

New Employee Orientation Checklist
University of Illinois Library at Urbana-Champaign
Academic Professionals Supplement

Questions? <http://www.library.illinois.edu/administration/human/>

Compensation

- ___ Where to view Appointment in NESSIE: <https://nessie.uihr.uillinois.edu/cf/nea/login.cfm>
- ___ No time sheets submitted
- ___ Pay date is the 16th of the month, for the month immediately preceding, e.g. May 16 for April 16 to May 15
- ___ Vacations and other leaves - Academic employees receive 24 workdays (192 hours) per year at the percentage of their appointment. For example, an academic professional on a 50% appointment will receive 24 days at 50% time, which is the equivalent of 96 hours. New employees starting after the beginning of the academic year receive a prorated share. A maximum accumulation of 48 days (384 hours) may be carried over from one appointment year to the next.
https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_ID=1403&rlink=1194
- ___ Sick leave accrual - Academic employees earn 12 cumulative and 13 non-cumulative sick leave days per appointment year. Part-time appointments receive a pro-rated share. In the case of an appointment for less than a full appointment year, the 12 days cumulative and the 13 days noncumulative leave are prorated.
https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_id=1366&rlink=1194
- ___ Salary increases: <http://ap.illinois.edu/benefits/increases.html>
- ___ Campus Compensation philosophy: <http://ap.illinois.edu/benefits/philosophy.html>
- ___ Positive Time Reporting: <http://www.ahr.illinois.edu/employees/ler/positive.html>
- ___ Online reporting tool (requires login):
<https://eas.admin.uillinois.edu/eas/servlet/EasLogin?redirect=https://hrnet.uihr.uillinois.edu/PTRApplication/index.cfm>
- ___ Instructions on using the reporting tool:
https://nessie.uihr.uillinois.edu/pdf/policy/JobAid_PTR.pdf

Monthly Academic Orientations: http://www.ahr.illinois.edu/employees/newemp_faq.html

Academic Staff Handbook: <http://www.ahr.illinois.edu/ahrhandbook/default.html>

Attendance

- ___ Benefit usage reporting (requires login): <https://my.library.illinois.edu>
- ___ Instructions for Reporting Benefit Usage
http://www.library.illinois.edu/training/resources/new_employee/Benefits_Usage.pdf
- ___ Your work schedule
- ___ Unit coverage and your responsibilities
- ___ Positive Time Reporting <http://www.ahr.illinois.edu/employees/ler/positive.html>
- ___ Online reporting tool
<https://eas.admin.uillinois.edu/eas/servlet/EasLogin?redirect=https://hrnet.uihr.uillinois.edu/PTRApplication/index.cfm>

- __ Instructions on using the reporting tool
https://nessie.uihr.uillinois.edu/pdf/policy/JobAid_PTR.pdf

Safety and Security

- __ Emergency procedures and Policies
http://www.library.illinois.edu/administration/services/sub_policies/p_emergency.html
<http://www.library.illinois.edu/prescons/index.html>
- __ Your responsibilities for your unit
- __ Building Emergency Action Plans (BEAP)
http://www.library.illinois.edu/prescons/disaster_response/BuildingEmergencyActionPlans.html
- __ Employee Emergency Plan (EEP)
<https://wiki.cites.illinois.edu/ds/?target=https%3A%2F%2Fwiki.cites.illinois.edu%2Fwiki%2Fpages%2Fviewpage.action%3FpageId%3D123244939>
- __ Emergency Contacts <http://www.library.illinois.edu/administration/facilities/emergency.html>
- __ Campus Security Authority Training <http://police.illinois.edu/crime-reporting/clery-compliance/campus-security-authorities/>

Communication Permissions/Access from IT/Systems

- __ Library Listserv LibNews-L Send an email to LibNews-L - request@postoffice.cso.uiuc.edu
<http://www.library.illinois.edu/it/helpdesk/wikiblogmore/index.html>
- __ Library Gateway <http://www.library.illinois.edu/>
- __ Online Directory <http://www.library.illinois.edu/people/phone.php>
- __ Online Directory updates
<http://www.library.illinois.edu/mailform/mail.php?emailcode=directory>
- __ Telephone and Voice Mail, telephone number
- __ Library Staff website <http://www.library.illinois.edu/staff/>
- __ Online Tracking Report Systems (OTRS) <https://www-s2.library.illinois.edu/otrs/customer.pl> permission to log OTRS tickets (Requested by your department) <http://www.library.illinois.edu/administration/facilities/instructions.html>
- __ Email alias, wiki, blog used by department
- __ Squirrel mail for departmental email service
<http://www.library.illinois.edu/it/helpdesk/exchange/cliff.html>
- __ Growing People blog on staff training <http://libstaffdev.wordpress.com/>
- __ IM collaborator (request access via David Ward)
<http://www.library.illinois.edu/askus/imcollaborator/>
- __ Online Rolodex (request editing access via) <http://www.library.illinois.edu/rex/rolodex/> Edits to LibAnswers entries are monitored by the RIS web services specialist (<http://www.library.illinois.edu/rex/staff/infodeskstaff.html>)
- __ access to folders on the G drive <http://www.library.illinois.edu/it/helpdesk/permissions.html>
- __ CMS access (requires training; requested by your department)
<https://cms.library.illinois.edu/export/CMS/training.html>
- __ LibGuides access (requires training) See your unit head or request from Lisa Hinchliffe
<http://www.library.illinois.edu/it/helpdesk/service/libguides.html>
- __ Voyager Account See the following web page for department to request accounts
<http://www.library.illinois.edu/voyager/>

- ___ University of Illinois Box <https://uofi.account.box.com/login>
- ___ Google Apps @ Illinois
<https://accounts.google.com/AddSession?continue=https%3A%2F%2Fdrive.google.com%2Fa%2Fillinois.edu%2F%23&service=wise&hd=illinois.edu&sacu=1#identifier>

Professionalism

- ___ Conflict of interest and commitment, Faculty and Academic Professional
<http://research.illinois.edu/coi/>
- ___ Workday expectations, full day Positive Time Reporting Policy
https://nessie.uihr.uillinois.edu/cf/policies/index.cfm?Item_id=4094
- ___ Diversity issues, staff and patrons, Office of Equal Opportunity and Access
<http://oeoa.illinois.edu/>
- ___ Nepotism considerations, employment of relatives
- ___ Confidentiality <http://www.library.illinois.edu/circ/policies/Confidential.html>
- ___ Research ethics <http://www.research.illinois.edu/ethics/>
- ___ Institutional Review Board <http://irb.illinois.edu/>

See NEO checklist:

- http://www.library.illinois.edu/training/resources/new_employee/neo_checklist.pdf
- ___ Conflict of interest and commitment, Faculty and Academic Professional:
<http://research.illinois.edu/coi/>
- ___ Workday expectations, full day
- ___ Research ethics: <http://research.illinois.edu/ethics/>
- ___ Diversity issues, staff and patrons, Office of Equal Opportunity and Access:
<http://oeoa.illinois.edu/>
- ___ Nepotism considerations, employment of relatives: <http://cam.illinois.edu/ix/ix-a/ix-a-3.htm>

Equipment, Supplies, and Property Use

- ___ Ordering business cards and letterhead
<http://www.publicaffairs.uiuc.edu/idstandards/gsm/stationery/businesscards.html>
To order business cards and letterhead email supplies@library.uiuc.edu
- ___ Computer configurations and software requests
<http://www.library.illinois.edu/it/helpdesk/pcstaff.html>
- ___ Laptop equipment availability, instructions for use
<http://www.library.illinois.edu/it/helpdesk/ctap.html>
- ___ Loaner equipment
<https://shibboleth.illinois.edu/idp/profile/SAML2/Redirect/SSO?jsessionid=qfy80ehyflm2jbedfag5113u?execution=e1s1>
- ___ Key policy <http://www.library.illinois.edu/administration/services/policies/keycontrol.html>
- ___ Remote access and network resources
- ___ Requesting meeting room and instruction space
<http://www.library.illinois.edu/administration/facilities/conferencerooms/>

Job Expectations

- ___ Meet with Associate University Librarian, if applicable

- ___ Meet with Supervisor
- ___ Collection Development responsibilities (CDC), if applicable
- ___ Preservation/Conservation responsibilities, if applicable
- ___ Principles of Academic Freedom: <http://www.ahr.illinois.edu/forms/1940.pdf>
- ___ Statement on Professional Ethics:
<http://www.aaup.org/AAUP/pubsres/policydocs/contents/statementonprofessionalethics.htm>
- ___ Division meetings
- ___ Travel
- ___ Annual report and statistics
- ___ Working with support staff
- ___ Graduate Assistants, roles and responsibilities
- ___ Student Assistants, roles and responsibilities

Research, Scholarship & Service

- ___ Investigation time to be negotiated with supervisor:
http://www.library.illinois.edu/export/committee/exec/supplement/S2009-2010/Guideline_for_Investigation_Time_-_Generalized_and_Revised_2.doc
- ___ Orientation to the Library and Information Science Virtual Library and its services - arrange time with LIS Librarian, Dan Tracy
- ___ Travel and/or presentation funding yearly Library Allocation--Academic Professionals Development Fund <http://www.provost.illinois.edu/Resources/staff/index.html>
(suspended 4/12/16)
- ___ Scholarly Commons Services
- ___ Responsible Conduct of Research <http://research.illinois.edu/>

Performance Review and Evaluations

- ___ Calendar
- ___ Formal grievance procedure: <http://cap.illinois.edu/grievances.html>
- ___ Rules for annual reviews for academic professionals, Communication #22:
<http://www.provost.illinois.edu/communication/22/index.html>
- ___ Annual Performance Evaluations Forms
http://www.library.illinois.edu/cms/administration/human/forms/Performance_Evaluation_FINA_L.docx
- ___ Task Force to create a Promotional Path for Academic Professionals
http://www.library.illinois.edu/committee/task_force_promotional_path_APs_library/Membership_Charge.html
- ___ Library Committee of Academic Professionals <http://www.library.illinois.edu/committee/L-CAP/Charge.html>

Grants

- ___ Library Policy and Procedures-- Oversight Of Gifts, Grants, and Contracts
http://www.library.illinois.edu/administration/services/policies/gift_grant.html
- ___ Campus Policy and Procedures
- Gifts <https://www.obfs.uillinois.edu/gifts/university-received/>
- Grants and Contracts <https://www.obfs.uillinois.edu/grants/>
- ___ Management

Data management plans <http://www.library.illinois.edu/lldata/dmp/dmp.html>
Finances—contact Kathie Veach in the Business Office

Campus Groups

- ___ Council of Academic Professionals: <http://cap.illinois.edu/>
- ___ Chancellor's Academic Professional Excellence (CAPE) Award:
http://cap.illinois.edu/cape_awards.html
- ___ Provost's Academic Professionals Task Force:
<http://www.provost.illinois.edu/committees/APtaskforce.html>

Library Social events

- ___ Faculty/Academic Professional Recognition reception (early fall)
- ___ Staff recognition event (mid fall)
- ___ Holiday party (end of first semester)
- ___ Library Worker's Day (April)
- ___ New Employee Recognition (early summer)

Committees

- ___ Library Committees and Task Forces <http://www.library.illinois.edu/committee/>
- ___ Volunteers usually sought in May (contact the University Librarian's Office)
http://www.library.illinois.edu/committee/cvf/committees_volunteer.html
- ___ Search Committees (Search Procedures Manual)
http://www.library.illinois.edu/administration/human/pdffiles/search_procedures_manual.pdf

Further information designed for Academic Professionals is available at:
<http://ap.illinois.edu/index.html>

Academic Professional Job List: https://jobs.illinois.edu/default.cfm?page=job_board

(Supervisor and Employee should initial this form)

Dates this checklist was reviewed _____	Initials _____
_____	Initials _____
_____	Initials _____

Questions?

Phone Library Human Resources Office at 333-8169
Or visit <http://www.library.illinois.edu/administration/human/>

After checklist is completed, employee should retain a copy and the original should be returned to Library Human Resources.

Thank you

8/10/16