

Getting Started

Welcome to University Temporary Services! Once you have received your first assignment, you will need to follow the steps below to obtain your parking permit, get your ID card, set up your email account and more.

- **Parking:**

Once you have received your assignment, you will also be given the department location. Temporary parking passes can be purchased from the Department of Public Safety. There are locations on both the Belknap and HSC campus:



- **Belknap Campus**

2126 South Floyd Street, Suite 100

(502) 852-PARK (7275)

Hours of Operation: 7:30- 7:30pm, Mon-Thurs; 7:30-5pm Fri

- **Health Sciences Center Campus**

414 East Chestnut Street

(502) 852-5112

Hours of Operation: 8:00 am - 4:00 pm Mon-Fri *Closed 1:00 - 2:00 pm for lunch

- **Getting your ID Card:**

As a University Temporary Services employee, you can obtain an ID card at the Campus Card Office. You will need to have your Employee ID # and a Picture ID (i.e. Driver's License). You can use this card to utilize benefits such as the libraries, theater and the TARC bus.



- **Belknap Campus**

Houchens Building, Lower Level, Rm. 08K

Monday - Friday 8:30 a.m. - 5:00 p.m.

(502) 852-7520

- **Health Sciences Center Campus**

Abell Administration Building, First Floor Security Station

Tuesday Only - 2:00 p.m. - 4:00 p.m.

- **Setting up your GroupWise Email Account:**

You will be assigned a university email account for work-related use in your assignments with UTS. To find your User ID, please follow one of the two options:

- 1) If you have a co-worker that you can ask to view their GroupWise address book – search for your name and then click on it to look at the information screen. On this screen you will find your "Email



address". Before the "@gwise.louisville.edu" is your User ID. It is built from your name with two digits added. For example, cacard01@gwise.louisville.edu.

- 2) If you do not have access to a GroupWise address book, contact University Temporary Services at 852-6889 and we will assist you.

Now that you have your User ID, you are ready to sign on to GroupWise for the first time. You will have a temporary password the first time you login. Your temporary password will be the first two letters of your first name, then the first two letters of your last name, an exclamation point and then the last four digits of your employee ID number. (FLL!####) On the first use of this temporary password it will immediately expire and you will be asked to create your own.

As you go from one assignment to another, this email address will remain with you. In addition, you will use the same User ID and password for logging in to ULink for printing out your pay stubs.

- **Your First Timesheet and Pay Check**

Remember that timesheets are due every other Wednesday. Please refer to the website to find the pay period schedule so you will know when your first timesheet will be due. It is recommended that you read through the Timesheet Tutorial the first time you fill out your timesheet. This tutorial is available on the University Temporary Services website at <http://www.louisville.edu/hr/tempservices/currenttemp>.



NOTE New employees typically receive one paper check before their direct deposit takes effect. To pick up a check, go to Human Resources on 1980 Arthur Street between the hours of 8:00 a.m. to 5:00 p.m. on pay day. Checks not picked up between those hours will be available on subsequent business days between the hours of 8:00 a.m. to 5:00 p.m.

- **Reading and Printing Your Pay Stub Online**

If you have signed up for direct deposit, you will not be mailed a pay stub. It is your responsibility to go online and print it out for your records.

- 1) Go To <http://ulink.louisville.edu>.
- 2) Type in your user name and password (the same as your GroupWise account).
- 3) Select the faculty/staff services tab.
- 4) Go to the personal information section, and then select paycheck.
- 5) Each pay period, make sure that the net pay distribution says "direct deposit." If it says "check" you will have to pick it up at HR.

To print your stub, be sure you are using Netscape Explorer and then Click File > Page Setup. Change the Left Margins setting to .5. Click OK and Print.

If you are unsure of anything, or have any questions at all, please call Temporary Services at 852-6889 and we would be more than happy to help you.

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