

# Staff



# Guidebook



“Welcome to UVU! We are thrilled that you have joined our family of gritty wolverines.

As individuals charged with helping students succeed, we are committed to creating a campus environment that is founded on exceptional care, exceptional accountability, and exceptional results. As you learn more about our university, I hope you will see that we are living and applying these values every single day. You could not have chosen a more exciting time to join UVU. I look forward to building a bright future for this university together with you!”

-President Astrid Tuminez



This guidebook is your guide to all things UVU. We know job transitions come with questions, concerns, and a steep learning curve, and it is our goal to make your transition as smooth as possible. It does not create any additional different rights or duties of a substantive policy or procedural nature.

Your Staff Guidebook is laid out in chronological order to prevent you from getting overwhelmed. Do not feel as though you need to read the entire book right away. Get started with the “After Acceptance” section, and gradually make your way through this UVU road map.

After the Table of Contents is your New Staff Checklist; make sure to read this thoroughly and complete it in a timely manner to assure a smooth transition into UVU employment.

If you are viewing this on an electronic device, all of the green links will lead to external websites or other pages in the guidebook. The numbers in the Table of Contents are also linked to their respective pages.

We are excited to have you join our team. Feel free to contact People and Culture (HF 105) at (801)-863-8207 with any questions.

Sincerely,

*Utah Valley University People and Culture*

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# New Staff Checklist

## AFTER POSITION ACCEPTANCE

Congratulations on your UVU position! You will receive three separate emails with links to the following:  
1) Background Check, 2) New Hire Paperwork, and 3) I-9 Section One

You cannot receive a UVID until your I-9 is complete, therefore, get this done as soon as possible.

- Complete Background Check online. (Email will come from customer\_service@accurate.com)
- Complete New Hire Paperwork online. (Email will come from noreply@visualvault.com) (Put your CURRENT living address; cannot be a PO box or an out-of-country address)
- Complete I-9 Section One online. (Email will come from customer\_service@accurate.com)
- Must visit People and Culture (HF 105) to complete I-9 Section Two **within three days of your start date**. (Bring a physical, original, [federally-accepted](#) copy of proof of eligibility to work in U.S.)
- Read Section 1: After Acceptance in the New Staff Guidebook. (Link to download the guidebook is located on the New2UVU website under the “After Acceptance” tab)
- Register for your New Employee Orientation online at <https://www.uvu.edu/peopleandculture/new2uvu/neo.html>

## ONCE YOU RECEIVE YOUR UVID

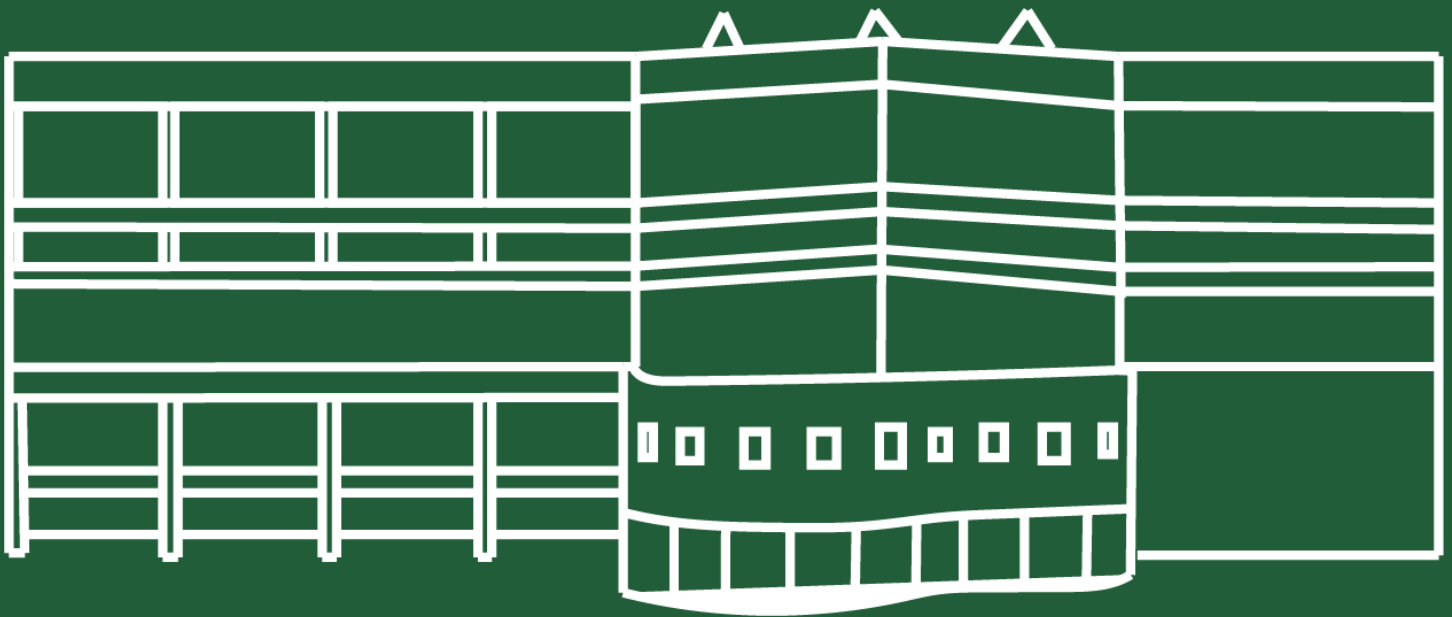
- (Full-time and Part-time taking 6 or less credits only) Register for a free employee parking permit through the parking portal at <https://www.uvu.edu/parking/>

## FIRST DAY

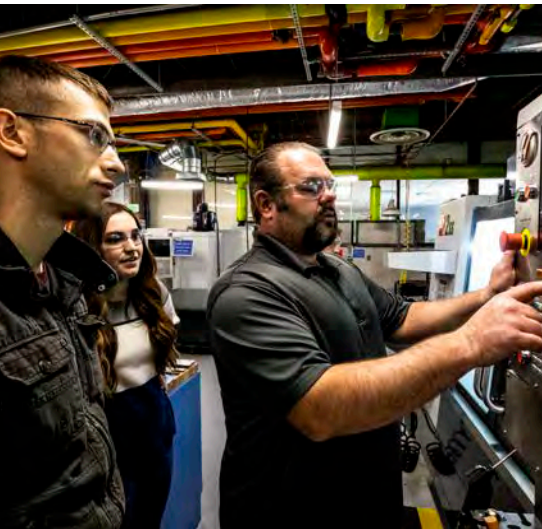
- Meet with your supervisor to cover important employment topics and policies.
- Visit Campus Connection (SC 106f) for your UVU Employee ID Card. Talk to your supervisor to find out if you need to pay the \$5 or if your department covers the fee.
- After you are notified, visit facilities to receive your key. (If applicable)
- You will receive emails to complete Title IX, Conflict of Interest, FERPA, Workplace Conduct and Cybersecurity trainings; complete these within your first **60 days** of employment.

# Our Mission

Utah Valley University is an integrated university and community college that educates every student for success in work and life through excellence in engaged teaching, services, and scholarship.



# Our Values



## Exceptional Care

We invite people to “come as you are” and let them know that “UVU has a place for you.” Care means that we strive always to “see” the person in front of us – their strengths and weaknesses, struggles and triumphs, past and potential, and inherent dignity and worth. This does not mean that we set low expectations or make excuses for poor efforts. Instead, our commitment to exceptional care means that we set the bar high and provide challenging, honest conversations and feedback because we are deeply invested in seeing every member of our community succeed.

## Exceptional Accountability

We are strongly committed to working ethically and effectively. We approach each situation from a position of integrity, knowing that everything we do can help or hinder a positive student experience. We honor the resources and mandates we have been entrusted with and strive always to do our best with what is under our control. We respect each member of our community, seek to understand and fulfill our responsibilities, and recognize both individual and collective successes.



## Exceptional Results

We are committed to creating opportunity systematically for as many people as possible. Our engaged curricula, programs, and partnerships address the intellectual and practical needs of our service area and the larger community. We seek to prepare our students to thrive in a rapidly changing economy and an interdependent, complex world. We aspire to greatness in all that we do, while also measuring progress against rigorous metrics that show our students are becoming competent and ethical professionals, lifelong learners, and engaged citizens.

# Our Action Commitments

## Student Success

Student Success is the essence of UVU's mission and the focus of the mission statement. Action commitments identify thematic areas of activity that lead toward fulfillment of the mission.

Objectives are specific actions that UVU will take to achieve its mission. They will be implemented in operational and organizational plans. Success is defined by metrics that assess achievement of the objectives.



### I nclude

- 1:** UVU integrates educational opportunities appropriate to both community colleges and universities.
- 2:** UVU provides accessible, equitable, and culturally diverse learning experiences and resources for students of all backgrounds, including those historically underrepresented in higher education.
- 3:** UVU fosters an inviting, safe, and supportive environment in which students, faculty, and staff can succeed.

### E ngage

- 1:** UVU faculty, staff, and students practice excellent, engaged teaching and learning activities as a community of scholars, creators, and practitioners.
- 2:** UVU develops relationships and outreach opportunities with students, alumni, and community stakeholders.
- 3:** UVU employees demonstrate a commitment to student success, professionalism, ethics, and accountability.

### A chieve

- 1:** UVU supports students in completing their educational goals.
- 2:** UVU students master the learning outcomes of the University and their programs.
- 3:** UVU prepares students for success in their subsequent learning, professional, and civic pursuits.

# Our History

Throughout its history, UVU has responded to its service region's (Utah, Wasatch and Summit counties) population changes and business/industry needs. This responsiveness is evidenced in its mission, program offering, degree level, and enrollment changes.

## Central Utah Vocational School

Utah Valley University was established in 1941 as Central Utah Vocational School (CUVS) with the primary function of providing war production training.



## Utah Technical College at Provo

The name again changed in 1967 to Utah Technical College at Provo. Through the next two decades, the institution was approved to grant Associate of Applied Science, Art, and Science degrees.



## Utah Valley State College

In 1993, the institution's name changed to Utah Valley State College and the mission was expanded to include the offering of bachelor's degrees.



## Utah Valley University

On July 1, 2008, the institution underwent another mission and name change to Utah Valley University and began offering master's degree programs.





# Our Leadership



President

Dr. Astrid S. Tuminez

Dr. Astrid S. Tuminez was appointed the seventh president of Utah Valley University in 2018, and is the institution's first female president. Tuminez brings to UVU a broad and rich experience in academia, philanthropy, technology, and business. Born in a farming village in the Philippine province of Iloilo, Tuminez moved with her parents and six siblings to the slums of Iloilo City when she was two years old, her parents seeking better educational opportunities for their children.

Her pursuit of education eventually took her to the United States. She earned a master's degree from Harvard University in Soviet Studies and a Ph.D. from the Massachusetts Institute of Technology in political science.

Before assuming her current position, President Tuminez was a world leader in the fields of technology and political science, most recently serving as an executive at Microsoft, where she led corporate, external and legal affairs in Southeast Asia.

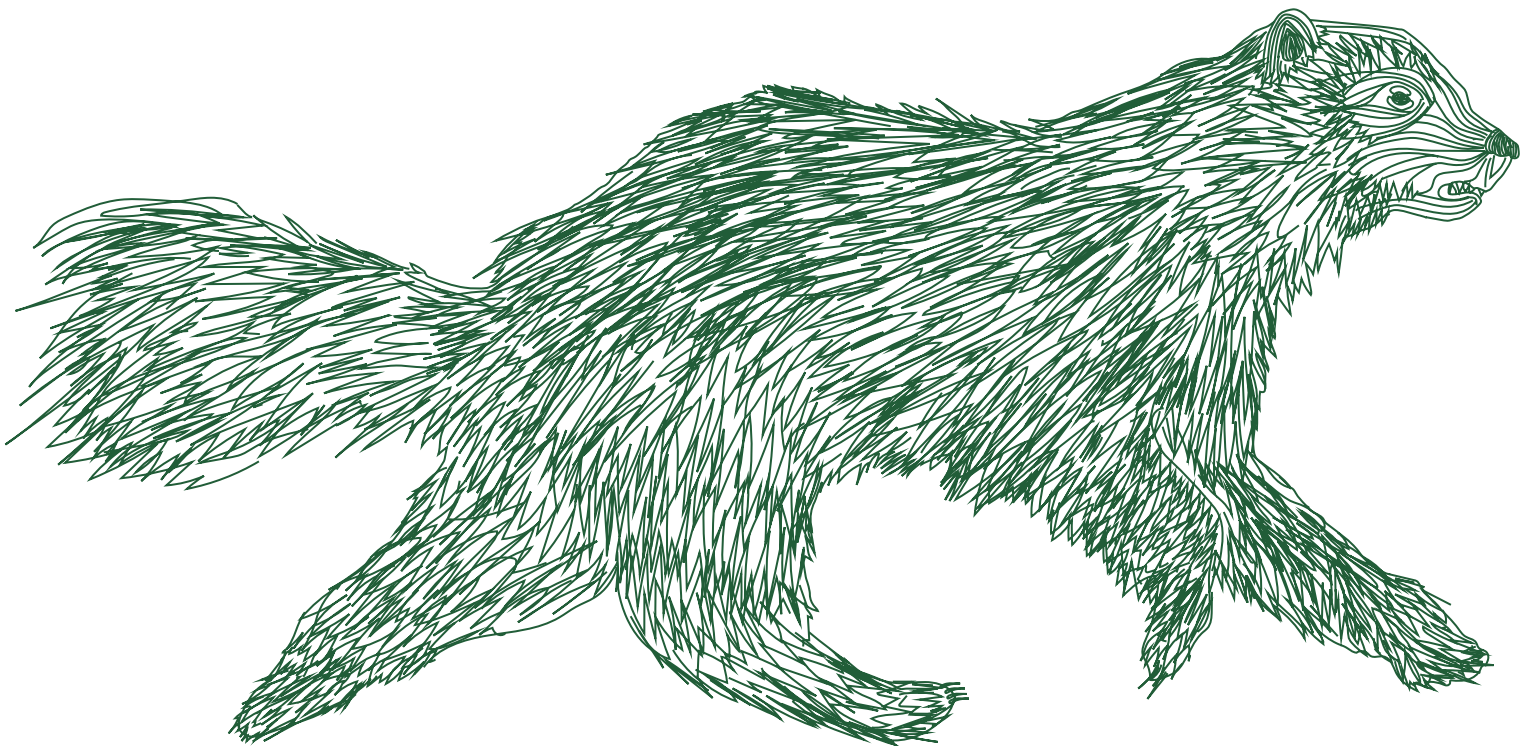
For more information on President Tuminez's President's Council visit

<https://www.uvu.edu/admin/index.html>

# Section One

## After

# Acceptance



# UVID

# I-9

## What's a UVID?

An eight-digit ID number that will act as your personal identifier and will give you access to myUVU, create your employee email, clock you in and out of work, allow you to acquire your UVID card, and award discounts and benefits.

**You will want to memorize this number.**

Because this number is crucial to so many things, and cannot be assigned until I-9 completion, we stress the importance of completing your I-9 as soon as possible.



## What's an I-9?

Form I-9 is required by federal law. It is used for verifying the identity and employment authorization of individuals hired for employment in the United States.

There is an online section of the I-9, as well as an in-person section that requires specific documents. For acceptable documents visit <https://www.uscis.gov/i-9-central/acceptable-documents>.



# Campus Map

UVU is committed to providing an efficient, beautiful, and safe environment for both employees and students to learn and work in. In addition to our main Orem Campus, we have the Culinary Arts Institute, Woodbury Art Museum, Wasatch Campus, and Capitol Reef Field Station. We also have facilities in and partnerships with Eagle Mountain, Salem, Santaquin, Spanish Fork, Vineyard, the Provo Airport, and Thanksgiving Point. For an interactive map of all of UVU's locations and an accessibility map go to <https://www.uvu.edu/maps/>.



<b>AS</b> UCAS	<b>FA</b> Faculty Annex	<b>LA</b> Liberal Arts	<b>SB</b> Science Building
<b>BA</b> Browning Administration	<b>FC</b> Facilities Complex	<b>LC</b> Losee Center	<b>SC</b> Sorensen Center
<b>BC</b> Nuvi Basketball Center	<b>FL</b> Fulton Library	<b>ME</b> McKay Education	<b>SL</b> Student Life and Wellness
<b>CB</b> Clarke Building	<b>GT</b> Gunther Technology	<b>NB</b> Nellesen Center for Autism	<b>SP</b> SCUP
<b>CS</b> Computer Science	<b>HF</b> Hall of Flags	<b>NC</b> Noorda Theatre	<b>WB</b> Woodbury Business
<b>C2</b> Continuing Education 2	<b>H2</b> Gear Up	<b>PS</b> Pope Science	<b>WE</b> Wee Care Center
<b>EC</b> UCCU Event Center	<b>H3</b> TRIO Upward Bound	<b>RL</b> Rebecca Lockhart Arena	<b>WS</b> Wolverine Service Center
<b>EE</b> Extended Education	<b>H4</b> ROTC	<b>SA</b> Sparks Automotive	<b>HP</b> Health Professions (West)
<b>EN</b> Environmental Technology	<b>KB</b> Keller School of Business		<b>NG</b> National Guard (West)

# Parking



All vehicles parked on campus require a parking permit. To register for your permit go to <https://www.uvu.edu/parking/permits.html>

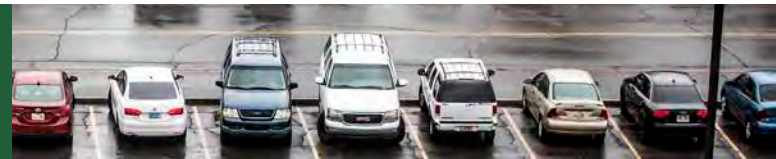
## Employee Parking Permits

All full-time employees may register for a free Employee Parking Permit. Part-time employees may also register for an Employee Parking Permit if **they are taking six or less credits**. Can park in Employee Parking Lots (Green).

## Visitor/Paid Parking Permits

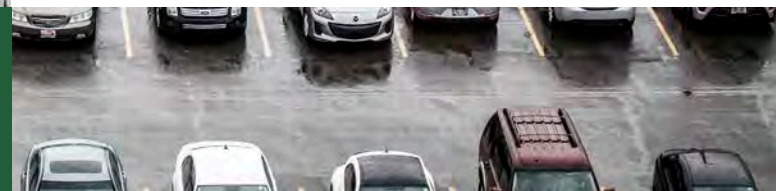
These lots can be found by the UCCU, LC, SLWC, and BA buildings. They are purchased on location at parking kiosks or using the Park Mobile app. Pay stations take credit cards and cash. \$1 per hour for students, employees, and visitors.

**ADA, Bicycle, EV, and Motorcycle Parking** are also available. Visit <https://www.uvu.edu/parking/#> for interactive maps and more information.



**Hours:** Parking Services does not require parking permits in employee, student, or purple lots on weekdays after 5 p.m., or on Saturdays and Sundays. Pay lots require payment from 5 a.m. through 10 p.m. seven days a week.

**Renewal:** Full-time employees must renew their parking permits annually. Part-time employees will need to renew their parking permit each semester, including summer.



**Number of Vehicles:** Students may register up to two vehicles to their student account, and employees may register up to three vehicles to their account. Only one of these vehicles may be on campus at a time.



# Transportation

One of the perks of being a UVU employee is that your UVID card (see page 21) can be activated for the UTA Transit System for free! You will have access to:



**UTA Buses:** A bus system with routes throughout Salt Lake, Utah, and Davis counties.



**TRAX:** A train system with 3 lines. Connects to FrontRunner, the Salt Lake Airport, and multiple cities throughout Salt Lake Valley.



**FrontRunner:** A train system with 15 stations stretching from Odgen to Provo. The Orem station is a seven-minute bus ride from UVU.



**UVX:** A bus system that runs through Orem and Provo. Its route connects Orem and Provo stations with 18 stops, including one at UVU.

Plan your trip at <https://www.rideuta.com/>

For questions about your UTA pass, contact  
Campus Connection (SC 106f) at (801)-863-8797.

# Payroll

## Pay Cycle

**Because UVU is on a lag payroll, your first paycheck will be deposited two pay periods after you start work.**

- If your first day is the 1st-15th, you will receive your first paycheck on the 1st of the next month.
- If your first day is the 16th-31st, you will receive your first paycheck on the 16th of the next month.

## Pay stubs

**To access your pay stubs:**

- 1** Sign in to myUVU with your UVID and password ([see page 18](#))
- 2** Click on the “Employee Resources” tab
- 3** Select “Pay Information”
- 4** Select the pay stub you would like to view, or
- 5** Select “All Pay stubs” and then the year and hit “Display”

## Direct Deposit

**Having a direct deposit account is recommended for UVU employees.**

**To change or add a bank direct deposit:**

- 1** Sign in to myUVU with your UVID and password
- 2** Click on your “Employee Resources” tab
- 3** Select “Pa Information”
- 4** “Direct Deposit Information” will allow you to make edits

# Benefits

Utah Valley University understands that the benefits provided support you and your family's health and well-being, and are an important part of your overall compensation. UVU is pleased to offer a comprehensive array of quality benefits created to protect you, your family, and your income in the case of unforeseen illness and life events, as well as assist in building financial security for retirement.

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The following pages give a basic overview of the health insurance plans UVU offers as well as additional benefits such as retirement, life insurance, leave, and tuition waivers.

A more in-depth overview of benefits will be provided at your New Employee Benefits Orientation. This orientation will be your opportunity to hear about the benefits offered, learn how to complete the online enrollment process, and ask any questions you may have.

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Prior to New Employee Benefits Orientation, you can view the UVU Benefits Guide and learn more about Leave, the UVUFit Employee Wellness Program, the Employee Assistance Program, and other voluntary benefits by visiting <https://www.uvu.edu/peopleandculture/benefits/>

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Your health insurance coverage begins the first day of the month following your date of hire, unless your employment date meets one of the following requirements:

1. Falls on the first calendar day of the month.
2. Falls on the first working day of the month (i.e. if Saturday is the 1st, Monday the 3rd would be the first working day).

For the above examples, coverage would begin immediately as of the first day of the current month. You will have 31 days from your benefits-eligible date to elect coverage. Failure to enroll will result in an automatic waiver of benefits through the next open enrollment period or a qualified event.

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## **The following employees are eligible for UVU's benefits:**

You are eligible for health insurance coverage and additional benefits if you work at least 130 hours per month (30 hours per week) in a 12-month measurement period. If you enroll yourself in one of the offered plans, you may also enroll your eligible dependents, which include:

1. Your legally married spouse.
2. Your children (including your natural children, stepchildren, adopted children, or children for whom you have legal custody) up to age 26. Married children under age 26 may be covered, however, the plan will not cover their spouse or dependents.
3. Disabled children age 26 or older, who meet certain criteria, **may** qualify for continued health insurance coverage with supporting documentation which must be approved prior to aging off the plan.



# Benefits

UVU is proud to offer you the following health insurance options to choose from:

**Medical insurance through Regence BlueCross BlueShield:** UVU offers two medical plans to choose from; a Traditional plan and a High Deductible Health Plan. Within each of these two plans, UVU offers two separate network options; the Participating (PAR) Network and the Preferred ValueCare (PVC) Network.

**Prescription benefit administered through Magellan Rx:** Employees who elect one of the medical plans will automatically be enrolled in the prescription benefit administered by Magellan Rx.

**Dental insurance through EMI Health:** The Premier Indemnity dental plan allows a maximum benefit of \$2,000 per year, per covered individual.

**Vision insurance through UHC Vision:** The supplemental vision plan helps cover the cost of materials (frames, lenses, and contacts) and provides an annual routine eye exam with a \$15 co-pay. Please note that the medical plan also covers an annual routine eye exam, covered at 100% within the Regence BlueCross BlueShield network.

## **Tax Advantage Plans administered by WageWorks and Health Equity:**

**Flexible Spending Accounts (FSA):** An FSA is an option for employees who elect a Traditional health plan and want to set aside a portion of their income on a pre-tax basis to pay for “qualified health-related expenses”. Funds contributed to the FSA must be used within the plan year or they will be lost.

**Dependent Care Flexible Spending Accounts (DCFSA):** The Dependent Care FSA is for employees who want the pre-tax savings for eligible dependent care expenses, including child day care and custodial elder care. Funds contributed to the DCFSA must be used within the plan year or they will be lost.

**Health Savings Account (HSA):** To elect an HSA, an employee must be enrolled in UVU’s High-Deductible Health Plan. The HSA is a special savings account that allows employees to set aside a portion of their income on a pre-tax basis to pay for “qualified health-related expenses”. Unlike the FSA, the HSA allows you to roll the funds in your account from year to year.

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**Retirement investment options through TIAA, Fidelity Investments, or URS:** Full-time, benefits-eligible employees will be enrolled in a 401(a) Defined Contribution Plan with a contribution of 14.2% based on the employee's compensation. Employees have the investment option through TIAA and/or Fidelity Investments and are 100% vested from their first day of employment.

Employees who have participated in Utah Retirement Systems (URS) in the past and wish to remain in URS may do so. Please contact the HR Service Center at (801)-863-8207 for more information.

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**UVU employer paid Life, AD&D, and LTD:** UVU provides all full-time, benefits-eligible employees with a Basic Life and Accidental Death and Dismemberment (AD&D) insurance policy at no cost. In addition, Voluntary Life and Voluntary Accidental Death and Dismemberment (AD&D) insurance can be elected for employees, their spouses, and their unmarried dependent children, up to age 26, for an additional cost to the employee.

UVU also provides all full-time, benefit-eligible employees with Long-Term Disability Insurance (LTD) and Workers Compensation Insurance at no cost.

# Types of Leave

UVU provides full-time, benefit-eligible employees with a generous leave package including sick, vacation, and personal leave, as well as 12 paid holidays ([see page 35](#)).

## Vacation Leave

**Executives:** Accrue vacation at the rate of two days per month (16 hours).

**Exempt Staff:** Accrue vacation at the rate of 1.25 days per month (10 hours).

**Non-exempt Staff:** Accrue vacation at the rate of 1 day per month (8 hours).

**Part-time Staff:** Do not accrue vacation leave. Work with supervisor to request time off.

A maximum of **30 days (240 hours)** may be carried forward from one vacation year to the next (January 1 to December 31).

Approved vacation leave must be submitted through TIMS ([see page 20](#)) to Human Resources in a timely manner to provide employees with the correct leave balances on their pay stubs.

### Other leave options provided include:

- Medical
- Maternity (six weeks)/Parental (two weeks)
- Funeral
- Military
- Jury Duty
- Family Medical Leave Act (FMLA)
- Staff Service

For more details, see the Leave of Absence Policy (361) at:

<https://policy.uvu.edu/getDisplayFile/56391fdb65db23201153c21c>

## Sick Leave

Sick leave may be used for the illness or preventive care of the employee or for immediate family members.

**Full-time Staff:** Accrue sick leave at the rate of 1 day (8 hours) for each full calendar month worked.

**Part-time Staff:** Do not accrue sick leave. Work with supervisor to request time off.

**All** unused days may be carried forward from one year to the next.

A sick leave pool may be created on an as needed basis for serious cases. Coworkers can voluntarily donate their sick leave to the sick pool.

## Personal Leave

**Full-time:** All staff are allowed two days (16 hours) of personal leave per calendar year.

**Part-time:** Do not accrue personal leave. Work with supervisor to request time off.

Unused personal leave will be forfeited and **will not** roll over to the next year.

### The Americans with Disability Act (ADA)

requires employers to explore reasonable accommodations due to a disability to assist employees in performing the essential functions of their job. If you require an accommodation, please contact the HR Service Desk at (801)-863-8207.

# Tuition Remission

UVU provides eligible employees and their dependents opportunities for continual educational development through the use of undergraduate tuition and fee waivers. Please read the Tuition Remission policy in depth at <https://policy.uvu.edu/getDisplayFile/58f91a1d871972f32d1de257>

## FULL-TIME

UVU offers a tuition remission for eligible full-time employees. The tuition remission waives up to 18 undergraduate credit hours for full-time employees and their dependents (unmarried, never married, under age 26).

For information on graduate financial aid available to full-time employees, [see page 38](#).

For questions about Utah residency, visit the Admissions Office (BA 115).

## PART-TIME

If you are part-time staff, you can submit a tuition remission for one course per semester once you have completed the course registration on the myUVU site.

You must work 480 hours in six consecutive months each semester to be eligible for the remission.

The remission can only be applied after you have been employed at UVU for six months and have fulfilled the 480-hour requirement.

Eligible tuition waivers can be submitted on the Tuition Waiver page of myUVU ([page 18](#)) (myUVU > Employee Resources > People and Culture > Benefits > Tuition Remission) on or after the following dates:

**FALL: JULY 15<sup>th</sup>**

**SPRING: NOV 15<sup>th</sup>**

**SUMMER: APRIL 15<sup>th</sup>**

As an employee, you will still need to apply and be accepted to UVU. UVU is an open enrollment institution. Visit <https://www.uvu.edu/admissions/> to apply.

For questions contact the P&C Service Center at (801)-863-8207.

# Employee Classifications

UVU employs both exempt and non-exempt full-time employees. Talk to your supervisor if you are unsure of your classification.

## Non-Exempt

Paid either by an hourly rate or by a salary that is based on a per-hour wage rate. Receives overtime pay or comp time for time worked over 40 hours a week. Clocks in and out. Each department/supervisor has different enforcement policies determining if they allow non-exempt employees to work overtime.



### Overtime

Payment for all overtime hours, which is paid at 1 1/2 times a non-exempt employee's regular rate of pay.



### Comp Time

Time off (leave) earned and accrued by a non-exempt employee at a rate of 1 1/2 hours for each overtime hour worked.

## Exempt

Paid a salary that meets the highly compensated employee exemption. Does not receive overtime pay for hours worked over 40. Does not clock in or out.

# Lunch + Breaks



## Lunch Breaks

In compliance with the Fair Labor Standards Act, all non-exempt employees are required to take a duty-free lunch break of **no less than 30 minutes**, and **no more than 60 minutes**.

Non-exempt employees must clock out during this time.

Food options on campus include: Panda Express, Chick-fil-a, Costa Vida, Subway, Cupbop, Taco Bell, Jamba Juice, Wendy's, Star Bucks, Papa John's, Arby's, Kolache Krave, Aubergine Kitchen, and Sodalicious. See <https://www.uvu.edu/dining/> for locations.



## 15-Minute Breaks

In addition to lunch, non-exempt employees are required to take one 15-minute paid rest break for every four hours worked. Rest breaks cannot be used (1) to offset late arrival or early departure (2) to extend the meal period, or (3) to accumulate paid time off from one day to the next. Non-exempt employees do not need to clock out during these breaks.

# Mental Health Resources

Life is full of challenges and sometimes balancing them is difficult. Utah Valley University is proud to provide a confidential program dedicated to supporting the emotional health and well-being of our employees and their families. The Employee Assistance Program (EAP) is provided at NO COST to benefit-eligible employees and covered dependents.

In addition to the following, other resources can be found at <https://my.uvu.edu/workplace/peopleandculture/benefits/#mental-health-and-wellness>

## Mental Health

**Counseling:** Up to eight confidential sessions for many issues, including those related to parenting, relationships, anxiety and work stress.

**24-Hour Crisis Help**

**Personal Advantage:** A life balance website that offers interactive resources for solving and preventing a range of personal problems.

## Life

**A free, half-hour consultation and 25% discount on legal fees.**

**Mediation:** Free for personal, family, and non-work related issues.

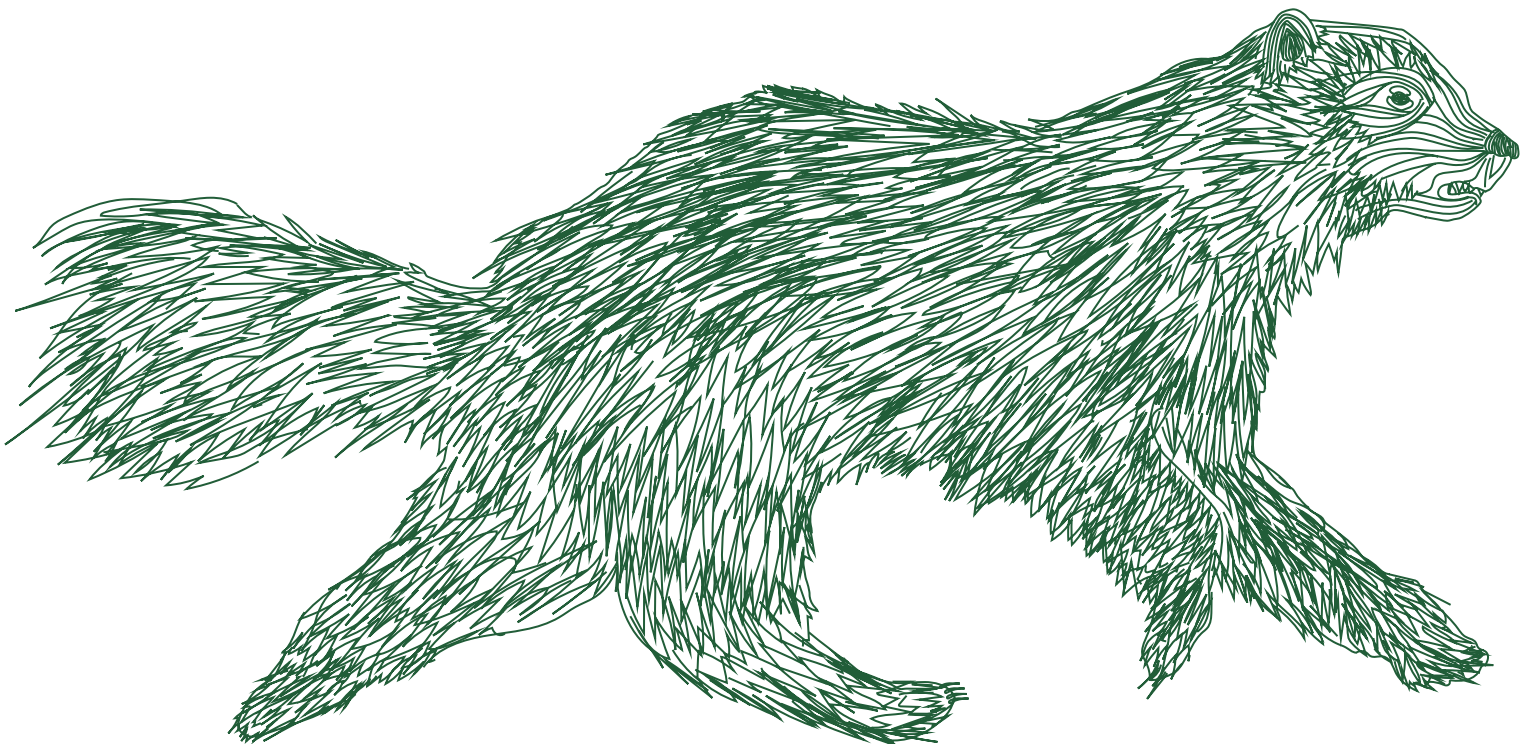
**Financial Consultations:** For debt counseling, budgeting, retirement, etc.

**Child and Elder Care Support:** For locating local resources and information.



# Section Two

## First Day



# myUVU

myUVU is an online portal that provides access to many UVU services and systems. All employees will have access to their UVU email, benefits, pay stubs, IT systems, calendars, announcements, and other resources. **Everyone is encouraged to log into myUVU regularly.**

## To sign into myUVU for the first time:

- 1** Go to <https://my.uvu.edu/>
- 2** Use your UVID as your user name
- 3** Use your eight-digit birth date (MMDDYY) for your password
- 4** For help logging in, go to <https://www.uvu.edu/itservices/accounts-access>



**After you sign in to myUVU for the first time, you will be prompted to change your password. Follow the following guidelines:**

- **Must be at least 16 characters long**
- **Must have at least one uppercase letter**
- **Must have at least one lowercase letter**
- **Must not include part of your name**
- **Must not include part of your user name**
- **Will be tested against commonly-hacked passwords**



# Employee Email

UVU automatically creates an Outlook email account for every employee. Employee emails are in the Microsoft Cloud and are accessible through the Outlook Client on desktop and laptop computers, Outlook Online, and through the Outlook app or native mobile apps on mobile devices. For help setting up your email on any electronic device go to

<https://www.uvu.edu/itservices/>

**All employees must use their UVU emails for all UVU Business.**

## To sign into your UVU email for the first time:

- 1 Log into myUVU (see page 18)**
- 2 Click into “Outlook” using the mail icon**
- 3 User name is UVID@uvu.edu, and Password is your UVU Password**

Your employee email is automatically generated as [UVID]@uvu.edu. You need to change your email address so that your UVID does not get sent to everyone when we send a mass email.

## To change your outgoing email address:

- 1 Go to the Email Address Utility <https://ais-linux6.uvu.edu/idm/email/activate.php>**
- 2 Log in using your UVID and password**
- 3 Click the “Change” button to the right of the address**
- 4 Using the drop-down list, select the proxy address you wish to use**
- 5 Click “Save Changes”**
- 6 Click “Logout”**

**When a student becomes an employee, or an employee becomes a student, a second email account is created. In all cases, the UVU employee email account becomes the preferred email account for both UVU work-related and UVU student classwork/business related emails.**

**For everyone in this situation, it is critical to check both email accounts regularly to avoid missing notifications/assignments.**

# TIMS

TIMS is UVU's Time Information Management System. Non-exempt and part-time employees will use this software to clock in and out, edit your time stamps, and submit leave.



## Clocking In and Out

Most departments will have iPads on location specifically for employees to use to clock in and out. If this is not the case, you can use any electronic device by going to <https://tims.uvu.edu/tims/prod/timeclk.php>

Enter your UVID and when your picture appears, click on your job description.

Clocking out only requires UVID.

## Editing Time Stamps

There will be times where you forget to clock in and out. In order to maintain integrity, TIMS allows you to edit your time stamps. To do so:

- 1** Log into myUVU (see page 18)
- 2** Click on your "Employee Resource" tab
- 3** Click on "TIMS Time & Leave Entry"
- 4** Click on "MyTime"
- 5** Click "Edit" on the time stamp you want to alter
- 6** Submit a reason for the change

## Submitting Leave

To check and/or use your vacation, sick, comp, and personal leave:

- 1** Log into myUVU
- 2** Click on your "Employee Resource" tab
- 3** Click on "TIMS Time & Leave Entry"
- 4** Click on "MyLeave"
- 5** Submit a Leave Request **any time** you plan on using any of your vacation, sick, or personal leave time.

# UVID Card and Keys

Your UVID card will be your access card to many benefits on campus.

To get your UVID Card go to Campus Connection (SC 109f) and bring the following:

- Your UVID number
- Government-issued photo ID\*
- ID Request Form filled out by your department OR Verification of employment and \$5

\*For a list of valid documentation go to <https://www.uvu.edu/campusconnection/id-cards/>



## Building Access

Your Department Chair or admin will put in a request for you to obtain keys to your office, labs, and exterior doors (for days the campus might be closed). This may take a couple days to get approved. Some doors will require a physical fob or a digital app installed on your phone, you can have either but not both. Be sure the application for access states which version you request.



## UVU PlusCard

The UVU PlusCard is a UVID Card and VISA debit card in one. It can be used anywhere VISAs are accepted, and is managed through Utah Community Credit Union (UCCU). UCCU has an on-campus branch, making depositing and withdrawing easier than ever. They also offer incentives for UVU employees who open accounts.

# Other Systems

UVU uses many different systems depending on the department. This is not a complete list of every system used by UVU, but rather a list of the most common. Talk to your supervisor to receive training on the required systems for your department.

## Banner

**An administrative software application. To access:**

- 1** Log into myUVU ([see page 18](#))
- 2** Click on the “Employee Resources” tab
- 3** Select "Employee Services" Under "Banner Services"

## 25Live

**A system to schedule spaces on campus. To access:**

- 1** Go to <https://www.uvu.edu/eventservices/scheduling/>

## Wolverine Marketplace

**A system to procure resources. Users can submit requisitions, browse and purchase from state contract vendor catalogs, approve purchases, and complete various other purchasing tasks. To access:**

- 1** Log into myUVU ([see page 18](#))
- 2** Click on the “Employee Resources” tab
- 3** Click on “Purchasing and Travel”
- 4** Training can be found under the Wolverine Marketplace logo
- 5** Click on “Wolverine Marketplace”

## UVU Learn

**UVU's employee learning management system where employees can improve on and develop key performance competencies expected of all UVU employees. Supervisors can also create, group, and/or assign courses to their direct and indirect reports. To access:**

- 1** Go to <https://my.uvu.edu/workplace/peopleandculture/performance-and-development/uvulearn/index.html>

# Other Systems

## Concur

A paperless travel system. Requests to travel, approvals, and expense reports are all processed here. Travel arrangements such as booking airfare, hotel reservations, and rental car reservations can also be done in Concur, if desired. To access:

- 1 Log into myUVU ([see page 18](#))
- 2 Click on the “Employee Resources” tab on the left side
- 3 Click on “Purchasing and Travel”
- 4 Click on “Travel” on the left-hand panel
- 5 Training can be found at “Getting Started” under the Concur logo

## Canvas

UVU’s classroom learning management system. To access:

- 1 Go to <https://www.uvu.edu/canvas/>
- 2 For training visit <https://vimeo.com/canvaslms> or visit the Office of Teaching and Learning on the fifth floor of the Fulton Library

## Teams

Teams is a communication platform designed to allow UVU employees to communicate with other employees. This tool allows for remote meetings and collaboration of files. To access:

- 1 Go to <https://teams.microsoft.com/>

## Box

UVU’s preferred cloud storage provider that allows each employee to collaborate internally and externally. To access:

- 1 Go to <https://uvu.account.box.com/login>

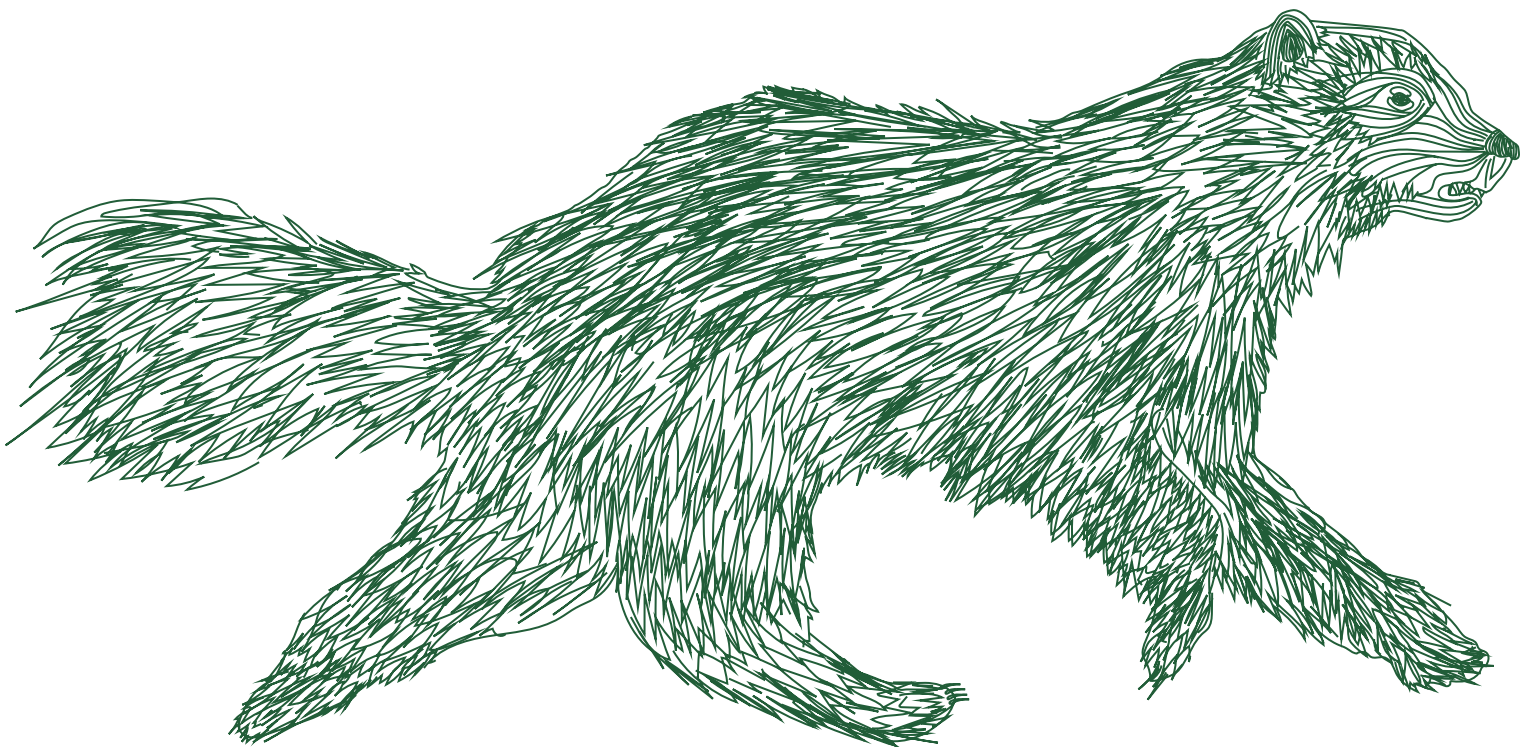
## OU Campus

A system used to manage UVU websites. To access:

- 1 Go to <https://www.uvu.edu/web/support/>

# Section Three

## First Week



# Important Contacts



**UVU Campus Police**  
Escorts, tips, safety  
801.863.5555 | GT 331



**Parking**  
Permits, tickets  
801.863.8188 | 936 S 400 W



**People and Culture**  
Benefits, employee relations,  
training, paperwork  
801.863.8207 | HF 105



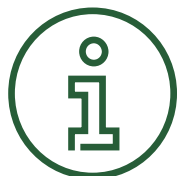
**IT Service Desk**  
myUVU, email, computer repair,  
system accounts  
801.863.8888 | LA 1st Floor



**Facilities and Planning**  
Keys, maintenance, classroom  
access, custodial  
801.863.8130 | FC 101



**Payroll**  
TIMS, paystubs, direct deposit  
801.863.8841 | HF 104



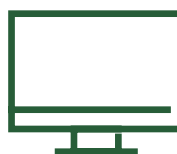
**Campus Connection**  
UVID card, lost & found, UTA  
801.863.8797 | SC 106f



**Admissions**  
Applications, residency  
801.863.8706 | BA 006



**Printing/Copy Services**  
Printing, business cards, name  
plates  
801.863.7003 | FL 209



**Network & Telecom**  
Wi-Fi, phones  
801.863.8888 | LA 011

## Important Emails

[UVAnnouncements@uvu.edu](mailto:UVAnnouncements@uvu.edu): The preferred communication method used to spread information across campus.  
[PeopleMatters@uvu.edu](mailto:PeopleMatters@uvu.edu): For human resource matters affecting all employees: benefits, required trainings, compensation.  
Staff Newsletter: Information about professional development, socials, scholarships, and other PACE news.  
[Payroll@uvu.edu](mailto:Payroll@uvu.edu): Notifications about your pay stubs, direct deposits, time clock, and weekly certifications.

# Required Trainings

There are five required trainings all UVU employees must complete in order to provide a safe campus for both employees and students. Notifications for these trainings will come to your UVU email and the training modules can be accessed through [UVULearn](#).

All five trainings are repeated annually, so be sure to re-take them in future years to demonstrate you are up-to date on the information.

## Discrimination Prevention

Explains the proper methods of disclosing, handling, and reporting sexual harassment and discrimination.



## Cybersecurity

Uncovers popular hacking tricks and promotes the proper use and secure handling of UVU student, employee, financial, and other sensitive data.

## Conflict of Interest

Assists employees with 1) Identifying apparent and potential conflicts of interest 2) Strategically managing such conflicts, and 3) Reporting conflicts.



## FERPA

Reviews the Family Educational Rights and Privacy Act (FERPA): a Federal Law that protects the privacy of student education records.

## Workplace Conduct

Discusses what abusive conduct is and is not, and how to report it.





# Probationary Periods

A probationary period is a set period of initial employment that provides the employee and the University the opportunity to assess the employee's ability to perform the duties and fulfill the responsibilities of the position based on UVU's Code of Conduct, which can be found at [https://www.uvu.edu/compliance/docs/code\\_of\\_conduct\\_2013.pdf](https://www.uvu.edu/compliance/docs/code_of_conduct_2013.pdf)



## Part-Time

Part-time and student employees do not serve a probationary period as their positions are considered at-will.



## Full-Time

For full-time employees the probation period lasts six months, but may be extended to 12 months if the situation permits.

Employment during the probationary period is considered at-will.

# Evaluations

At the three- and five-month marks, staff employees should meet with their supervisor to discuss progress and evaluate necessary steps. These evaluation forms can be found at [https://www.uvu.edu/peopleandculture/new2uvu/first\\_week.html](https://www.uvu.edu/peopleandculture/new2uvu/first_week.html).

# STAFF COMPETENCIES

EXCEPTIONAL  
CARE

## CREATING POSITIVE EXPERIENCES

The employee creates positive experiences by having a positive, uplifting attitude in their daily interactions. They provide great customer service internally and externally and express an attitude of gratitude. They do their part to work well with others and assume positive intent, even in challenging situations. Because of their demeanor, others are generally inclined to want to interact with them. They engage and contribute meaningfully, but they do not monopolize time in interactions. They are respectful of others' time and efforts. They display these behaviors consistently with individuals throughout the UVU community.

## PROMOTING AN INCLUSIVE CULTURE

The employee promotes an inclusive culture by creating an environment that invites people to come as they are. They appreciate and actively work to include diversity in thought, appearance, ideology, or background. They are thoughtful and approachable regarding their own beliefs or perceptions. The employee maintains their own beliefs while showing respect and making a genuine effort to understand the views of others. They do not participate in any form of bullying, discrimination, or abusive conduct.

EXCEPTIONAL  
ACCOUNTABILITY

## COMMUNICATING CLEARLY AND CANDIDLY

The employee clearly conveys information, expectations, and ideas to individuals and groups in ways that produce effective collaboration and accountability. Their communication in all forms (written, verbal, and non-verbal; grammar, spelling, and organization) aims to support greater understanding for all involved in achieving the best resolution. The employee communicates in a way that is both candid and caring, while avoiding both submissiveness and callousness.

## TAKING RESPONSIBILITY

Working closely with their supervisor, the employee honestly and accurately identifies what aspects of assignments and projects are within their sphere of control and holds themselves accountable for performing them well. The employee shows strong emotional intelligence by regularly reflecting on their own performance and behavior to identify what they are doing well and how they can improve. They communicate conclusions with their supervisor at the appropriate time and setting. When working on shared projects or assignments, the employee seeks to understand their role and also recognizes the responsibilities of teammates. They actively support their colleagues in completing their part to support the team's success.

EXCEPTIONAL  
RESULTS

## DELIVERING RESULTS

The employee uses their expertise to deliver exceptional results that support the university's mission, vision, and core values. They set ambitious and measurable goals that tie directly to university, division, and or/team goals and strategic objectives. They demonstrate productive work habits (time management, setting healthy boundaries, making timely decisions, etc.) that help them and their team to work effectively and efficiently. They display tactical, day-to-day competence in their job, and work to understand and incorporate the strategic purposes of their responsibilities.

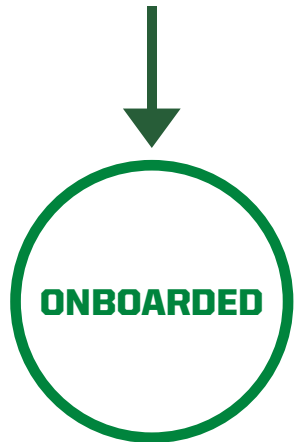
## MAINTAINING AREA EXPERTISE

The employee seeks out opportunities to learn and progress to ensure that they are current in the knowledge and skills necessary for success with respect to their profession, their team, the university, and UVU students. They seek to apply new insights through specific technical skills, as well as general productive work habits, such as time management, goal setting, and project management. They navigate the shifting professional and university landscape with agility and seek out additional information when needed. The employee also proactively works to acquire knowledge from a variety of sources.

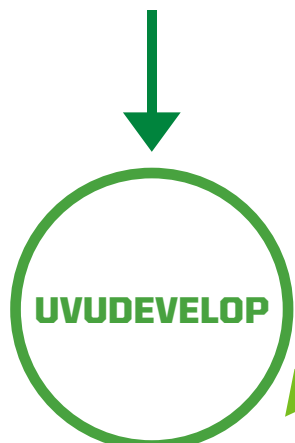
# COMPETENCY CYCLE



Search committees use a handful of recommended interview questions that relate to the staff competencies when hiring staff employees.



New employees are introduced to the staff competencies during New Employee Orientation, the Staff Guidebook, and their own supervisor.



Employees attend UVUDEVELOP workshops to develop or enhance their skills in relation to the staff competencies.



Employees are evaluated by their supervisors on how well they are meeting the staff competencies. They are then referred to performance development resources, including the coorelating UVUDEVELOP workshops.

# UVU DEVELOP

UVU DEVELOP is a staff development workshop series provided year-round for UVU employees. Based on the staff competencies, the workshops focus on specific knowledge, skills, and abilities that are expected of staff employees. These same expectations are what employees will be rated on during the Annual Review.

For more information visit the Staff Competency Experience in myUVU.

The following workshops are offered:

## CREATING POSITIVE EXPERIENCES

- Remaining Positive at Work
- Providing Excellent Customer Services
- Collaborating with Others

## PROMOTING AN INCLUSIVE CULTURE

- Foundations of Inclusion Workshops

## TAKING RESPONSIBILITY

- Working with Emotional Intelligence
- Giving and Receiving Feedback
- Setting Healthy Work Boundaries

## COMMUNICATING CLEARLY AND CANDIDLY

- Practicing Positive Conflict Resolution
- Seeking Clear Expectations
- Communicating Professionally

## DELIVERING RESULTS

- Completing Projects Professionally
- Developing Productive Work Habits

## MAINTAINING AREA EXPERTISE

- Finding Professional Development Opportunities
- Navigating Changes

To register for the workshops, visit [UVULEARN.](#)

Note: Workshops are only offered during the Fall and Spring semesters.

# Performance Processes

Full-time staff participation in multiple performance processes throughout the year, including: Goal Setting (July), Supervisor Review (September), Midyear Check-In (November), Annual Review (March-May).

Go to the [Performance Processes](#) page on myUVU for more information.

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
STAFF				Annual Review			Goal Setting		Supervisor Review		Midyear Check-In	
EXEC			Annual Review & Calibration				Goal Setting		Supervisor Review		Midyear Check-In	
FACULTY									Supervisor Review			



# Emergency Procedures + Equal Opportunity

## IN AN EMERGENCY CALL 9-1-1

Each department has different emergency procedures, therefore, ask your supervisor for an overview of your department's emergency supplies locations, fire drills, AED locations, fire extinguishers, and exit routes.

### **Compliance Hotline**

Provides individuals with the ability to anonymously and confidentially report concerns. Reports can be made by calling (877)-228-5401.

### **Campus Police**

The Utah Valley University Police Department (UVUPD), a police force fully accredited by the State of Utah, is charged with protecting your safety and property on our Orem campus. Offers police escorts.  
(801)-863-5555

### **SafeUT App**

A statewide service that provides crisis intervention through a live chat and tip program. Helps with emotional crises, bullying, relationships problems, mental health, or suicide-related issues. Available 24/7, free, and confidential.

### **Text Messages**

To assist with communications in the case of an emergency, UVU has implemented an emergency text messaging system. Opt-in at <https://www.uvu.edu/safety/>.

## **Equal Opportunity**

If you feel that you have experienced sexual misconduct, discrimination, harassment, or retaliation, you have several options available to you. The Office for Equal Opportunity, Affirmative Action, and Title IX is here to offer support and resources to address your concerns through informal or formal options. To learn more about your resources and options please call (801)-863-7999, submit a claim at <https://www.uvu.edu/equityandtitleix> or email TitleIX@uvu.edu .

# Resources to Support Students

## Student Health Services

SC 221 | 801.863.8876

Provides low-cost services for UVU students in the areas of medical and psychiatric care, mental health services, learning disability assessment services, and crisis services. Health insurance is not required to use these services.

## Academic Tutoring

LA 201 | 801.863.5376

Provides students a place to study independently, meet as groups, or work in guided review sessions. Staff will engage with students in the learning process to develop strategies for the future rather than improve just a single assignment. Often, this can be working through homework or providing test prep activities, but plans can be tailored to the needs of the specific student. Labs include the Math Lab (LC 404), Writing Center (FL 208), Language Lab (LA 003G), and Public Speaking Lab (CB).

## Financial Aid and Scholarship Office

BA 103

Provides assistance and guidance for students in navigating the FAFSA and scholarship applications and requirements.

## Women's Success Center

LC 303 | 801.863.3010

Provides support, leadership, coaching, and advocacy for students by working with them to remove barriers to graduation and navigate the landscape of higher education. The center's services are available to all students on campus and to community members who need support through a life transition or transitioning back to school.

# Resources Cont.

## Center for Social Impact and the Food Pantry

SC 105 | 801.863.8786

Offers a variety of events, programs, academic opportunities, and connections to community partner organizations and basic needs resources. The center also runs a fully functioning food pantry that is available to students, faculty, and staff struggling with food insecurity. The UVU Food Pantry offers canned goods and boxed items along with basic hygiene items, and some baby products such as formula, diapers, etc. These items are available only when our partner Community Action Services and Food Bank has them in stock. The UVU Food Pantry provides bags for students to use during their visit, though students are encouraged to bring reusable bags. In addition, meal vouchers for campus restaurants are also available for use up to three times per semester.

## Career Development Center

LC 409 | 801.863.6364

Connects students with occupational opportunities through individual career counseling, interview preparation, resume building, career fairs, and job search engines.

## Multicultural Student Services

LA 114 | 801.863.8357

Serves students from ethnically diverse, as well as historically underrepresented and marginalized backgrounds. Includes the African Diaspora, Latino Initiative, LGBTQ Student Services, Native American Initiative, and Pacific Islander Initiative.

## Veteran Success Center

WB 100a | 801.863.8212

Facilitates the successful navigation of student veterans, services members, and their dependents from registration to graduation. They work closely with students to assist with their education benefit.



# Resources Cont.

## Accessibility Services

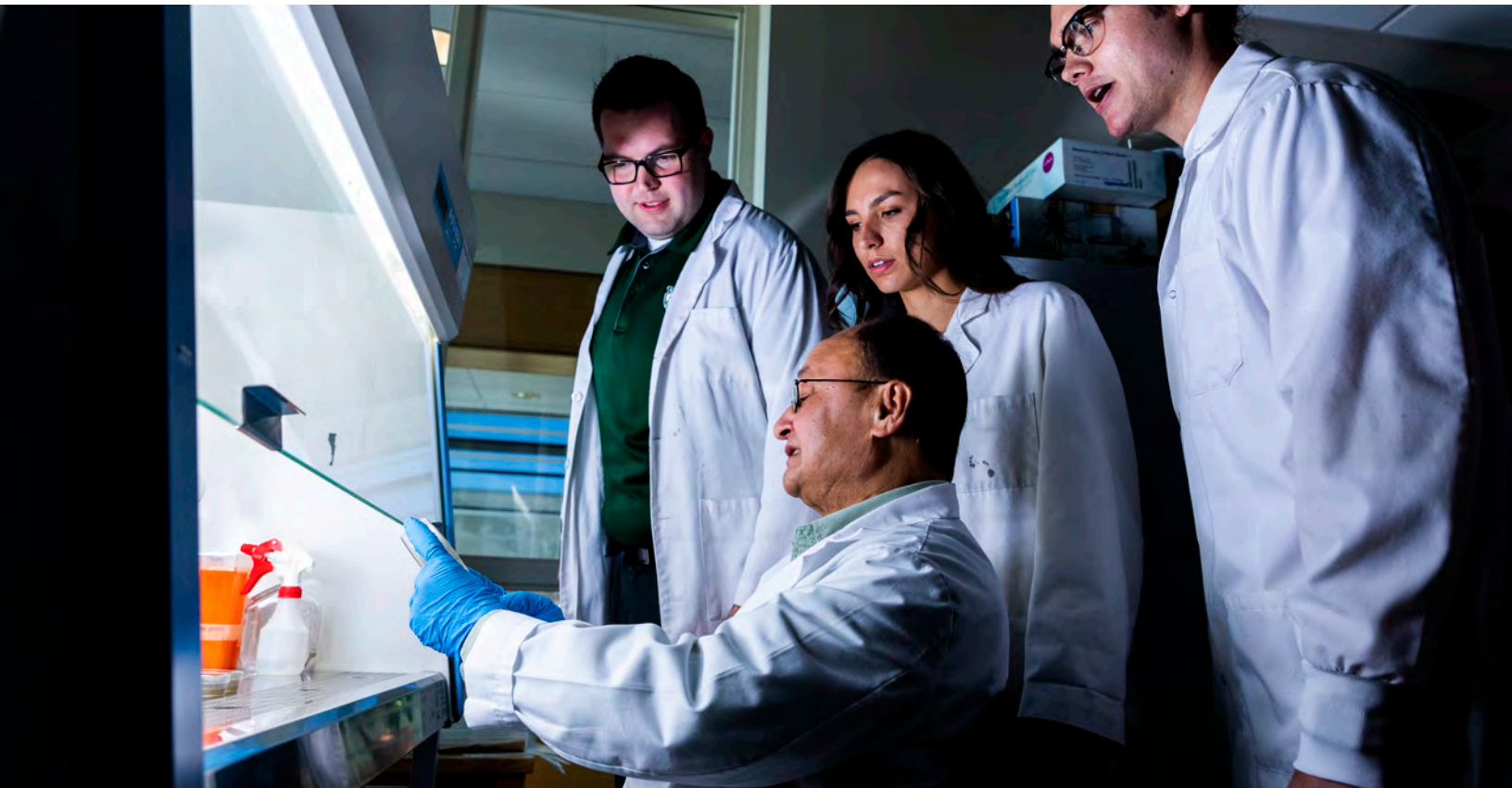
LC 312 | 801.863.8747

Provides accommodations to students based on the functional limitations of a disability. Accommodations are approved so long as doing so does not impose an undue hardship on the university or fundamentally alter the educational program. OAS partners with the student, faculty, and appropriate campus departments to establish the accommodations needed to remove the student's unique access barriers.

## Wee Care Center

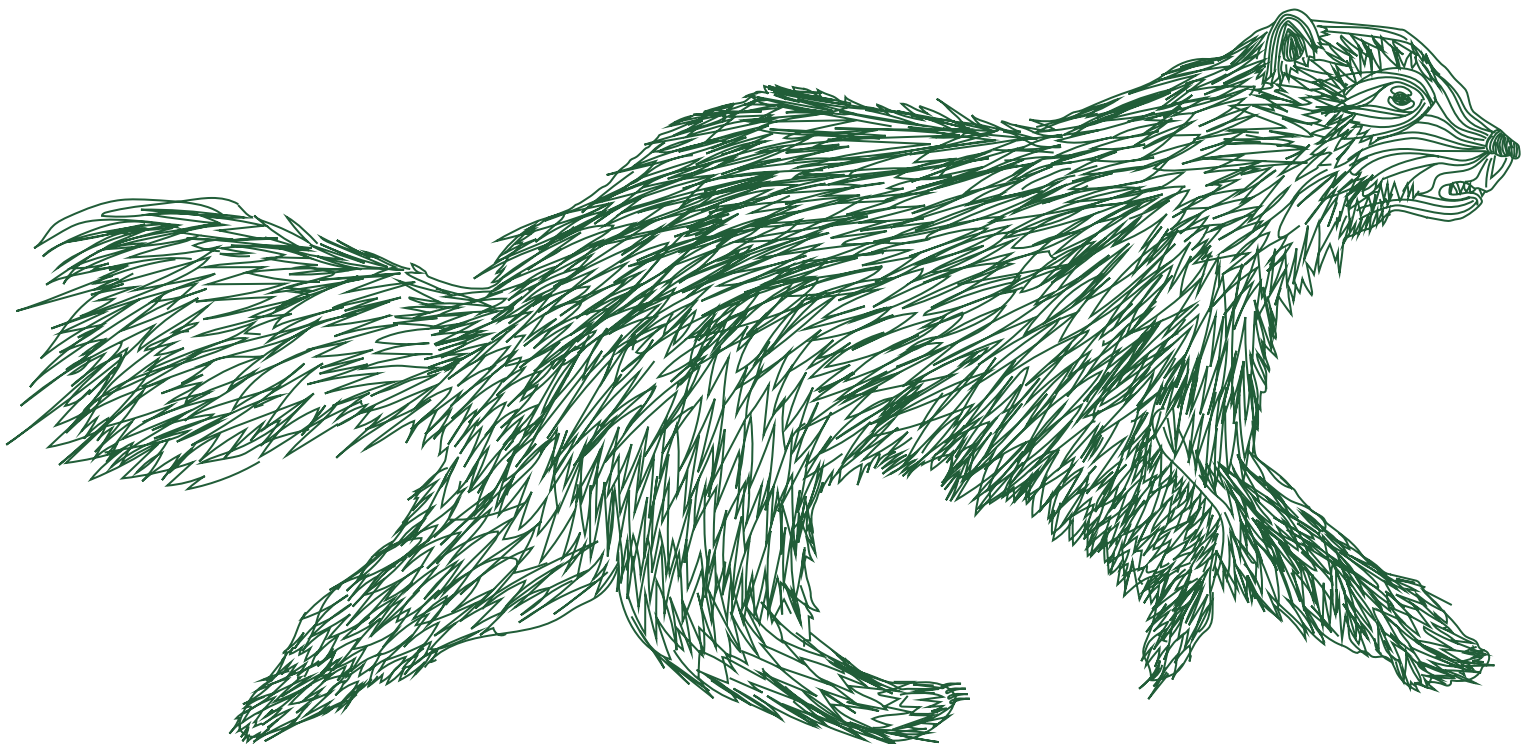
1140 S Wolverine Way | 801.863.7266

Provides high-quality, on-campus childcare to the children of students. The center is nationally accredited and meets or exceeds all state licensing requirements. The center uses a top-ranked curriculum to help children learn and grow while their parents pursue their education at UVU.



# Section Four

## First Month



# PACE + Faculty Senate

## What is PACE?

UVU's Professional Association of Campus Employees (PACE) is for all full-time and part-time staff (excluding student employees, faculty, and executives). Their mission is all about helping their members have a better working environment and atmosphere.

PACE's objectives are to **Advocate, Unify, Communicate, and Involve.**

PACE helps its members by providing a unified voice to the administration in all areas that involve PACE members.

Visit <https://www.uvu.edu/pace/> for more information.

## What is Faculty Senate?

The faculty senate serves as the official voice of the faculty and an advisory body in **University policy development, shared governance, and the promotion of the general welfare of faculty.**

For upcoming meeting times and locations, as well as information on how to get involved in faculty senate, visit <https://www.uvu.edu/facsenate/>

## Wolverine Wednesday

Not only does wearing your UVU Apparel around campus on Wednesdays promote a common pride and spirit, but it also qualifies you for a number of discounts for food, apparel, and more. Find out more discount details at

<https://www.uvu.edu/wolverinepride/wolverine-wednesday.html>.

# Holidays

Date	Event
Monday, January 1	New Year's Day
Monday, January 15	Martin Luther King Jr. Day
Monday, February 19	President's Day
Friday, March 15	UVU Spring Break
Monday, May 27	Memorial Day
Monday, June 17	Juneteenth National Freedom Day
Thursday, July 4	Independence Day
Wednesday, July 24	Pioneer Day
Monday, September 2	Labor Day
Thursday, November 28	Thanksgiving Break
Friday, November 29	Thanksgiving Break
Tuesday, December 24	Holiday Break
Wednesday, December 25	Holiday Break

# Learning Opportunities

UVU invites you to always continue learning. Therefore, as an employee, the University provides many opportunities for you to develop personally and professionally. Along with frequent speakers and conferences held on campus, UVU offers both online and face-to-face options for furthering your education.

## LinkedIn Learning

Previously known as Lynda.com, LinkedIn Learning is an online educational platform that helps you discover and develop business, technological, and creative skills through expert-led videos.

With more than 10,000 courses and personalized recommendations, you can discover, complete, and track courses related to your field and interests.

As a UVU employee, you now have access to the complete LinkedIn Learning library! To access, go to myUVU > Employee Resources > Performance and Development > LinkedIn Learning.

This will lead you to a page with a step-by-step guide on how to create a LinkedIn Learning account, even if you don't have a LinkedIn account.

## Summer University

Summer University is a three-day event, held in May, for employees to increase personal and professional development and provide community service.

During the event, employees can sign up to attend free workshops, keynote speakers, and service projects. For more information go to <https://www.uvu.edu/summeruniversity/>

# Learning Opportunities

## Foundations of Inclusion

The UVU Foundations of Inclusion (FOI) is a workshop series designed to introduce faculty, staff, and administrators to topics related to diversity and inclusion, such as: Ageism, Gender, Worldview & Religion, Class & Socioeconomic Status, Global Competence, Mental Health, Race & Ethnicity, Basic Needs Insecurity, Veterans, and ADA & Autism. The workshops follow an Awareness-Understanding-Skill Development Model. Enroll in these trainings through UVU Learn ([see page 22](#)).

## PACE - Staff Education

The PACE Staff Education Fund was established as a way to help and encourage full-time staff members to pursue their education beyond a bachelor's degree. Staff members that choose to pursue a master's, Doctorate degree, or certification in a job-related program (specific to their position), can apply to be considered for the Staff Education Fund.

Funds are awarded on a fiscal year basis (July 1-June 30) and the amount will vary depending on the number of staff members applying and the amount of funds to be distributed. The maximum funding award per year per employee is currently \$2,000, and is reimbursed to the employee after the completion of coursework with a grade of B or better.

To submit a request, go to <https://my.uvu.edu/workplace/pace/perks/#staff-education-fund>

## Tuition Waiver

UVU offers an undergraduate full-tuition waiver for full-time staff and a three-credit tuition waiver for part-time staff. For more information [see page 14](#).

## Coaching

Get a coach and be a coach with Zero to Ten Coaching. Create your account at [https://app.zerototen.com/users/sign\\_in](https://app.zerototen.com/users/sign_in)

# Learning Opportunities

## PACE - Staff Development Fund

The PACE Staff Development Fund is designed to assist full-time staff employees (both exempt and non-exempt) in accessing professional development funds that are offered on campus such as Crucial Conversations, The Birkman Method, Getting Things Done, and Influencer.

Awards of \$100 per employee are awarded on a semester basis and priority goes to employees whose departments do not have the funds to pay for these opportunities.

To submit a request, go to <https://my.uvu.edu/workplace/pace/perks/#staff-development>

## UVSELF

The Utah Valley Senior Executive Leadership Forum (UVSELF) provides an intellectually stimulating career exploration and discovery experience for faculty and staff who have demonstrated exceptional promise in contributing to excellence at Utah Valley University. Forum participants, or fellows, engage in wide-ranging discussions and learning activities related to critical issues and opportunities that arise in leading and managing the higher education enterprise.

To apply visit <https://www.uvu.edu/president/uvself.html>

UVU also offers its employees free software licenses to a variety of different systems such as Adobe Creative Cloud. To access these licenses visit

<https://www.uvu.edu/oit/desktopsupport/>

# Campus Diversity and Affinity Groups

These groups are open to any employee who is interested. To attend meetings please contact the corresponding person or website.

## UWHEN

Join: [UWHEN web page](#)

The Utah Women in Higher Education Network is an employee organization committed to advancing women's equity and leadership in higher education.

## BIWOCA

Join: Email Rasha Qudisat at [rasha.qudisat@uvu.edu](mailto:rasha.qudisat@uvu.edu)

An affinity group for Black, Indigenous Women of Color in Academia.

## PACE Inclusion Task Force

Join: Email Daniel Delgadillo at [daniel.delgadillo@uvu.edu](mailto:daniel.delgadillo@uvu.edu)

## Executive Inclusion Team

Join: Email Rasha Qudisat at [rasha.qudisat@uvu.edu](mailto:rasha.qudisat@uvu.edu)

A group of employees from around campus who work to complete the strategies included in the [2020-2024 Inclusion Plan](#).

## Queer Meetup

Join: Email Matthew Robins at [matthew.robins@uvu.edu](mailto:matthew.robins@uvu.edu)

An affinity group for UVU employees who identify as LGBTQAI+.



# Travel

Travel Requests must be completed and approved before booking and paying for any travel arrangements. Requests to travel are completed in SAP Concur.

## To access Concur and get approved to travel:

- 1** Sign in to myUVU with your UVID and password (see page 18)
- 2** On the left side of the page, click on your “Employee” tab
- 3** Select “Purchasing and Travel”
- 4** Click on “SAP Concur”
- 5** Beneath the SAP Concur link are help and training documents. Review the documents in the "Getting Started" section.
- 6** Complete a Request in SAP Concur to travel on behalf of the University
- 7** Once your request has been approved, you can make and pay for travel arrangements
- 8** Full-time employees can obtain a travel card to pay for travel expenses. A completed application and training course are required and can be found in the Travel Card section on the Purchasing and Travel page in myUVU.
- 9** Upon return, you must reconcile travel expenses on an Expense Report in SAP Concur
- 10** Receive reimbursement if you had qualified out-of-pocket expenses

For more information on Requests, Travel Expense Reports, Travel Cards, and group and guest travel, please see the Purchasing and Travel page on myUVU.

<https://my.uvu.edu/workplace/purchasing-travel/>

# Purchasing

Some employees may need to purchase goods and services for their position. Multiple purchase methods are available, including purchase orders and purchasing cards (P-Cards). To learn more about the purchasing process at UVU, please visit the Purchasing and Travel page on myUVU and click on the available training courses under the Wolverine Marketplace logo.

## Purchasing Cards

Also known as “P-cards”, Purchasing Cards are the preferred payment method for small purchases (under \$2,500). For more information, training, and to apply for a Purchasing Card, sign into myUVU and go to “Purchasing and Travel” under the “Employee” tab.

## Requisitions

A requisition is a request created by a department and submitted to Procurement & Contract Services to create a Purchase Order. A requisition must be approved, and a Purchase Order completed, prior to ordering any goods or services. These are processed in Wolverine Marketplace ([see page 22](#)).

# Report and Support

UVU is committed to providing a safe and welcoming campus and culture. At UVU, our policies are intended to provide a fair and reliable process to support safety-related concerns. We have a network of people and departments who can offer prompt and appropriate assistance through the mechanisms listed on our [Report and Support page](#).



The University is dedicated to the highest standards of ethical conduct. As such, the University encourages employees to call unethical behavior to the attention of the appropriate supervisor, university auditor, other responsible university officers, or report the concern through EthicsPoint. To file a report through EthicsPoint, visit [UVU's Internal Audit web page](#).

# Acknowledgments

## CONTENT/DESIGN

Wording by Justine Gamble, Daniel Delgadillo, and department websites, with inspiration from Summer Valente's Center for Social Impact Handbook.

Graphic Design by Justine Gamble

## FONTS

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