

WELCOME PACKET



25 King Hill Road, Unit 3136, Storrs, CT 06269

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NEW EMPLOYEE INFORMATION

UNIVERSITY INFORMATION

NETID

The NetID is the Network Identifier composed of three letters and five numbers that UConn issues to allow access to many of the University computing services. You will use your NetID and password daily on various UConn platforms.

To retrieve your newly assigned NetID: https://netid.uconn.edu/find_netid.php

To activate your NetID: <http://netid.uconn.edu>. Click on “Activate NetID.” Enter your NetID (use lower case letters). If you have an official Social Security Number and date of birth in the system, click on “ACTIVATE USING SOCIAL SECURITY NUMBER AND DATE OF BIRTH” and put in the last four digits of your Social Security Number and then date of birth.

To create your password: The instructions above will bring you to the “Set Your NetID Password” page where you will create a password using the complexity rules listed.

When your password has been successfully changed, hover over “NetID Tools” and click on “Secondary Email and Mobile” and follow the instructions. This will allow you to change a forgotten password in the future.

EMAIL

Microsoft Office 365 hosts University faculty, staff, and student email accounts and calendars. UConn email address formatting is typically *first name.last name@uconn.edu*, but there are exceptions on occasion.

To retrieve your newly assigned email address: <http://phonebook.uconn.edu/>

To login to your email: <https://email.uconn.edu/>. Click on “Office 365”, enter your UConn email address and the password you created for your NetID.

HUSKY ONE CARD

The One Card Office issues the Husky One Card which is the official University identification card for all students, faculty, and staff. This card can also be used for such things as library access, laboratory access, tax exemption on campus, and various discounts throughout the state. For additional information regarding the Husky One Card, visit: <https://onecard.uconn.edu/the-one-card/>.

To request a Husky One Card: <https://onecard.uconn.edu/the-one-card/online-photo-submission/>

Please note: at the time of your online photo submission, you must present one of the following forms of ID or combinations of ID:

- Valid driver’s license
- Passport
- State-issued photo ID

- Military ID
- Government-issued photo ID
- High school photo ID with a Social Security Card
- College photo ID with a Social Security Card

To retrieve your new Husky One Card: stop by the One Card Office in the Student Union, Room 228, 2110A Hillside Road, Unit 3244, Storrs, CT 06269-3244.

PARKING

UConn employees, adjunct faculty, special payroll and affiliated employees who have a NetID can apply for their UConn parking permits online through the Parking Portal. Parking is divided into zones on the Storrs campus and the cost of the permit is based on the parking zone. Further information can be found here: <https://park.uconn.edu/employees/>

Permit Rates: <https://park.uconn.edu/employees/permit-parking-rates/>

Storrs Parking Zones: <https://park.uconn.edu/employees/storrs/>

Purchase Parking Permit: <https://park.uconn.edu/employees/>

LABORATORY SAFETY

All IMS faculty, staff, students, and visiting researchers are required to complete the following prior to entering any IMS laboratories:

- *IMS Safety Quiz* – please contact IMS Stockroom and Safety Manager, Jesse David at jesse.david@uconn.edu
- *Initial Laboratory Safety and Chemical Waste Management* - training through the Office of Environmental Health and Safety
- Any additional trainings and compliance evaluations directly associated with your area of study and/or specific laboratory requirements.

IMS Safety Manual can be found here: https://www.ims.uconn.edu/wp-content/uploads/sites/3020/2023/08/IMS-Safety-Manual_Updated-2023.pdf

University laboratory trainings can be found here: <https://ehs.uconn.edu/training//>.

EMPLOYEE SELF SERVICE PORTAL

Core-CT is the Connecticut State Government's integrated human resources, payroll, and financial system. It is accessed through: <https://ess.uconn.edu/> by clicking on the red Core-CT Login button. You are prompted to enter your NetID and password. *Please note that the portal is unavailable Thursdays of non-pay weeks.*

In Core-CT you are able to update your personal information, review and update health and insurance benefits, manage leave, review and approve student timecards, as well as review current and prior paychecks, review/update W-2 forms, and submit direct deposit information.

UNIONS

American Association of University Professors (AAUP): Represents faculty and research members.

- Contract: <https://hr.uconn.edu/wp-content/uploads/sites/1421/2022/05/AAUP-contract-7-1-21-6-30-25.pdf>

University of Connecticut Professional Employees Association (UCPEA): Represents non-teaching professionals working in academic and non-academic units.

- Contract: <https://hr.uconn.edu/wp-content/uploads/sites/1421/2022/05/UCPEAcontract-2021-2025.pdf>

Graduate Employee Union (GEU-UAW): Represents graduate assistants (GAs), teaching assistants (TAs), and research assistants (RAs).

- Contract: <http://uconngradunion.org/wp-content/uploads/Final-GEU-Contract-3.30.2022.pdf>

For additional information regarding the unions, visit: <https://lr.uconn.edu/unions/>.

EMERGENCY CLOSING POLICY

During inclement weather the University may enact its Emergency Closing Policy that is applicable to all UConn locations except UConn Health. Announcements about closings or delayed openings are generally made no later than 5:00 am. However, when conditions change rapidly or unexpectedly, the University may need to make or update decisions about classes and business operations on short notice.

UConn's Alert website: <http://www.alert.uconn.edu/> is the definitive source of information about the University's operating status. All official UConn email addresses are auto-enrolled into the UConn Alert system.

Community members may also call the University's 24-hour emergency closing information number, 860-486-3768, to check the University's operating status for all campuses.

In addition to the Alert website and emergency closing telephone number, UConn community members may register to receive the University's text message alerts here: <https://alert.uconn.edu/get-alerts>.

OTHER RESOURCES

Further resources provided by the University can be found below. The faculty and staff website provides a gateway to University information including commonly used resources and employee tools. The faculty and staff handbook provides a centralized resource to easily access relevant University policies and procedures.

University Faculty and Staff Website: <https://facultystaff.uconn.edu/>

University Faculty and Staff Handbook: <https://handbook.uconn.edu/>

IMS INFORMATION

PAYCHECKS

If you choose to receive paper paychecks, they will be mailed bi-weekly on payweek Thursdays to the home address you have on file in Core-CT by the Office of the State Comptroller.

If you choose to receive your checks via direct deposit, the funds will be received by your account bi-weekly on payweek Thursdays. You can set up direct deposit at any time using the Core-CT system.

- Log into Core-CT: <http://ess.uconn.edu>
- Enter your NetID and password
- On the home screen, under the “Payroll” section, select “Direct Deposit”
- You will then be prompted to input your bank account information

Please note: Direct deposit is recommended for all University of Connecticut employees. Each new direct deposit account that is entered into the State’s Core-CT system must pass the State’s “pre-note process.” During this period, paper checks continue to be issued while the new account is tested. A \$0.01 deposit will be made to the new account on the pay date preceding the direct deposit effective date. The initial set-up of a direct deposit takes one to two pay periods to complete.

KEYS / ACCESS

To request keys for IMS offices and/or swipe access for IMS laboratories, please contact Building Manager Joshua Strecker at joshua.strecker@uconn.edu.

TELEPHONE

To request a new phone line in either your IMS office or laboratory, please contact Building Manager Joshua Strecker at joshua.strecker@uconn.edu.

MAILBOX

Mailboxes are located in the Administrative Suite, Room G02M. IMS administrative staff assign mailboxes to faculty, staff, postdoctoral research associates, and visiting researchers. Student mail is located in mailboxes alphabetically labeled and sorted by last name.

IMS mailboxes are for business use only. Send all personal mail to your place of residence. At the end of every semester, IMS administrative staff will send mail remaining in student mailboxes to the last residential address on file. Please arrange for extended absences.

The IMS address is:

University of Connecticut
Institute of Materials Science
25 King Hill Road, Unit 3136
Storrs, CT 06269-3136

FAXING

The fax machine is located by the mailboxes in the Administrative Suite, Room G02M. For operation, see posted instructions.

The fax number is: 860-486-4745.

PHOTOCOPYING

IMS offers the use of two copiers to our community:

- Xerox WorkCentre 5875 – Black and White Copier
 - Located in Room MZ223
- Xerox WorkCentre 7845 – Color Copier
 - Located in Room G02M

For questions regarding copiers, please see our administrative staff members in the Administrative Suite, Room G02I.

STOCKROOM

IMS offers general laboratory safety supplies to our community for purchase.

A list of available supplies can be found in the Stockroom Catalog: https://www.ims.uconn.edu/wp-content/uploads/sites/3020/2023/08/StockroomCatalog_20230814.pdf

Requests can be made using the Stockroom Order Request Form: https://www.ims.uconn.edu/wp-content/uploads/sites/3020/2023/05/StockroomOrderForm_20230905.pdf

- The Stockroom Order Request Form will require faculty approval and a KFS account to charge.
- Completed Stockroom Order Request Forms should be emailed to IMSpurchasing@uconn.edu.

For any inquires on stockroom supplies, please contact Stockroom and Safety Manager, Jesse David at jesse.david@uconn.edu.

ORDERING SUPPLIES

The IMS Order Request Form is used to purchase all non-safety laboratory supplies not typically stocked in the IMS stockroom.

To place an order, please complete the IMS Order Request Form: https://www.ims.uconn.edu/wp-content/uploads/sites/3020/2023/10/IMS-Order-Request-Form_Revised.pdf

- The Order Request Form will require faculty approval and a KFS account to charge.
- Completed Order Request Forms should be emailed to IMSpurchasing@uconn.edu.

Upon delivery, you will receive an email from one of our administrative staff regarding retrieving your item(s).

Any questions regarding purchasing supplies can be directed to IMSpurchasing@uconn.edu.

CONFERENCE ROOMS

IMS offers eight shared spaces for our community's use:

IMS-1002: 50 ppl
IMS-1027: 16 ppl
IMS-2002: 16 ppl
IMS-2008: 16 ppl
IMS-1038: 10 ppl
IMS-1056: 10 ppl
IMS-1074: 10 ppl
IMS-1082: 10 ppl

To reserve one of these spaces, either one-time or recurring, send an email to Kate Cullen (kaitlyn.cullen@uconn.edu) or Lena Dwelley (lena.dwelley@uconn.edu), or stop by the Administrative Suite, Room G02I to make a reservation.

To use one of these spaces, follow the instructions below:

- Before your reserved meeting time, and during open office hours (8:00am to 3:00pm, Monday through Friday), sign out your key from Room G02I. Keyboard and mouse may also be signed out at this time if needed to use room technology.
- After your meeting time, be sure to wipe whiteboards, replace any moved furniture or technology items, and leave the room door closed and locked.
- Lastly, sign back in your key (and accessories, if applicable) during open office hours (8:00am to 3:00pm, Monday through Friday) in Room G02I.

If you experience any difficulties with the keys or find a room you are meant to use in a poor condition, please let our administrative staff know promptly so that we can review use records and take the appropriate action to rectify.

WELLNESS SPACES

The Science 1 Building offers two Wellness Spaces that are open to all members of the IMS community and can be used for such activities as individual prayer or lactation for nursing mothers.

- MZ101
- MZ201

TRAVEL

All employees are required to utilize UConn's official travel system, Concur Travel, to request, reserve, and expense University business travel.

Pre-approval is required via Concur when expenses include travel segments such as airfare, lodging, and/or car rental.

A University Travel Card is needed to complete your travel through the Concur system. Travel Card information can be found here: <https://travel.uconn.edu/university-travel-cards/#employee>

Further information and resources regarding travel are available at: <https://travel.uconn.edu/>.

Graduate Student Travel Award:

Graduate students may apply for the Conference Participation Award through The Graduate School. This is a one-time fellowship that awards \$750 to doctoral students who have completed at least 30 credits towards their degree, to be used for participation in a conference at which the student is presenting their research. Eligible students can apply in June for the fall semester or December for the spring semester. Funds are not guaranteed and are pending budgetary approval each semester.

For additional information and to apply visit: <https://grad.uconn.edu/graduate-students/conference-participation-award/>

AAUP/OVPR Faculty Travel Award:

The Office of the Vice President for Research supports the AAUP contract clause offering a maximum of \$2,200 to eligible individual faculty members for academic-related travel expenses, pending funding availability. The program combines two sources of faculty travel funding, the AAUP Professional Development Fund, and the OVPR Faculty Travel Fund which augments the AAUP funds with the added requirement that funds only support dissemination of research results at conferences/professional workshops.

Requests for funding must be made at least 10 days prior to travel departure. Request windows open on June 1 for travel from July 1 through December 31, and November 1 for travel from January 1 through June 30. Travel award request procedures do not replace standard travel request and reservation procedures in Concur. Requests for reimbursement using travel award funds must be submitted within 60 days of travel ending.

For additional information, visit: [https://ovpr.uconn.edu/services/research-development/faculty-travel/#:~:text=Per%20UConn%20AAUP%20contract%20\(applicable,%E2%80%9D%20\(Article%2019.6%2C%20Sec.](https://ovpr.uconn.edu/services/research-development/faculty-travel/#:~:text=Per%20UConn%20AAUP%20contract%20(applicable,%E2%80%9D%20(Article%2019.6%2C%20Sec.)

SEPARATION

Upon decision to separate from the University, employees are responsible for the completion of the Human Resources [Employee Separation Checklist](#) as well as the IMS [Employee Separation Checklist](#). Both forms must be completed and submitted to IMS administrative staff prior to the employee's end date.

If you are a supervisor of student employees, it is your responsibility to notify them of these procedures and confirm their completion of the checklist.

LIFE & COMMUNITY

ARTS & ENTERTAINMENT

- [Ballard Institute and Museum of Puppetry](#)
- [Connecticut Repertory Theatre](#)
- [East Brook Mall](#)
- [Jorgensen Center for the Performing Arts](#)
- [Lucky Strike Lanes](#)
- [Mansfield Drive-In Theatre and Marketplace](#)
- [Mansfield Hollow State Park](#)
- [Mansfield Movieplex 8](#)
- [Storrs Center](#)
- [The Adventure Park](#)
- [The William Benton Museum of Art](#)

- [Kathmandu Kitchen](#)
- [Red Rock Cafe](#)
- [UConn Dairy Bar](#)
- [Stone Row Kitchen + Bar](#)
- [The Bidwell Tavern](#)
- [Toast Four Corners](#)
- [Willimantic Brewing Company](#)
- [Willington Pizza House](#)

PHARMACIES

- [Big Y Pharmacy](#)
- [CVS Pharmacy](#)
- [Price Chopper Pharmacy](#)
- [Stop and Shop Pharmacy](#)
- [Walgreens Pharmacy](#)
- [Walmart Pharmacy](#)

BANKS

- [Bank of America](#)
- [Chase Bank](#)
- [Connecticut State Employees Credit Union](#)
- [KeyBank](#)
- [Liberty Bank](#)
- [M&T Bank](#)

PLACES OF WORSHIP

- [First Baptist Church of Mansfield](#)
- [First United Methodist Church](#)
- [Presbyterian Church of Coventry](#)
- [Saint Mark's Chapel \(Episcopal\)](#)
- [Storrs Congregational Church](#)
- [Storrs Friends Meeting \(Quaker\)](#)
- [Saint Paul's Church \(Christian\)](#)
- [Saint Mary Church / Saint Thomas Aquinas Chapel \(Roman Catholic\)](#)
- [Islamic Center of Connecticut](#)
- [Three Hierarchs Greek Orthodox Chapel](#)
- [UConn Hillel \(Jewish\)](#)
- [Unitarian Universalist Fellowship of Storrs](#)

GROCERY STORES

- [ALDI](#)
- [Big Y](#)
- [Price Chopper](#)
- [Stop and Shop](#)
- [Storrs Farmers Market](#)
- [Walmart](#)

LOCAL RESTAURANTS

- [Chang's Garden](#)
- [Chuck's Margarita Grill](#)
- [Dog Lane Cafe](#)
- [Fenton River Grill](#)
- [Hops 44](#)

POST OFFICE

- [Storrs Mansfield - Post Office](#)
9 Charles Smith Way
Storrs Mansfield, CT 06268-9998
(860) 429-9681