leaving the premises

Pay Days
- Pay day is every other Friday
  - MCi Checks may be picked up at the Cashier's Office located in Rocket Hall room 1790.
  - HSCi Checks may be picked up in the Payroll Office located on the Scott Park Campus room LR 2180

Automatic Deposits
- UT will automatically deposit your check into a savings or checking account of your choice
- Your check will be deposited each payday
- Your paystub may be viewed online under "self-service" on the MyUT webpage
- Direct Deposit forms can be obtained in the Payroll Office located on the Scott Park Campus room LR2180.

Performance Evaluations
- Performance evaluations are completed at the middle and at the end of your probationary period
  - Specific areas or performance are included
  - Your supervisor will review your job description and job expectations with you.
  - You will also be reviewed on an annual basis
Telephone Services

- To make an outside call, dial 9
- In case of emergency, please provide family members, babysitters, your work number
- To make an internal call from HSC to MC, dial 21 and then the extension
- To make an internal call from MC to HSC, dial 68 and then the extension

Confidentiality

- Patient and student confidentiality is vital
  - Do not disclose confidential information unless another department needs it to function
  - Confidential information must not leave the institution

Campus Police

- Certified Peace Officers in the State of Ohio
- Fully trained in first aid, traffic investigation, criminal investigation, evidence gathering, and vested with powers of arrest

Lost and Found

- UT Campus Police handle lost and found issues
  - Turn in or claim lost and found items at the Campus Police Department