



Human Resources
1980 Arthur Street
Louisville, KY 40208
502-852-6258
502-852-5665 Fax
Email: hrhelp@louisville.edu
www.louisville.edu/hr/

The Hot List

Links for New Employees

University of Louisville Main: <http://louisville.edu/> - 852-5555

Human Resources: <http://louisville.edu/hr/> - 852-6258

New Employee Information: <http://louisville.edu/hr/newemployees/> - 852-6258

Affirmative Action: <http://louisville.edu/hr/affirmativeaction> - 852-6688

Sexual Harassment Prevention Training – **Must be completed within first 30 days of employment at** <http://training.newmedialearning.com/psh/louisville/index.htm> - 852-6688

Employee Relations: <http://louisville.edu/hr/employeerelations> - 852-6688

Policies: <http://louisville.edu/hr/policies> - 852-6258

Benefits: <http://louisville.edu/hr/benefits>. For questions or concerns, please submit a request at <http://louisville.edu/hr/help>

Payroll: <http://louisville.edu/finance/payroll> - 852-6258

Get Healthy Now: <http://louisville.edu/hr/gethealthynow/> - 852-7755

Discounts: <http://php.louisville.edu/admin/humanr/staffdev/discounts/>

Parking Office: <http://louisville.edu/parking> - 852-7275

Cardinal Card: <http://louisville.edu/campuscard/> - 852-7520

IT Services: <http://louisville.edu/it/services> - 852-7997

Public Safety: <http://louisville.edu/police/> - Belknap – 852-6111 / HSC – 852-2402

University Alert System: <http://louisville.edu/alerts/>

Delphi Center for Teaching & Learning: <http://delphi.louisville.edu/>

Provost: <http://louisville.edu/provost> - 852-6153

Faculty Redbook from the Office of the Provost: <http://louisville.edu/provost/redbook/> - 852-6153

Tuition Remission: <http://louisville.edu/vpf/bursar/staff/TR1.htm> - Bursar's Office - 852-6503

Athletics - <http://uoflsports.cstv.com/> - 852-2473

Email Account Set Up & Instructions:

<https://webapp.louisville.edu/infomart/primaryUserID/setupObtainPrimaryUserID.cfm>

- Log on to www.louisville.edu and select Faculty & Staff located under the “Information For” heading. From here select ULink.
 - Select the First Time Users Sign on and follow the instructions to get your user ID. Once you have obtained your User ID, go back to ULink and log in using you the password below.
 - Your password is the first two letters of your first name, the first two letters of your last name, an exclamation point (!), and the last four digits of your employee ID number (FFLL!####). Once you’ve logged in, you may change your password.
 - Wait a few minutes for the system to refresh. You should now be able to log into GroupWise using your user ID and updated password.
- Contact the UL Helpdesk at 852-7997 if you are unable to access GroupWise or ULink.

Additional Benefits Information:

UnitedHealthCare/Medical – www.myuhc.com - 877-457-8670

Chard-Snyder/Flexible Spending Accounts – www.chard-snyder.com – 800-982-7715

Anthem “Dental Blue 200” Network – www.anthem.com – 866-575-4825

Anthem “Blue View Vision” Network – www.anthem.com – 866-723-0515

Express-Scripts/Prescriptions – www.express-scripts.com – 800-298-6890

403B Retirement Providers: <http://louisville.edu/hr/benefits/retirement/providers.html>

- Fidelity – 800-343-0860
- TIAA-CREF – 800-842-2776

KY Deferred Comp/457B Retirement Provider – www.kentuckydcp.com – 800-793-4401,
Ext 1172003