

# University of Maine

## New Employee Guide- Hourly Employees

Welcome to the University of Maine. We are glad that you have chosen our team. To help you get started, we have included some useful information within this packet. If you cannot find what you are looking for or have any questions, please give us a call at the number above.

**PARKING PERMITS** Parking permits can be purchased on line at <https://umaine.edu/parking/obtain-a-permit/>. You will need your MaineStreet user name and password, vehicle license plate number and credit card or check information. Prices for the permits can also be found at the above website.

**PAYROLL-** You will be expected to visit our payroll office within three business days of receiving your temporary assignment information.

The University hiring and employment process is accomplished in accordance with Federal and State regulations as well as University. The following describes mandatory forms that will require your immediate attention. University employees are required to verify their employment eligibility within THREE business days of their first day of work.

1. The I-9 is a federal form that establishes identity and employment eligibility. The Immigration Reform and Control Act of 1986 requires employers to hire only U.S. citizens and lawfully authorized alien workers. You will be required to produce original documents within the first three days of employment showing proof of identity and the right to work in the United States. Generally, a driver's license and social security card meet this purpose. For a list of acceptable identification, to complete this verification process and to establish your payroll account, please visit our payroll office, 142 Corbett Hall.
2. Federal Form W-4 directs us to withhold the appropriate amount of federal income tax, based on the number of exemptions you claim, from you earnings.
3. State Form W-4 directs us to withhold the appropriate amount of state income tax, based on the number of exemptions you claim, from your earnings.
4. Authorization Agreement for the Payroll Direct Deposit: Most employees of the University of Maine will receive their earnings by direct deposit to a checking account and/or savings account. In order to complete this transaction, please provide the routing and transit number of your financial institution. If you are having your earnings deposited into a checking account, please simply provide a voided check. *NOTE: If you are a new employee to UMaine, please expect your first check to be a paper check. This will be delivered to your home department on the Friday of your first pay day.*
5. Biweekly Employees: Paychecks are deposited every other Friday except during a holiday pay schedule in which case it may be deposited before Friday.

**WORK SCHEDULE** There are various full-time and part-time work schedules, however in an office setting the typical hours are 8:00 a.m. to 4:30 p.m., with an unpaid half-hour lunch period. Two fifteen-minute breaks are scheduled with the supervisor, morning and afternoon respectively. If you work more than 40 hours in one weekly pay period, you will receive overtime pay at the time-and-a-half rate. Specific details about your schedule will be discussed with you. Pay periods follow a bi-

weekly schedule beginning on a Sunday and ending on a Saturday. Most departments on campus require you to enter your time worked. Please check with your supervisor.

**EMAIL ACCOUNT-** New employees are assigned inactive accounts when they are hired. The inactive accounts cannot be used until the employee goes through an “account activation” process.

To activate an account, the account holder uses his/her id number (or employee number (please call Payroll for this number), and a special “activation key. Employees can obtain activation keys from the computer helpdesk on their campus by calling 581-2506.

Once the activation key is obtained, to activate the account, the employee uses a web browser on an Internet connected computer to visit the UMS Account Information Page. When an account is activated, the account owner sets a password for the account. This password must be at least 6 characters long and may not be all letters or all numbers (use a mixture).

Once the account is activated, the employee can use it. The account will remain active as long as the person continues to be an employee. During the activation process the account holder OHR 8/2014 4 of 5 Pages supplies three questions and answers. These can be used to reset the password if you happen to forget it.

**MANDATORY TRAINING** – UMS Academy is an online and on-demand resource for professional and personal development as well as easy-to-access bundled UMS mandatory training. In order to access this site, you will need to be active in MaineStreet. To access UMS Academy, please go to <https://sites.google.com/a/maine.edu/ums-academy/>

**HOLIDAY SCHEDULE** A list of the University holidays is included in this packet for your information.

Please review the additional information included in this packet.

- Inclement Weather Policy
- Sexual Harassment Policy
- Alcohol and Drugs Policy
- Workplace Harassment and Violence Policy
- Emergency Warning System Information
- Quick Guide: Entering Elapsed Time – Hourly Employees
- Holiday Schedule
- Campus Map
- Department Specific Information- To be reviewed with supervisor
  - Schedule
  - Recording time worked
  - Who to call to arrange time off or if you are sick
  - Building/Office access
  - Appropriate worksite attire
- Phone numbers you may find useful
  - a. The Office of Human Resources 581-1581
  - b. Public Safety 581-4040

- c. Storm Closings 581-SNOW (7669)
- d. Safe Campus 581-2515
- e. Information Technologies (IT) - MaineStreet Accounts 581-2506