

UIC Library~Staff ~ New Staff FAQs

EMERGENCIES, Daley and LHS Chicago

UIC Police, University	Dial 6-HELP or 996-4357
Fire	Dial 6-FIRE (or 6-3473) on the nearest University phone and pull the nearest fire alarm box
Medical	Dial 9-911; notify Library Human Resources (6.7353) and Administrative Office (6.2716) of all emergencies

EMERGENCIES, Peoria, Rockford, Urbana Health Sciences

LHS Peoria	Contact campus security for non-emergencies, 309-671-3000. Dial 9-911 directly for fire and medical emergencies.
LHS Rockford	Contact Physical Plant for non-emergencies, dial 0 or 4. Dial 9-911 directly for fire and medical emergencies.
LHS Urbana	Contact campus security for non-emergencies, 333-1216. Dial 9-911 directly for fire and medical emergencies.

Human Resources and Personnel

1.0 Where is the UIC Human Resources Department?

UIC has a campus-wide Human Resources department (UICHR) located at 715 S.Wood Street on the west campus. The primary functions of UICHR include benefits, compensation, employment, labor and employee relations, and training and development. See descriptions of these resources at the main UICHR website.

Web: <http://www.uic.edu/depts/hr/>

The University Library maintains a Library Human Resources Department in Daley Library (room 1-358) to meet the needs of Library staff. The Library Human Resources Department can assist you with questions regarding your employment, benefits, and general work regulations. Annie Marie Ford is the Director, Library Human Resources Department. Direct inquiries for Library Human Resources staff to:

e-mail: lib-hr@uic.edu

e-mail address accessed by several Library Human Resources Department staff

phone: (312) 996-7353

2.0 What is NESSIE? *Net-driven Employee Self-Service and Information Environment*

NESSIE enables University employees to view their specific employment related information, such as compensation and benefits, earnings statements, policies, and training opportunities. Employees may also conduct personnel transactions online via secured self-service applications.

Web: <https://nessie.uihr.uillinois.edu/cf/index.cfm>

NESSIE NewHire is the version of NESSIE used until you have completed all the forms and actions required to be a University employee.

- 2.1 How do I obtain a NESSIE Pin number?
- 2.2 When do I receive my first paycheck?
- 2.3 How do I find out about medical and dental insurance and other benefits?
- 2.4 How do I change direct deposit or tax withholding information?
- 2.5 When may I start using vacation, sick time or floating holidays?
- 2.6 How do I record time worked and get a record of my vacation, sick leave and floating holiday day usage?
- 2.7 How are work schedules determined?
- 2.8 How do I learn about other benefits and perks of being a University of Illinois or state of Illinois employee?

2.1 How do I obtain a NESSIE PIN number?

A UIC Netid and password are required to access NESSIE applications. NESSIE will prompt the user to create a personal identification number (PIN):

Web: <https://nessie.uihr.uillinois.edu/cf/pin.cfm>

2.2 When do I receive my first paycheck?

Faculty, academic professionals and graduate assistants are normally paid on the sixteenth of each month. Therefore you will receive your first paycheck on the 16th one month after your start date. If you do not receive your paycheck at that time, please contact Library Human Resources for assistance.

Civil Service staff and students assistants are paid every other Wednesday. Depending upon the payroll cycle, you may expect your first paycheck three weeks after your start date.

UIC does not distribute paper earnings statements. Compensation and earnings statement information is available online via NESSIE:

Web: <https://nessie.uihr.uillinois.edu/cf/comp/index.cfm>

2.3 How do I find out about medical and dental insurance and other benefits?

The University of Illinois Office of Human Resources (UIHR) provides benefits resources, including insurance. Information is available via NESSIE:

Web: <https://nessie.uihr.uillinois.edu/cf/comp/index.cfm>

UIHR determines the schedules and deadlines for benefits changes, etc. The UIC Human Resources Department holds benefits training sessions to assist staff with benefits choices.

2.4 How do I change direct deposit or tax withholding information?

As part of the compensation information via NESSIE, forms are available for direct deposit, tax withholding, etc.

Web: <https://nessie.uihr.uillinois.edu/cf/comp/index.cfm>

2.5 When may I start using vacation, sick time or floating holidays?

For faculty and academic professionals, all vacation, floating holiday and sick leave time are available for immediate use. If employment begins after August 16th, the beginning of the academic year, the days are prorated from the start date. If employment ends before the end of the academic year, the days given are prorated based upon the end date. If you use more time than you've actually earned, then the overages will be deducted from your final paycheck.

Civil Service staff may use vacation and sick leave time only as each category is accrued. Floating Holidays are available for immediate use upon approval of the department.

http://www.uic.edu/depts/lib/admin/personnel/neo/vacation_leave_accruals.pdf

2.6 How do I record time worked and get a record of my vacation, sick leave and floating holiday usage?

Faculty and academic professionals record vacation, sick leave and floating holiday usage on the academic monthly absence report. Time is recorded in half days or whole days only. Four hours constitutes a half day. Time usage is reported twice yearly in NESSIE for faculty and academic professionals. Consult the Library Human Resources Department for current balances.

Graduate assistants complete the FLSA Salaries Non-Exempt Time Sheet:

<https://nessie.uhr.uillinois.edu/cf/leave/index.cfm>

Civil Service staff record vacation, sick leave and floating holiday usage online bi-weekly via UI Integrate System: <https://apps.uillinois.edu/index.html> Current balances are available via NESSIE: https://nessie.uhr.uillinois.edu/cf/comp/index.cfm?Item_id=1055&rlink=674

An Enterprise ID and password are required to access the UI Integrate system:

<https://eas.admin.uillinois.edu/eas/servlet/EasBluestemReset>

Student assistants punch in and out on time cards to record time worked.

2.7 How are work schedules determined?

Work schedules are determined by each department in accordance with the needs of the unit in conformance with University policies and Library business hours. Consult the Library Human Resources Department for answers to questions about work schedules.

2.8 Benefits available to University of Illinois employees are subject to change. Benefit changes are typically reported to staff via e-mail or in print. Visit the Benefit tab in NESSIE for a description of current benefits.

NESSIE BENEFITS Tab

<https://nessie.uhr.uillinois.edu/cf/benefits/index.cfm>

Recreation and Wellness are included in Benefits; for description of facilities in Chicago see:

Student Recreation Center East: <http://ccc.ops.uic.edu/rec/>

Student Recreation Center West: <http://www.uic.edu/depts/chcc/rec/ciurec.html>

Discounts and other services

https://nessie.uihr.uillinois.edu/cf/benefits/index.cfm?Item_ID=1574&mlink=1

NESSIE TRAINING Tab

Tuition Waivers

Web: https://nessie.uihr.uillinois.edu/cf/training/index.cfm?Item_ID=1121&mlink=661

Contact Library Human Resources for additional information.

e-mail: lib-hr@uic.edu

phone: (312) 996-7353

3.0 How do I get a replacement University of Illinois at Chicago ID (identification card)?

Each UIC employee is issued an *i*-card, a photo ID that is the official permanent ID card to be used as long as one is employed by the University of Illinois at Chicago. The *i*-card provides access to appropriate services and facilities on campus. On the face of the *i*-card is the campus identification (e.g., University of Illinois at Chicago), a University ID number, and the Library number.

If your *i*-card is lost or stolen, contact Library Human Resources at 312.996.7353 or lib-hr@uic.edu for an employment verification letter. Present the letter to the campus *i*-card office for a new *i*-card. There is a \$20 replacement fee for lost *i*-cards. There is no charge for stolen *i*-cards if you present a police report to staff at the *i*-card office.

Chicago

i-cards are available from two sites in Chicago:

East Campus Photo ID Office
Student Services Building (SSB)
Suite 1790
1200 West Harrison Street
Chicago, IL 60607
(312) 413-5940

West Campus Photo ID Office
Student Center (West)
Room 241
828 South Wolcott Avenue
Chicago, IL 60612
(312) 413-5944

Library of the Health Sciences Peoria

College of Medicine Human Resources - Administration
One Illini Drive
Peoria, IL 61656
(309) 671-8518

Library of the Health Sciences Rockford

College of Medicine Human Resources Office
1601 Parkview Ave.
Rockford, IL 61107
(815) 395-5863

Library of the Health Sciences Urbana

Photo ID Center - Illini Union Bookstore

809 South Wright Street, 2nd Floor

Champaign, IL 61820

(217) 244-0135

4. Where may I obtain information about UIC e-mail and calendar accounts?

Every Library staff member is assigned an e-mail account. Your e-mail address is your netid@uic.edu. The UIC Academic Computing and Communications Center (ACCC) provides instructions for managing e-mail accounts, setting up passwords and accessing other UIC computing services such as WebMail and UICalendar.

Web: <http://www.uic.edu/depts/accc/home/>

UICalendar is the university's scheduling system. UICalendar is used to schedule meetings and other activities. Visit the ACCC website to create a UICalendar account or contact Library Systems, lib-sys@uic.edu for assistance.

Web: <http://www.uic.edu/depts/accc/software/uicalendar/index.html>

5. How do I get a campus parking assignment?

UIC Campus Parking Services provides safe, convenient parking for vehicles on campus.

Chicago

East Customer Service Office (MC 047)

Student Services Building (SSB)

Room, 2620

1200 West Harrison Street

Chicago, IL 60607

Phone: (312) 413-9020

Fax: (312) 413-9019

West Customer Service Office (MC 579)

Student Residence Hall (SRH)

Room 217

828 South Wolcott Ave

Chicago, IL 60612

Phone: (312) 413-5850

Fax: (312) 413-5812

Web: <http://www.uic.edu/depts/avcad/parking/>

LHS Peoria

Physical Plant Operations, 309.671.8521

LHS Rockford

Physical Plant Operations, 815.395.5830

LHS Urbana

College of Medicine ~ Academic Affairs, 217.333.5465

6. Does the University have a pre-tax spending option for commuting expenses?

Chicago

The University of Illinois at Chicago Parking Services manages UIC's Pre-Tax Qualified Transportation Program that allows benefits eligible employees to realize income tax savings by

paying for commuting expenses with pre-tax dollars. In other words, your taxable income will be reduced by the amount you select to deduct monthly for "qualified transportation expenses" (using RTA, CTA, Pace, South Shore Railroad and/or Metra). The IRS sets the maximum amount of expenses allowed under the program.

Web: <http://www.uic.edu/depts/avcad/parking/transbenefit.html>

7. Are there child care options available through UIC?

The UIC Children's Center, located in two on-campus sites, provides early childhood education services for preschool children of UIC students, faculty and staff. For description of services and application forms, see

Web: www.vcsa.uic.edu

phone: (312) 996-3550

The University of Illinois also maintains a Child Care Resource Service to assist parents in locating and selecting child care. For a description, of services and application forms, visit the website.

Web: <http://www.aces.uiuc.edu/~CCRSCare/>

phone: (217) 333-3252

8. My job requires substantial computer use. Is there someone who will evaluate my workstation? For ergonomic evaluations, inquire at the Library Human Resources Department:

e-mail: lib-hr@uic.edu

phone: (312) 996-7353

9. What is the University's policy regarding sexual harassment, non-discrimination and the Americans with Disabilities Act?

The UIC Office for Access and Equity maintains a web page of University policies:

Web: <http://www.uic.edu/depts/oae/>

10. What library privileges are available to me?

As a UIC employee, you may borrow materials from the UIC Library and all libraries in the Illinois state-wide resource sharing system and universal catalog, I-Share. To establish library privileges, present your UIC *i*-card at any UIC Library Circulation service desk.

Travel and Reimbursement

11.0 How do I request time for professional leave/business?

Requests for professional leave should be submitted to your department head or manager for approval. Request procedures vary by department.

11.1 How is reimbursement/payment handled for approved professional leave/business?

If payment is involved:

Faculty. The faculty member sends an e-mail to the Faculty Development Allocation Committee (FDAC) describing the event, the attendant expenses and the rationale for the request.

FDAC approval is required for payment or reimbursement. FDAC procedures are described on its web page.

Web: <http://www.uic.edu/depts/lib/about/facexec/fdac.shtml>

Payment in advance or reimbursement afterwards is handled by the University Library Business Office. Follow the procedures outlined by FDAC for Procedures for Reimbursement. The FDAC web page also links to appropriate University forms.

Web: <http://www.uic.edu/depts/lib/about/facexec/fdac.shtml>

Academic professionals. The academic professional sends an e-mail to the University Librarians describing the event, the attendant expenses and the rationale for the request. The University Librarians' approval is required for payment or reimbursement.

e-mail: Mary Case <marycase@uic.edu>

Civil service, support staff. The request should be discussed with one's supervisor and department head before being forwarded to the University Librarian for approval.

Academic professionals, civil service, support staffs. Payment in advance or reimbursement afterwards is handled by the Library Business Office (Daley room 1-280).

Direct inquiries for Library Business Office staff for more information or problem solving:

e-mail: lib-bus@uic.edu

e-mail address accessed by several Library Business Office staff

phone: (312) 996-4241

If payment is not involved:

Faculty. The faculty member completes appropriate form and forwards to his/her department head for approval.

Academic professionals. The academic professional completes appropriate form and forwards to his/her department head for approval.

Civil service, support staff. The request should be discussed with one's supervisor and department head before being forwarded to the University Librarian for approval.

11.2 Reimbursement for funds spent on university business

Once the appropriate forms for reimbursement have been completed, approved and signed by Library Administration, the forms are forwarded to the Travel/Employee Reimbursement Office, University Payables, where they are reviewed for compliance with University and State policies.

Web: <http://www.obfs.uillinois.edu/>

Reimbursement will be made via direct deposit to your designated account. Reimbursements are typically distributed within 10 business days.

11.3 Does the University have cars available for travel on University business?

Yes. For description of service see:

Web: http://www.obfs.uillinois.edu/manual/central_p/sec15-3.html

Consult the Library Administrative Office about reservations and required paperwork.

Phone: (312) 996.2716

The UIC Libraries

- University Library organizational structure – who reports to who
Web: <http://www.uic.edu/depts/lib/admin/orgchartadmin200603.pdf>
- UIC University Library Council Organization Chart
Web: <http://www.uic.edu/depts/lib/staff/councilorgchart20060302.pdf>
- UIC Library Telephone and Contact List
Web: <http://www.uic.edu/depts/lib/admin/personnel/staffdir2006.pdf>
- Orientation on committees/council and their responsibilities
What are the different categories of librarians at the library and what are the expectations of each (Tenure, tenure-track, clinical, academic professional, resident assistant)
Web: <http://www.uic.edu/depts/lib/about/facexec/faccommorg.shtml>

UIC Library Staff pages

The UIC Library staff web pages provide information about various Library Departments, Committees and ongoing projects. Library staff pages are available at

Web: <http://www.uic.edu/depts/lib/staff/>

ULIB, *The University Library newsletter*, is issued every two weeks; staff members are notified by e-mail when a new issue is available. The ULIB archive available electronically:

Web: <http://www.uic.edu/depts/lib/staff/ulib/>

Library Systems

- I'm having trouble with my computer. Where can I get help?
Library Systems staff are available to assist with computer related difficulties.
E-mail: lib-sys@uic.edu
Phone: 312.996.2716, Library Administration where you may leave a message for Library Systems staff, 8:30 a.m. -4:45 p.m., Monday-Friday
- What other services does Library Systems provide?
Library Systems staff provide education and technical support for computer related issues within University Library. Systems staff maintain library staff workstations, public terminals and address concerns related to Library operating systems such as Voyager, OCLC and I-Share.
E-mail: lib-sys@uic.edu
Phone: 312.996.2716, Library Administration where you may leave a message for Library Systems staff, 8:30 a.m.-4:45 p.m., Monday-Friday

- What are Voyager and I-Share?
Voyager is Library's data management system, supporting acquisitions, cataloging, and the public catalog on the web. UIC's Voyager system is part of the state-wide system that uses Voyager for provide I-Share, a union catalog of many colleges and universities in Illinois.
- What listservs are maintained by UIC Library?
Web <http://www.uic.edu/depts/lib/staff/libsys/listservs.shtml>

Facilities

- How do I get supplies?
Supplies are ordered by each unit in the library. The forms are approved by department heads and routed to the Library Business office for processing. Questions regarding proper ordering procedures for the Daley and Science libraries can be directed to lib-bus@uic.edu. LHS sites may direct inquiries to lhs-admin@uic.edu.

- Lost and Found
Contact the Access Services or Circulation service desk for lost and found information.

Daley Library Floormaps on the Web:

<http://www.uic.edu/depts/lib/circulation/services/daleycirc/floormaps/floormaps.shtml>

- Where are the restrooms?
Daley
Restrooms in the Daley Library are located near the center elevator on each floor. The women's rest rooms are on the north side of the building, and the men's restrooms are on the south end of the building.

LHS Chicago

Restrooms in LHS Chicago are located on the 2nd, 3rd and 4th floor of the north corridor.

- Where are the water fountains?
Daley
Water fountains are located near the stairwells behind the wood paneled sections on each floor.

LHS Chicago

Water fountains are adjacent to the restrooms on the 2nd, 3rd and 4th floors.

- Where is the staff lounge?
Daley
The staff lounge is on the B-level on the far south end of the building. You may use the staff elevator or south stairwells to travel to the B-level. A staff key is required to enter the staff lounge.

LHS Chicago

The staff lounge is in the lower level basement area. A staff key is required to enter the staff lounge.

- Who handles building repairs?

Daley & Science

Building repairs and other facility concerns should be reported to

E-mail lib-fac@uic.edu

In emergency situations, contact Library Administration:

Phone 312.996.2716

LHS Chicago

Building repairs and other facility concerns should be reported to

E-mail lhs-admin@uic.edu

e-mail address accessed by several LHS Library Administration staff

In emergency situations, contact Library Administration:

Phone 312.996.8974

LHS Peoria

Building repairs and other facility concerns should be reported to

Phone Physical Plant Building Maintenance
309.671.8520

In emergency situations, contact College of Medicine Security and UIC Library Administrators:

Phone Peoria Campus Security, 309.671.3000
Peoria Health Sciences Librarian, 309-671-8489
UIC Library Administration, 312.996.2716

LHS Rockford

Building repairs and other facility concerns should be reported to

Phone Physical Plant Building Maintenance
815.395.5834

In emergency situations, contact College of Medicine Security and UIC Library Administrators:

Phone Rockford College of Medicine Campus Security, 815.395.5830
Rockford Health Sciences Librarian, 815.395.5650
UIC Library Administration, 312.996.2716

LHS Urbana

Building repairs and other facility concerns should be reported to

Phone Facilities and Services
217.333.0340

In emergency situations, contact UIUC Division of Public Safety and UIC Library Administrators:

Phone Urbana Campus Security, 217.333.1216
Urbana Health Sciences Librarian, 217.333.4893
UIC Library Administration, 312.996.2716