

## COLLEGE OF PHARMACY NEW HIRE CHECKLIST

Item	Contact						Date Completed
		Research Staff	Research Staff	Post Faculty	Post Doctoral	Graduate Students	
Signed back page of application	Department Administrator	√	√				
<a href="#">I-9 and Drug-free Workplace Forms</a>	Department Administrator	√	√	√	√	√	
<a href="#">New Employee Orientation</a>	Department Administrator	√	√	√			
Tax Forms							
<a href="#">W-4 and K-4</a>	Department Administrator	√	√	√	√	√	
<a href="#">Local/City Tax Forms</a>	Department Administrator	√	√	√	√	√	
<a href="#">Direct Deposit w/Deposit Slip</a>	Department Administrator	√	√	√	√	√	
<a href="#">Payroll schedule/timesheets</a>	Department Administrator	√	√				
<a href="#">ID Badge/Building Access</a>	Department Administrator	√	√	√	√	√	
<a href="#">Email Account</a>	Department Administrator	√	√	√	√	√	
<a href="#">Key Application</a>	Department Administrator	√	√	√	√	√	
<a href="#">Parking Application</a>	Department Administrator	√	√	√	√	√	
<a href="#">Emergency contact Information form</a>	Graduate Program Coordinator				√	√	
<a href="#">Tax Treaty form if applicable</a>	Payroll Department	√	√	√	√	√	
On Line Training							
<a href="#">HIPAA</a>	Department Administrator	√	√	√	√	√	
<a href="#">Corporate Compliance</a>	Department Administrator	√	√	√	√	√	
Lab Safety Classes							
<a href="#">EHS Training</a>	College Safety Officer		√	√*	√	√	√*

√ Required  
\* if applicable

## UK COLLEGE OF PHARMACY NEW HIRE INFORMATION

### I-9 AND DRUG-FREE POLICY FORMS

You must complete [Form I-9](#) and the “[Drug Free Policy Notification Form](#)” on or prior to the first day of employment. Employees fall into one of three categories for I-9 purposes:

1. A citizen or national of the United States
2. An alien lawfully admitted for permanent residence; or
3. An alien authorized by the Immigration and Naturalization Service (INS) to work in the United States.

Each category requires different identification and employment eligibility documentation. You must report to UK Human Resources (main office located in [112 Scovell Hall](#) or satellite office in [317 Wethington Building](#)) and provide two approved forms of identification (such as birth certificate, passport, driver’s license, immigration paperwork or non-laminated Social Security card—see form for [list of approved documents](#)). All employees, citizens and noncitizens, must complete **Form I-9, Section 1**, to provide Employment Eligibility Verification as required by the U.S. Citizenship and Immigration Services. This form gives instructions on providing documents as evidence of identity and eligibility for employment in the United States. HR staff will complete Section 2 of the form. You must return the original, complete I-9 paperwork and Drug-free form to the Department Administrator in your area.

### NEW EMPLOYEE ORIENTATION

Your Department Administrator will register you to attend an all-day University New Employee Orientation. This will be your first opportunity to get an overview of campus and an introduction to your employee benefits, University Human Resources policies, and direct deposit. You will also receive information about other programs and services such as the Wellness Program and the University of Kentucky Federal Credit Union.

#### W-4

This is the Federal tax form that enables University payroll to determine what amount should be withheld from your paycheck for Federal taxes. You may obtain this form from your Department Administrator or at [www.irs.gov](http://www.irs.gov). Return the completed form to the Department Administrator in your area.

#### K-4

This is the State tax form that enables University payroll to determine what amount should be withheld from your paycheck for State taxes. You may obtain this form from

your Department Administrator or at [www.revenue.ky.gov/forms](http://www.revenue.ky.gov/forms) . Once the form is completed, return it to the Department Administrator in your area.

### **LOCAL/CITY TAX FORM**

This form is available from your Department Administrator. It establishes your eligibility for exemption from local tax for the following reason(s):

- My work station is not in the local tax district.
- I do not live in the local school board district.
- I meet the guidelines as defined in the Dean of the Graduate School Wimberly C. Royster memo of October 31, 1985, to Dean, Dept. Chairperson, & Directors of the Graduate School.
- I am partially exempt for the local tax. My job requires that I spend \_\_\_\_\_% of my time outside the local tax district.

### **DIRECT DEPOSIT**

According to University policy, all UK employees are required to participate in “direct deposit” rather than receive a paycheck for each pay period. This simply means that your pay is deposited directly into a designated bank account each biweekly or monthly pay period.

The University permits you to designate any commercial bank, savings and loan institution and/or credit union, which is a member of the NACHA. Your net pay must be directly deposited to your personal bank account (checking or savings) via the Automated Clearinghouse (ACH) electronic payment delivery system. You will receive a statement of earnings (pay stub) each pay period that shows your salary and deductions.

You can obtain a direct deposit form from your Department Administrator or online at (<http://www.uky.edu/eForms/forms/dirdepos.pdf>). Return the completed form with a voided check or deposit slip to your Department Administrator.

### **PAYROLL SCHEDULES/ TIME SHEETS**

Hourly Staff need to complete a biweekly Time Sheet (IRIS Daily Time Record). Your Department Administrator will let you know if you are required to submit a biweekly timesheet. Time sheets may be found at:

<http://www.uky.edu/eForms/forms/Timesheet-campus.xls>.

You and your immediate supervisor will need to sign each time sheet. If your immediate supervisor is not available to sign the time sheet, the designated Business Manager will sign in his/her absence. The University does not consider the time sheet “official” until the form has been signed by a supervisor or manager.

You should complete a timesheet and return it to the appropriate Department Administrator by 10:00 a.m. on Wednesday prior to each pay period end date. Hourly staff will receive their pay the following Friday after the time sheets are processed. Monthly staff will receive their pay on the last working day of each month. (Note: see section on Direct Deposit.)

A payroll schedule may be found at:

<http://www.uky.edu/EVPFA/Controller/prlhome/PRSCHEM.html>.

## **EMAIL ACCOUNTS**

Your Department Administrator will make arrangements to set up your email account, employee database information and required software access.

## **ROOM KEYS/ PHOTO ID BADGES**

You can pick up key request forms and ID badge forms in your Department Administrator's office. For you to be granted access to the COP Building after hours, available by scan of your ID badge, your immediate supervisor should provide a request and justification in writing for approval by the Business Manager.

You obtain keys from the Key Shop located in the rear entry of [Donovan Hall](#) (across the street from the College of Pharmacy on Rose Street at Huguelet Avenue). You will need to pay a \$10 deposit for each key that you pick up. In some cases this expense may be covered by your department—check with your Department Administrator about this.

You will have your photo ID badge made in room H105A (Safety and Security) of the Chandler Medical Center. Your Department Administrator will provide the necessary form for you to take with you. Hours of operation (for badge service):  
Monday through Friday: 9:00 AM to 1:00 PM; 5:00-8:00 PM, or 3:00-7:00 AM  
Weekends: 9:00 AM to 5:00 PM (to accommodate all three shifts). The phone number for that office is 323-6152.

## **PARKING APPLICATION**

The University requires that employees have a permit to park in employee lots around campus. The permit for most employees is called the "E" hangtag. You can get the application for your parking permit from your Department Administrator or you may go directly to the parking office at [721 Press Avenue](#). The current cost of the permit (4/01/07 through 3/31/08) is \$336.00 per year (or \$28.00 per month).

In addition to campus parking, the Medical Center has reserved parking in the Kentucky Clinic, the College of Pharmacy Lot (between the College of Pharmacy Building and the Biological Building). You must contact Safety and Security and Parking at 209 [Kelly Building](#) on the availability of the reserved spots. The current cost is to \$85.00 per month for under cover and \$75.00 per month for no cover.

### **EMERGENCY CONTACT INFORMATION**

Obtain and complete an emergency contact information form in the Graduate Program Office (room PH 409 - Pharmacy Building).

### **TAX TREATY FORM**

Federal Form 8233 allows non-resident aliens (those in the US on J-1, F-1 visas for example) to be exempt from federal taxes due to a treaty between the US and their country. To see if you are eligible, you must go to the Payroll Department, room 340 of the [Peterson Service Building](#). Be sure to take all of your immigration paperwork with you so that the Payroll employees can determine if you are eligible for exemption under specific tax treaties for your country.

### **SEXUAL HARRASSMENT**

The University of Kentucky policy prohibiting sexual harassment was adopted into the Governing Regulations in 1983. In 1984 the original Administrative Regulation was drafted, with two (2) updated policy revisions to date. Regulation changes are required to ensure the University policy and procedures provide the most effective means to handle complaints of sexual harassment and more importantly, to prevent a future occurrence.

You may take the on-line course and test for the required Sexual Harassment Training at the following web address:

<http://training.newmedialearning.com/psh/ukentucky/index.htm>

Go to the bottom of the page, press continue, choose the area that is appropriate for you, read the material, and take the test. At the end of the test, it will tell you if you passed or not. If you passed the test, print the documentation **before** leaving that screen. Repeat the test until you have passed it. Turn in the certificate to the Payroll Manager or your Department Administrator.

Training must be completed within 90 days of your date of hire. Failure to complete compliance training can result in disciplinary action.

## **HIPAA TRAINING**

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 mandates health care providers adopt unprecedented standards related to the protection and security of individually identifiable patient information. The deadline for compliance with the privacy regulations was April 14, 2003.

Because of the scope of the legislation and its projected impact on the University, we have adopted a centralized approach to HIPAA compliance efforts to ensure coordination, prevent duplication, and leverage resources.

HIPAA Training can be found on the internet at the following location:

<https://hospteach.mccs.uky.edu/learnast/>

Under “choose CBL course to Enroll in,” hit “Next” for next page.  
Enroll in “HIPAA Education – level one – CBL” or “HIPAA Education – level two general for Clinical Faculty and Staff CBL”.  
Take test and send a copy of the certification to your Payroll Manager or your Department Administrator.

Training must be completed within 90 days of your date of hire. Failure to complete compliance training can result in disciplinary action.

## **CORPORATE COMPLIANCE PROGRAM**

UK Medical Center adopted a Corporate Compliance Program in May 1998. All corporate compliance program training is mandatory, and adherence to compliance program standards and procedures is a condition of your employment.

## **LAB SAFETY CLASSES**

The University requires safety training classes to be completed before beginning certain types of work. These requirements apply to all individuals in the covered work, including faculty, staff, students, postdocs, visiting researchers, and volunteers. The schedule for these classes can be found at <http://ehs.uky.edu/classes.html>. Click on the “Training Checklist” to determine what class(es) you should take.

Note: Anyone who works with chemicals in a laboratory must complete the following three classes: [Chemical Hygiene Plan/Laboratory Safety](#), [Hazardous Waste](#), and [Fire Extinguisher Use](#).

You may contact the college Safety Officer at 859-323-1630 (room PH 546) to determine the level of training that your specific position will require.