

New Faculty

What they should
know and how
you can help!

To: New Faculty Member
From: Margie Foshe, College of LA&S, Dean's Office
Subj: Employment forms and some general information

As we promised in your offering letter, forms and documents as well as information about benefits would be mailed to you after your acceptance. Web sites to visit www.niu.edu or www.hr.niu.edu.

I have enclosed documents which should be returned as soon as possible (a change of address can be done after you arrive here, for now, use your current address on all forms). We also need your original transcripts forwarded to NIU--those should be ordered immediately. The following forms are enclosed:

Foreign National Information Form (return if applicable)
W-4 form
Personal Data Form (Name/Address Form)
Election of Payment Option for Salaried Employees (for 9 over 12 payment option)
I-9 (please include photocopy of identifications used)

If you would prefer to access the above forms on the web where you are able to type your data on the forms and print the completed forms for submission... the HRS forms web site is www.hr.niu.edu/resources/forms.cfm.

Additionally, I have included information on New Faculty Orientation Sessions, Moving Reimbursement, as well as Benefits and Services, before including some miscellaneous items.

New Faculty Orientation Sessions--HRS will conduct orientation sessions but I do not have that schedule as of yet..... but you can attend any regular orientation--Monday mornings if you happen to be in DeKalb. HRS phone number is 815/753-6000.

NIU's moving reimbursement Policy and List of Preferred Movers. Any questions about moving expenses or reimbursements should be referred to Celeste Latham 815/753-6525.

Benefits and Services for Faculty and Professional Staff pamphlet (a small sample of services... complete benefits packages will be discussed at New Faculty Orientation sessions). You should check out the S.U.R.S. website at www.surs.com for retirement plan information. There are three (3) different plans to choose from and the website has the most complete information to help you to decide before you attend orientation.

Plan on getting your NIU One Card (faculty I.D.) as soon as you arrive on campus--beat the rush! Bring a copy of your offer letter, just in case! NIU One Cards are available in the Holmes Student Center, room #7 (lower level, across from the bookstore) M-F from 9:00 a.m. to 4:00 p.m. Their phone number is 753-9510. And while you're thinking about reducing your time in lines..... you may also wish to purchase your NIU Parking Permit. Get your One Card first. The Parking Division is located on Lincoln Terrace (on the SW corner of Normal Road and Lincoln Terrace). There are a few 10 or 15 minutes parking spots available at the Parking Office. Yearly parking permits run 7/1-6/30 each year (but generally are available sometime in June). FYI--NIU's directory assistance phone number is 815/753-1000.

The College of Liberal Arts & Sciences New Faculty Orientation has an additional orientation session for tenure-track faculty and it is held the Thursday before classes. Questions about that orientation should be directed to Dr. Minor at 815/753-1066. Additional information will be forwarded to you under separate cover.

Until all documents are received at our Human Resource Services, you will not be issued an employee identification number and without that number, you won't be paid and you can't get a computer logon I.D. (to name of couple of important things)! Please return all forms to the College Office and we will forward them to Human Resource Services. Put your current address and bank information on the forms... they can be changed when you go to orientation or move to the area.

You can also expect that administrators/staff from your departmental office are also a good source if you have questions. To find out more information about the community, you may want to visit www.dekalb.org or www.dekalbcounty.org.

For Temporary Faculty

To: New Faculty Member
From: Margie Foshe, College of LA&S, Dean's Office
Subj: Employment forms and some general information

If you are brand new to NIU, might I suggest a couple of web sites to visit www.niu.edu or www.hr.niu.edu.

I may have enclosed documents which should be returned as soon as possible (a change of address can be done after you arrive here, for now, use your current address on all forms). We also need your original transcripts forwarded to NIU--those should be ordered immediately. The following forms are enclosed (if applicable):

Foreign National Information Form (return if applicable)

W-4 form

Personal Data Form (Name/Address Form)

Election of Payment Option for Salaried Employees (for 9 over 12 payment option)

I-9 (please include photocopy of identifications used)

If you would prefer to access the above forms on the web where you are able to type your data on the forms and print the completed forms for submission... the HRS forms web site is www.hr.niu.edu/resources/forms.cfm.

Additionally, you should know that there are New Employee Orientation Sessions every Monday (and more just before the fall semester begins) which will include Benefits and Services. If you are eligible to receive insurance benefits, you **MUST** contact the Employee Benefits Office and will probably be required to attend a new employee orientation session. Before coverage can be put into effect you will need to complete insurance forms. **The program requires enrollment within a 10 calendar day period from the effective start date of your contract. Failure to do so within that 10-day period could result in loss of the benefits.** The Benefits Office phone number is 815/753-0191.

Benefits and Services for Faculty and Professional Staff pamphlet (a small sample of services... complete benefits packages will be discussed at New Faculty Orientation sessions). You should check out the S.U.R.S. website at www.surs.com for retirement plan information. There are three (3) different plans to choose from and the website has the most complete information to help you to decide before you attend orientation.

Plan on getting your NIU One Card (faculty I.D.) as soon as you arrive on campus--beat the rush! Bring a copy of your offer letter, just in case! NIU One Cards are available in the Holmes Student Center, room #7 (lower level, across from the bookstore) M-F from 9:00 a.m. to 4:00 p.m. Their phone number is 753-9510. And while you're thinking about reducing your time in lines.... you may also wish to purchase your NIU Parking Permit. Get your One Card first. The Parking Division is located on Lincoln Terrace (on the SW corner of Normal Road and Lincoln Terrace). There are a few 10 or 15 minutes parking spots available at the Parking Office. Yearly parking permits run 7/1/-6/30 each year (but generally are available sometime in June). FYI--NIU's directory assistance phone number is 815/753-1000.

Until all documents are received at our Human Resource Services, you will not be issued an employee identification number and without that number, you won't be paid and you can't get a computer logon I.D. (to name of couple of important things)! Please return all forms to the College Office and we will forward them to Human Resource Services. Put your current address and bank information on the Personal Data Form...

You can also expect that administrators/staff from your departmental office are also a good source if you have questions. To find out more information about the community, you may want to visit www.dekalb.org or www.dekalbcounty.org.

NIU employees are paid twice, monthly (on the 15th of each month as well as the last day of the month). As a faculty member, if you start on the 16th of the month, you should expect your first pay check on the last day of that month (assuming that all of your materials made payroll deadlines--usually 3 weeks before the payroll). If you were late turning in materials, your check will be delayed, but will be paid retro to your start date.

RE: Your Computer LogonID and Campus E-Mail Account

As an NIU employee, you must have a Novell LogonID in order to login to the Novell network maintained by Information Technology Services.

As an NIU instructor, you must have a Novell LogonID to login to your appropriate computer lab on campus, or at one of the NIU regional facilities. The LogonID will provide access to your GroupWise e-mail account and Blackboard, which is necessary to augment your class instruction.

Once your position has been established within the Human Resource Information System, a computer and GroupWise e-mail account will automatically be created for you.

Once created, your LogonID information is made available to your department. To obtain your LogonID, contact your hiring department. You may also look up your LogonID by visiting the WebFoyer website at www.webfoyer.niu.edu. Select "Reset your password" and search on your last name. You must be entered in the Human Resource Information System for your name to appear in this listing.

If you have any questions regarding WebFoyer, your LogonID, or GroupWise e-mail, you may call the ITS Customer Support Center at (815) 753-8100. Their hours may be found at the ITS CSC web page www.helpdesk.niu.edu.