

New Employee – FAQ

1. When do I get my first paycheck, and when is payday?

You will receive your first paycheck on either the 10th or the 25th of the month, depending on what day of the month you start. The University's pay cycles are 1st – 15th and 16th – end of the month. There is a 10-day lag between the pay period and the time the check issue. For instance, if you receive a paycheck on January 10, this check would cover the period December 16-31. The check you receive on January 25th covers the period January 1-15.

2. What are the paid holidays?

New Year's Day; Martin Luther King Jr.'s birthday; President's Day; Memorial Day; Independence Day (4th of July); Labor Day; Veteran's Day; Thanksgiving and the day after Thanksgiving; Christmas Day. Classified and Professional Staffs are also entitled to one Personal Holiday per year.

UW Holiday Schedule:

<http://www.washington.edu/admin/hr/holidays/holidays.html>

Personal Holiday:

<http://www.washington.edu/admin/hr/roles/mgr/leaveholiday/pers-holiday.html>

3. When can I use my vacation?

A professional staff position can use vacation as soon as it is accrued. A classified staff position must wait until after they have worked with the University for six months. Vacation is accrued at different rates depending upon your percent time, University longevity or job classification.

4. When can I use my sick leave?

After you have accrued one month's sick leave, you can start using it in the second month.

5. Can I take sick leave if a member of my family is sick?

Yes, if the "family member" defined as "close" in the Operations Manual/Collective Bargaining Agreements.

Leave:

<http://www.washington.edu/admin/hr/roles/mgr/leaveholiday/sick-leave.html>

6. Is there a Bereavement Leave allowance?

Yes, check with your supervisor, it varies. If you need to take more time than the maximum allowed, you may use your sick leave.

Bereavement Leave:

<http://www.washington.edu/admin/hr/roles/mgr/leaveholiday/bereavement.html>

7. How do I get a bus pass (U-Pass)?

Once you get your Husky Card (official University ID card), you can buy your bus pass at one of the two Parking offices near this Health Sciences Building, the 4th floor overpass in the T-wing, and in the basement of the Purchasing Building, 3917 University Way NE.

Commuter Services Location:

<http://www.washington.edu/commuterservices/contact/index.php>

U-PASS Fee Schedule:

http://www.washington.edu/commuterservices/parking/fees_upass.php

8. How do I get a Husky Card?

As soon as you finish all your new hire paperwork, you will be assigned an EIN (Employee Identification Number). With your EIN, you can go to ID Center to get your Husky Card. ID Center is located on the ground floor of the Odegaard Undergraduate Library next to By George Café. Please contact Denise Yeung for details.

9. What is my University of Washington ID number?

You will be assigned an EIN (Employee Identification Number) when you complete your payroll paperwork.

10. How can I get an email account?

Denise Yeung will assist you at the time you do your payroll paperwork.

11. Do I need to go Benefits Orientation?

Professional, Classified, Faculty and other Academic staff at Seattle campus all have the option of attending Benefits Orientation in-person or go on-line.

Benefits Packet will be sent to your campus box upon request.
Call Benefits Office at 206-543-2800.

Benefits Orientation:

<http://www.washington.edu/admin/hr/roles/newee/benorient/index.html>

12. What is the best benefit option?

The staff **CANNOT** answer this question for you, you will have to read the material and decide what option is best for you. Information on benefit packages can also be found on the UW web page at:

Benefits:

<http://www.washington.edu/admin/hr/benefits/>

13. Do the benefit packages cover my family?

Yes, as long as they are eligible. You **MUST** add them to the form when you sign up or add them when they become a member of your family (birth, adoption, and marriage).

14. When do my benefits start?

Benefits always start and end the first working day of the month. If you start the first working day of the month, they start that day. If you start later (even the 2nd) they start the first day of the following month. When you leave the University, you will continue to be covered for the entire month even if you leave mid-month.

15. How do I fill out my W-4 form? How many deductions can I take? Am I eligible for "Exempt" status?

Read the instructions on the back of the W-4 form. The University requests that the payroll staff **DO NOT** give tax advice.

16. Can you help me with my tax forms?

No, staffs **ARE NOT** tax experts and are not allowed to advise or assist with personal taxes.

17. What is Employee Self-Service (ESS)

Employee Self-Service (ESS) provides you with the ability to view personal information about yourself online. You can VIEW your Job Profile, Earnings, Insurance, Retirement, and Vacation and Sick Leave Balance; or CHANGE your Address, W-4 and Direct Deposit online.

Login to your MyUW, ESS to view/change it online:

<http://myuw.washington.edu/>

18. How do I change my address and phone number?

You can change it online at ESS, or send Denise Yeung an email with your new address/phone number, and information will be updated.

MyUW:

<http://myuw.washington.edu/>

19. When do W-2 forms come out? How can I replace a lost W-2 form?

The W-2 forms come out with the first paycheck of the new year (January 25). Denise Yeung will send out email when W-2 forms are ready for pick up.

There is a special W-2 link at payroll office website for replacing lost forms.

If W-2 is Lost or Missing:

<http://www.washington.edu/admin/payroll/w2.html#lost>

Request Replacement Form:

<http://www.washington.edu/admin/payroll/worddoc/w2request.doc>

20. Can I join intramural sports?

Yes, once you are on staff and you have your "Husky Card".

21. Can I change my percent effort?

Yes, with approval from your supervisor.

The request must be in writing and signed by both you and your supervisor.

22. Can I work overtime?

Yes, if you are non-excepted Classified staff and with prior approval of your supervisor. If you are unsure of your status, check with Denise Yeung.

23. Where do I get keys?

From the Administrator, Marcia Knipher, 206-543-6868.

24. Where do I get Building Pass (Prox Card)?

Contact Denise Yeung and get a form to Building Services Office to get a Prox Card which will allow you to be in the building after hours.

http://depts.washington.edu/hsasf/building/id_policies.html

25. Where do I go for help if I am locked out?

During the day if you are locked out of your office or lab, contact Marcia Knipher at 206-543-6868 for a loaner key. Alternatively you can go to Health Sciences Administration (T283); with proper identification they may be able to loan you a key. After hours you will need to contact the UW police at 206-543-0507 to let you in. You will need to show your ID and building permit card.

26. Where do I pick up my mail?

A mailbox will be assigned to you or your lab when you come to the office.

The department box number is 357420.

If you are a student or hourly staff member, your mail will be put in your lab/supervisor's box.

27. Who are the staff?

Susan Allen – Budgets, grant proposals, payroll backup, phone lines.

sfa@u.washington.edu

Bill Barker - Computer Manager.
wrb@u.washington.edu

Tracy Cranick - Chair's Assistant, graduate program specialist, curriculum assistant
cranick@u.washington.edu

Shelley Golard - Web Specialist.
sgolard@u.washington.edu

Marcia Knipher – Administrator.
mknipher@u.washington.edu

Mavis Montgomery - Willed Body Program Operations Manager
mmontgom@u.washington.edu

Sandra Moore - Purchasing, travel, Facility Services repair and maintenance, UWATs & copier codes.
sandram@u.washington.edu

Monika Wleklinski - Purchasing, travel, equipment inventory. Facility Services repair and maintenance
monikaw@u.washington.edu

Denise Yeung - payroll, personnel records, prox card, new hire.
denisey@u.washington.edu