NEW HIRE

WELCOME PACKET

2024

Embarking on your new adventure at the University of Louisville
Welcome!
We are thrilled to have you on our team. Please take some time to review all the documents as you get adjusted to your new role at the University of Louisville. Some items will link to another document or website.

If you are new to UofL, take a few moments and check out this virtual tour of Belknap and HSC campuses!

### Important external links

**Onboarding External Links**

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<tr>
<th>2024 UofL Benefits Guide</th>
<th>Well-being Resource Guide</th>
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<tr>
<td>Get Healthy Now enrollment</td>
<td>Email set up</td>
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<tr>
<td>Mandatory online training</td>
<td>UL2FCTR set up</td>
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<td>Workday Training Information</td>
<td>Parking maps</td>
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<td>New Employee Orientation website</td>
<td>Pay card FAQs</td>
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<td>Tips and reminders</td>
<td>Onboarding checklist</td>
<td>Where to go for help</td>
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### Compliance and more

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<td>Conflict of Interest overview</td>
<td>Information Security office brochure</td>
<td>Compliance hotline flyer</td>
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<td>Cards Go Green pledge</td>
<td>Planet Fitness discount</td>
<td>PNC Bank</td>
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**Kroger Discount Guidelines** (external link)
Statement on diversity in the university community

The University of Louisville strives to foster and sustain an environment of inclusiveness that empowers us all to achieve our highest potential without fear of prejudice or bias.

We commit ourselves to building an exemplary educational community that offers a nurturing and challenging intellectual climate, a respect for the spectrum of human diversity, and a genuine understanding of the many differences—including race, ethnicity, gender, socio-economic status, national origin, sexual orientation, disability, religion, diversity of thought and political ideology—that enrich a vibrant metropolitan research university.

We expect every member of our academic family to embrace the underlying values of this vision and to demonstrate a strong commitment to attracting, retaining, and supporting students, faculty, and staff who reflect the diversity of our larger society.

https://louisville.edu/diversity
CHECK YOUR UOFLOD TODAY DAILY EMAIL FOR IMPORTANT NEWS
The primary method of communication to employees is a daily email called UofL Today. You will be automatically added to the distribution list within one week of your start date.

BOOKMARK UOFLOD BENEFITS
The UofL Human Resources Benefits website has a wealth of information about your benefits, leave, employee assistance program and more. This is a very useful page to refer to with any HR questions.

SIGN UP FOR UOFLOD EMERGENCY TEXT ALERTS
Sign up for UofL text alerts to receive a text during an emergency or when campus conditions affect class/work schedules. louisville.edu/alerts

VIEW WORKDAY TRAINING RESOURCES
Visit Workday@UofL training resources to find videos and reference guides for commonly used Workday functions, including adding pronouns, changing preferred name, tracking time, selecting benefits and more.

SIGN UP FOR LINKEDIN LEARNING - IT’S FREE!
LinkedIn Learning is an industry leader in online training, with a digital library of over 16,000 courses covering a wide range of technical, business, software and creative topics. It is free for UofL faculty, staff and students. Go to the UofL LinkedIn Learning webpage.

JOIN THE EMPLOYEE SUCCESS CENTER MAILING LIST
Join our mailing list to get monthly emails on upcoming professional development opportunities, learning cafes, LinkedIn Learning spotlights and more. You can also find us on Facebook, Instagram and Twitter!

USE YOUR KROGER DISCOUNT ON WEEKENDS
UofL employees receive 10% off Kroger brands (i.e. Simple Truth, Private Selection) every Friday, Saturday and Sunday. Show your UofL ID to your cashier at checkout.
# New employee CHECKLIST

By the Employee Success Center

**Welcome to UofL!** As you get acclimated to your new job, keep this checklist close by to help you check off onboarding tasks and tips. For onboarding questions or support, please reach out to the Employee Success Center at employeesuccess@louisville.edu.

## BEFORE YOU START

<table>
<thead>
<tr>
<th>Task</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locate original employee eligibility documents for I-9</td>
<td>Hire date</td>
</tr>
<tr>
<td><a href="louisville.edu/employeesuccess/i9docs">louisville.edu/employeesuccess/i9docs</a></td>
<td></td>
</tr>
<tr>
<td>Review UofL Benefits Guide</td>
<td>Anytime</td>
</tr>
<tr>
<td><a href="louisville.edu/hr/benefits/2024-benefits-guide">louisville.edu/hr/benefits/2024-benefits-guide</a></td>
<td></td>
</tr>
<tr>
<td>Prepare any benefits questions for benefits specialist at orientation</td>
<td>Anytime</td>
</tr>
<tr>
<td>Get required letter for waiving retirement plan waiting period, if applicable</td>
<td>Anytime</td>
</tr>
<tr>
<td><a href="louisville.edu/hr">louisville.edu/hr</a></td>
<td></td>
</tr>
</tbody>
</table>

## YOUR FIRST FEW DAYS

<table>
<thead>
<tr>
<th>Task</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend new employee orientation your first day</td>
<td>Anytime</td>
</tr>
<tr>
<td><a href="louisville.edu/employeesuccess/onboarding">louisville.edu/employeesuccess/onboarding</a></td>
<td></td>
</tr>
<tr>
<td><strong>Activate</strong> your UofL account and obtain UserID and password via email from Workday</td>
<td>Anytime</td>
</tr>
<tr>
<td><a href="louisville.edu/its/ul2fctr">louisville.edu/its/ul2fctr</a></td>
<td>After activation</td>
</tr>
<tr>
<td>Sign up for DUO two-factor authentication</td>
<td>After activation</td>
</tr>
<tr>
<td><a href="louisville.edu/employeesuccess/onboardingQRG">louisville.edu/employeesuccess/onboardingQRG</a></td>
<td></td>
</tr>
<tr>
<td>Complete onboarding tasks in Workday</td>
<td>After activation</td>
</tr>
<tr>
<td><a href="louisville.edu/employeesuccess/onboardingQRG">louisville.edu/employeesuccess/onboardingQRG</a></td>
<td></td>
</tr>
<tr>
<td>Visit Business Operations to complete I-9 (instructions in Workday task for I-9)</td>
<td>3 days after hire</td>
</tr>
<tr>
<td>Sign in to outlook.office365.com using UofL user ID and password (same as Workday)</td>
<td>After activation</td>
</tr>
<tr>
<td>Add pronouns and/or preferred names to your Workday profile</td>
<td>After activation</td>
</tr>
<tr>
<td>Sign up for university emergency text alerts</td>
<td>After activation</td>
</tr>
<tr>
<td><a href="louisville.edu/alerts">louisville.edu/alerts</a></td>
<td></td>
</tr>
<tr>
<td>Sign up for an upcoming Health Sciences Campus tour</td>
<td>Anytime</td>
</tr>
<tr>
<td><a href="louisville.edu/employeesuccess/hsctour">louisville.edu/employeesuccess/hsctour</a></td>
<td></td>
</tr>
<tr>
<td>If in a non-exempt staff position, review how to enter time in Workday (Go to training, type 'enter time' in search for quick reference guide (QRG))</td>
<td>Anytime</td>
</tr>
<tr>
<td><a href="louisville.edu/employeesuccess/hsctour">louisville.edu/employeesuccess/hsctour</a></td>
<td></td>
</tr>
</tbody>
</table>

## YOUR FIRST FEW WEEKS

<table>
<thead>
<tr>
<th>Task</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enroll in benefits via Workday task</td>
<td>30 days from hire</td>
</tr>
<tr>
<td>Add beneficiaries to your basic life insurance in Workday</td>
<td>30 days from hire</td>
</tr>
<tr>
<td>Add dependent documents in Workday</td>
<td>60 days from hire</td>
</tr>
<tr>
<td><a href="louisville.edu/hr/benefits/dependent-eligibility-verification">louisville.edu/hr/benefits/dependent-eligibility-verification</a></td>
<td></td>
</tr>
<tr>
<td>Complete mandatory trainings</td>
<td>30 days from hire</td>
</tr>
<tr>
<td><a href="louisville.edu/employeesuccess/newhiretraining">louisville.edu/employeesuccess/newhiretraining</a></td>
<td></td>
</tr>
<tr>
<td>Enroll in Get Healthy Now by completing health assessment</td>
<td>45 days from hire</td>
</tr>
<tr>
<td><a href="louisville.edu/gethealthynow">louisville.edu/gethealthynow</a></td>
<td></td>
</tr>
<tr>
<td>Enroll in 403(b) retirement savings for your own contribution $$ netbenefits.com/UL_UofL contributions start after one year, but you can set your own money aside anytime.</td>
<td>Anytime</td>
</tr>
<tr>
<td>Review general compliance training</td>
<td>First few weeks</td>
</tr>
<tr>
<td><a href="louisville.edu/compliance/ico/institutional-compliance-awareness">louisville.edu/compliance/ico/institutional-compliance-awareness</a></td>
<td></td>
</tr>
<tr>
<td>Check out employee resource groups to connect</td>
<td>Anytime</td>
</tr>
<tr>
<td><a href="louisville.edu/employeesuccess/erg">louisville.edu/employeesuccess/erg</a></td>
<td></td>
</tr>
<tr>
<td>Sign up for LinkedIn Learning - its free!</td>
<td>Anytime</td>
</tr>
<tr>
<td><a href="louisville.edu/employeesuccess/linkedinlearning">louisville.edu/employeesuccess/linkedinlearning</a></td>
<td></td>
</tr>
</tbody>
</table>

## AT SIX MONTHS

<table>
<thead>
<tr>
<th>Task</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend an onboarding check-in meeting with Employee Success Center via email invitation</td>
<td>6 mo from hire</td>
</tr>
</tbody>
</table>

## OTHER TASKS

<table>
<thead>
<tr>
<th>Task</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ALL EMPLOYEES:</strong> Add retirement contribution for UofL match up to 2.5%</td>
<td>Anytime after 1 yr</td>
</tr>
<tr>
<td><a href="louisville.edu/hr/benefits">louisville.edu/hr/benefits</a></td>
<td></td>
</tr>
<tr>
<td><strong>FACULTY:</strong> Engage with Delphi Center programs for new faculty</td>
<td>Anytime</td>
</tr>
<tr>
<td><a href="louisville.edu/delphi/programs">louisville.edu/delphi/programs</a></td>
<td></td>
</tr>
</tbody>
</table>
HAVE QUESTIONS? HERE IS WHO CAN HELP

As you settle into your new role, you may find the need to learn more about certain areas or ask questions. Below, you will find some places you can reach out for assistance.

Benefits or HR question? benefits@louisville.edu or (502) 852-6258
I-9 Question? businessops@louisville.edu or (502) 852-7549
Retirement plan question? benefits@louisville.edu
Payroll question? payroll@louisville.edu or (502) 852-2978
Computer or phone issue? ITS Help Desk at (502) 852-7997 or louisville.edu/its.tech-support/get-help/its-helpdesk

STILL NOT SURE?
Contact us at employeesuccess@louisville.edu and we will help you find your answers!

ADDITIONAL ASSISTANCE

Record Retention Question? The University Archives offers assistance and training resources relating to records management, including retention schedules, electronic records, organization, archiving, and destruction. Learn more >>

Need writing assistance? The writing center at the university serves the entire UofL community, including employees at UofL. They can provide feedback and support for any kind of writing: resumes, cover letters, articles, grant proposals, website text, etc. It doesn’t have to be for a UofL class or project. Find out more at louisville.edu/writingcenter.
The university follows a set of guiding principles that shape our community and our actions. Every member of the University of Louisville family is expected to follow these Cardinal Principles:

**Community of Care**
Let us be a University that is a Community of Care. Care for self, care for one another as the Cardinal Family and care for the community beyond. We are a community—not just a collection of individuals. We are a community—not just buildings connected by an HVAC system.

**Accountability**
Accountability. We keep our promises. We own mistakes. We are accountable to the team.

**Respect**
Respect, irrespective of position. We respect each other’s humanity and dignity, no matter what our positions in the organization are. We also respect our right to differing and conflicting positions on issues. We will be a place that prepares students for ideas, not protects students from ideas.

**Diversity and Inclusion**
Diversity and Inclusion. We celebrate diversity of thought, perspectives and life experiences. As our state motto declares: United We Stand, Divided We Fall. We want everyone, in the richness of all of their many unique and intersecting identities to feel included in the Cardinal fold.

**Integrity and Transparency**
Integrity and Transparency. We will be true to our mission of an urban research university to create, disseminate and apply knowledge. Integrity is our collective commitment to make decisions with the best interests of our university in mind and to share the decision making rationale and the outcomes.

**Noble Purpose**
Noble Purpose. Each of us will identify for ourselves the way in which we make a difference. We know we must solve the problems of access and affordability to give everyone the opportunity to find and pursue their own noble purpose.

**Agility**
Agility. We will recognize that things change and when they do, we must change things. We know that when adaptation in an organization does not keep pace with adaptation in the environment, the organization will not survive.

**Leadership**
Leadership. We recognize that management is a position but leadership is an activity. We will all behave as owners of the University of Louisville because we are. “We are UofL” is not just a hashtag or a slogan. It is our declaration of leadership and ownership.
Find help today
Receive support when and how you need it.

Call us
Reach us at 800-865-1044
24/7 for free, confidential help

Visit our website
Go to anthemEAP.com and enter University of Louisville to log in

Feeling overwhelmed, stuck or lost?
Lean on EAP, day or night.

Your privacy matters. If you contact EAP, no one will know, unless you give permission in writing.* Let us give you a helping hand. Please call 800-865-1044 or go to anthemEAP.com and enter University of Louisville to log in.

What is an Employee Assistance Program (EAP)?
It’s a no-cost employee program to help you meet life’s challenges. Call 800-865-1044 or visit anthemEAP.com and enter University of Louisville to log in. Everything you share is confidential.
We’re here for your everyday problems and questions, big or small.

The EAP can help you:
- Find child, elder, or pet care.
- Work on achieving work-life balance.
- Parent a child with special needs.
- Deal with addiction and recovery.
- Set retirement goals.
- Find mental health resources and information.
- Address financial or legal issues.

Connect with us by phone, in-person or online.
You can:
- Use our toll-free number to speak with an EAP professional.
- Meet with a professional face-to-face.
- Have up to 8 free counseling visits per issue per year.
- Ask us about online visits with LiveHealth Online.

Learn more about how EAP can help you at anthemEAP.com.

Mark’s Story

When you need some guidance, one on one — that’s how EAP can help. For example, Mark* called us during a difficult financial time:

Mark contacted EAP when he found himself unable to keep his home and struggling to find a new place to live. He was feeling a lot of stress and anxiety about the future. The EAP representative who spoke to Mark explained the different types of services available to him, including counseling, financial consultation, and help with his housing search. The representative also referred Mark to local counselors who specialized in his areas of need and directed him to emotional health resources on the EAP website.

*Mark is not their actual name. It was changed to respect and protect privacy and identity.

Contact us 24/7.
The EAP is here to make sure you and your household members have the support you need for emotional well-being.

Simply call 800-865-1044 or visit anthemEAP.com to find help right away — at no cost to you.

Emotional Well-being Resources
These no-cost digital tools can teach you how to manage stress, anxiety, depression, substance use, and sleep issues.
Life can be full of challenges. Your Anthem Employee Assistance Program (EAP) is here to help you and your household members. EAP offers a wide range of no-cost support services and resources, including:

**Counseling**
- Up to 8 visits per issue
- In-person or online visits
- Call EAP or use the online Member Center to initiate services

**Legal consultation**
- 30-minute phone or in-person meeting
- Discounted fees to retain a lawyer
- Free legal resources, forms, and seminars online

**Financial consultation**
- Phone meeting with financial professionals
- Regular business hours; no appointment required
- Free financial resources and budgeting tools online

**ID recovery**
- Help reporting to consumer credit agencies
- Assistance with paperwork and creditor negotiations

**Emotional Well-being Resources**
- Digital tools to improve emotional well-being
- Team up with an experienced clinical coach
- Practice mindfulness on the go

**Dependent care and daily living resources**
- Online information about child care, adoption, elder care, and assisted living
- Phone consultation with a work-life specialist
- Help with pet sitting, moving, and other common needs

**Other anthemEAP.com resources**
- Well-being articles, podcasts, and monthly webinars
- Self-assessment tools for emotional health issues

**Crisis consultation**
- Toll-free emergency number; 24/7 support
- Online critical event support during crises

When something unexpected happens, EAP can help you figure out your next steps. Contact us today.

*In accordance with federal and state law, and professional ethical standards.

This document is for general informational purposes. Check with your employer for specific information on the services available to you.

Language Access Services – (TTY/TDD: 711)
Spanish - Tiene el derecho de obtener esta información y ayuda en su idioma en forma gratuita. Llame al número de Servicios para Miembros (TTY/TDD) si quiere recibir ayuda en su propio idioma.
Chinese - 您有權使用您的語言免費獲得該資訊和協助，請撥打您的 ID 卡上的成員服務號碼尋求協助。

Anthem complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.

Anthem Blue Cross and Blue Shield is the trade name of In Colorado: Rocky Mountain Hospital and Medical Service, Inc. HMO products underwritten by HMO Colorado, Inc. Copies of Colorado network access plans are available on request from member services or can be obtained by going to anthem.com/colorado. In Connecticut: Anthem Health Plans, Inc. In Georgia: Blue Cross Blue Shield Healthcare Plans of Georgia, Inc. In Indiana: Anthem Insurance Companies, Inc. In Kentucky: Anthem Health Plans of Kentucky, Inc. In Maine: Anthem Health Plans of Maine, Inc. In Missouri (including 30 counties in the Kansas City area): HealthChoice Missouri, Inc. In New Hampshire: Anthem Health Plans of New Hampshire, Inc. and licensed and/or underwritten by Matthew Thornton Health Plan, Inc. In New York: Anthem Health Plans of New York, Inc. and licensed and/or underwritten by Independent Blue Cross and Blue Shield of New York. In Oregon: HealthChoice Oregon, Inc. In Washington, D.C.: Guardian Health Care, Inc., dba HMO Washington, D.C. In Wisconsin: Blue Cross Blue Shield of Wisconsin (BCBSWI), and certain affiliates administer non-HMO benefits underwritten by BCBSWI and HMO benefits underwritten by Blue Cross and Blue Shield of Wisconsin, Inc. R1 and certain affiliates only provide administrative services for self-funded plans and do not underwrite benefits. In Nevada: Rocky Mountain Hospital and Medical Service, Inc. HMO products underwritten by HMO Colorado, Inc., dba HMO Nevada. In New Hampshire: Anthem Health Plans of New Hampshire, Inc. HMO plans are underwritten by Anthem Health Plans of New Hampshire, Inc. and/or by Matthew Thornton Health Plan, Inc. In Ohio: Community Insurance Company of Virginia. Anthem Health Plans of Virginia, Inc. trades as Anthem Blue Cross and Blue Shield in Virginia, and its service area is all of Virginia except for the City of Fairfax, the Town of Vienna, and the area east of State Route 123. In Wisconsin: Blue Cross Blue Shield of Wisconsin (BCBSWI), underwrites or administers PPO and indemnity policies and underwrites the out of network benefits in PPO policies offered by Compass Health Services Insurance Corporation (Compass) and Wisconsin Collaborative Insurance Corporation (WCIC). CompCare underwrites or administers HMO or PPO policies. WCIC underwrites or administers Medicaid HMO or PPO policies. Independent licensees of the Blue Cross and Blue Shield Association. Anthem is a registered trademark of Anthem Insurance Companies, Inc.
Make it Bold. Make it Happen. Make it Here!

High-Quality Audio & Video Recording Studios
Specialized Adobe Editing Computer Access
Hands-on Support Designing Producing & Editing Projects
Recording Equipment Checkout
Media Instruction For Your Class
Digital Media Instructional Consultations

OPEN TO ALL STUDENTS, FACULTY & STAFF
Available by Appointment or Drop In Ekstrom Library Room 114

louisville.edu/digitalmediasuite • dmsuite@louisville.edu
Are you a new instructor? 
Embrace on your Teaching Onboarding journey at UofL

The Delphi Center's Teaching Onboarding experience serves as a "base camp" for all who are newer to teaching at UofL. It provides a series of core teaching and learning resources, tools and strategies that are easily accessible online. This base camp experience is designed so that participants can supplement their learning with additional in-person, virtual, blended, or online professional development programs, including the Seminar on Teaching for New Faculty, the Graduate Teaching Academy, or any variety of Delphi workshops.

**Resources Available Include:**
- Designing a Learner-Centered Syllabus
- Teaching with Blackboard
- Teaching with UofL Technologies
- Creating an Inclusive Course Environment
- Teaching Information Literacy
- Transparent Assignment Design
- Using Student Feedback to Inform Your Teaching
- Active Learning Strategies
- Reflecting on your Teaching

Teaching Onboarding welcomes all educators, particularly those who are newer to teaching at UofL or are returning to the classroom after a hiatus.

Learn more and register at uofl.me/teaching-onboarding
## KENTUCKY LAW REQUIRES

### EQUAL EMPLOYMENT OPPORTUNITY

The Kentucky Civil Rights Act prohibits employment discrimination regarding:

- Recruitment
- Advertising
- Hiring
- Placement
- Promotion
- Transfer
- Training and Apprenticeship
- Compensation
- Termination or Layoff
- Physical Facilities
- Any other terms, conditions or privileges of employment

The Kentucky Civil Rights Act prohibits employment discrimination based on:

- Disability
- Race
- Color
- Religion
- National Origin
- Sex
- Age (40 years old and over)
- Tobacco-smoking Status
- Pregnancy

The Kentucky Civil Rights Act prohibits employment discrimination by:

- Employers
- Labor Organizations
- Employment Agencies
- Licensing Agencies

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**Kentucky Pregnant Workers Act, (eff. 6/27/2019)**

The Kentucky Pregnant Workers Act, (KPWA), (KRS 344.030 to 344.110), expressly prohibits employment discrimination in relation to an employee's pregnancy, childbirth, and related medical conditions.

In addition, under the KPWA it is unlawful for an employer to fail to make reasonable accommodations for any employee with limitations related to pregnancy, childbirth, or a related medical condition who requests an accommodation, *including but not limited to:* (1) the need for more frequent or longer breaks; (2) time off to recover from childbirth; (3) acquisition or modification of equipment; (4) appropriate seating; (5) temporary transfer to a less strenuous or less hazardous position; (6) job restructuring; (7) light duty; modified work schedule; and (8) private space that is not a bathroom for expressing breast milk.

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**FOR HELP WITH DISCRIMINATION, CONTACT**

**THE KENTUCKY COMMISSION ON HUMAN RIGHTS**

332 W. BROADWAY, SUITE 1400, LOUISVILLE, KENTUCKY 40202. PHONE: 502.595.4024

TOLL-FREE: 800.292.5566. FAX: 502.595.4801

E-MAIL: KCHR.MAIL@KY.GOV  WEBSITE: KCHR.KY.GOV
General Information on Disclosure Requirements

Conflict of Interest
A conflict of interest (COI) is any situation that may compromise or appear to compromise a covered individual’s (employee or researcher) professional judgment in carrying out their University of Louisville (U of L) activities because of an external relationship/interest of the employee or a member of their immediate family.

Reporting External Interests & Potential Conflicts
External interests and activities must be reported on the Attestation and Disclosure Form (ADF). This includes, off campus, non-University commitments, such as lectures, speaker bureaus, or consulting activities for external entities, as well as, equity holding, board positions, and other activities or ownerships. The questions on the ADF specify what external interests to disclose and other potential COIs that are required to be disclosed. If you are unsure if you should disclose an activity/interest, it is best to disclose and provide additional information in the open text box(es).

How to Disclose
The Attestation and Disclosure Form (ADF) is the means to disclose external interests and activities. The ADF is available at http://iris.louisville.edu. Instructions for completing the form are available http://louisville.edu/conflictofinterest.

Annual Disclosure Requirement
Effective October 1, 2017, all covered individuals are required to complete an ADF at least on an annual basis. These individuals include:

- All University of Louisville Employees.
- Non-employees who are engaged in research under the auspices of U of L, regardless of compensation. This includes all individuals with a research appointment.

Managing Possible Conflicts of Interests
If you have reported disclosures, the submission will be reviewed to determine if a possible conflict of interest exists. If it is determined that your conflict requires management, an approved management plan will be developed for the COI. You will have to agree and sign off on the management plan and your Appropriate Authority will be copied on the plan. Unique COI situations are brought before the Conflict Review Board for a determination on the management, reduction, or elimination of a conflict of interest.

Intellectual Property
Intellectual Property (IP) rights will be disclosed on the ADF; however, employees with IP and/or Technology Transfer questions should contact the Office of Technology Transfer at 852-2965 or thinker@louisville.edu.

Additional information on COI’s, including FAQ’s, policies, and disclosing requirements is available on the COI Program website or contact us directly.

Phone: 502-852-7612  
website: louisville.edu/conflictofinterest  
Email: coi@louisville.edu
The primary goal of the information security compliance program is to protect the confidentiality, integrity and availability of University information assets.

Components of the program include:

- Development and communication of information security policies, standards and guidelines
- Information security awareness and Training
- Information security incident response
- Identification, assessment and mitigation of information security risks
- Support of University compliance efforts and programs related to information security

Overview

The Information Security Compliance Office (ISCO) serves as the University's resource for guidance on information security compliance and administers the University's Information Security Program. The ISCO oversees information security policies and standards; provides compliance oversight, and assessments; coordinates information security efforts, user awareness and incident response. The ISCO works in conjunction with ITS Enterprise Security, Audit Services, Institutional Compliance and officials in compliance areas such as HIPAA, FERPA, PCI and Export Controls to maintain regulatory compliance and to protect the confidentiality, integrity and availability of all University information assets.

http://louisville.edu/security

Contact Information:
Email: isopol@louisville.edu
Kim Adams, ISCO
Tel: 502-852-6692

To report a violation or suspected information security incident contact the Information Security Compliance Office at: isopol@louisville.edu.

Information Security is everyone’s responsibility!
University Policies and Standards

Consistent University Information Security policies and supporting standards provide a common approach to compliance, regulatory and operational requirements and support the University in its research and academic missions. The University’s Information Security Policies and Standards were originally approved by the Compliance Oversight Council on July 23, 2007.

University policy details can be found at: http://louisville.edu/security/policies

ISO-001 Information Security Responsibility
ISO-002 Business Continuity / Disaster Recovery
ISO-003 Intellectual Property
ISO-004 Policy Exception Management Process
ISO-005 Sanction Policy
ISO-006 Security Incidents
ISO-007 User Accounts & Acceptable Use
ISO-008 Passwords
ISO-009 Data Facility Security
ISO-010 Network Service
ISO-011 Web Page Guidelines
ISO-012 Workstation and Computing Devices
ISO-013 Server Computing Devices
ISO-014 Protection from Malicious Software
ISO-015 Backup of Data
ISO-016 Inventory/Tracking of Computing Devices
ISO-017 Firewalls
ISO-018 Encryption of Data
ISO-019 Email Archiving
ISO-020 Sponsored Accounts
ISO-021 Voice Mail Policy
ISO-023 Cloud and 3rd Party
ISO Glossary
Data Classification and Management Standard

Policy Scope and Applicability

The University’s policies are applicable to all persons while conducting/performing work, teaching, research or study activity or otherwise using university resources. Also includes all facilities, property, data and equipment owned, leased and/or maintained by the University or affiliates.

Compliance

Failure to comply with these policies and standards and/or any related information security and/or information technology policy, standard or procedure may result in disciplinary action up to and including termination of employment, services or relationship with the University and/or action in accordance with local ordinances, state or federal laws.

What is ‘sensitive’ information?

Information of a confidential or proprietary nature and other information that (1) would not be routinely published for unrestricted public access (2) which was provided to the university by a third party under confidentiality obligation or (3) where disclosure is prohibited by laws, regulations, contractual agreements or University policy. This includes (but is not limited to) full name or first initial and last name and employee ID (in combination), identifiable medical or health records, grades and other enrollment information, credit card, bank account and other personal financial information, social security numbers, grant reviews, dates of birth (when combined with name, address and/or phone numbers), user IDs when combined with a password, etc.

User Responsibilities

Never share or post your user password and keep security codes, keys, equipment, etc. secure

Know your data’s sensitivity level and any regulations that apply to it — handle and safeguard accordingly

Immediately notify your supervisor or the Security Compliance Office if you suspect or become aware of an incident or information breach

Never share or store ‘sensitive’ data with external parties without appropriate agreements and University approval (includes cloud storage and texting)

University and personal mobile devices (laptops, flash drives, tablets, smart phones) must be encrypted if receiving or storing sensitive data

Ensure all University and personal devices are updated with approved anti-virus software and patches

Email—always encrypt ‘sensitive’ data when sending outside of the University system by using the University’s secure email process

Work with your Tier I and follow proper sensitive data destruction procedures.

Familiarize yourself with all the University Information Security Policies and other responsibilities located at:

http://louisville.edu/security/policies
Better Together

Together we can uphold our values and maintain a culture of compliance and integrity.

Speak up and report any suspicious, illegal, or unethical behavior.

REPORT IT ANONYMOUSLY

1(877)-852-1167

Call toll-free 24 hours a day, 7 days a week

University of Louisville®

University Integrity & Compliance Office
louisville.edu/compliance

Scan this code with the QR Code reader on your smartphone to directly access our website and get contact information.
Get 50% off bikeshare at LouVelo.com with @louisville.edu email!

- **Walk** to campus & appointments! Choosing to live within walking distance will save you money and keep you fit!
- **Bike** for transportation! It’s a quick & easy way to get around. Get 50%-off bikeshare at LouVelo.com with @louisville.edu email!
- **Get on the bus**! Ride the entire TARC system FREE with UofL ID! Plan your trip at ridetarc.org or 502-585-1234
- **When all else fails, carpool** with others! Find/offer rides with the [Cardinal Directions] trip-planner: directions.louisville.edu

- **Not run water** unnecessarily (while shaving, brushing teeth, dishwashing).
- **Boycott bottled water** and drink Louisville’s award-winning tap water in reusable bottles.

- **Set thermostats** moderately (under 70° winter, over 75° summer) & adjust 10° when leaving.
- **Set computers** to sleep/hibernate when idle.
- **Turn off** lights & equipment when leaving.
- **Unplug** chargers, laptops, and TVs when not in use — even off, they draw power!
- **Buy only efficient**, Energy Star rated electronics and compact fluorescent or LED bulbs.

- **Cut paper use in half** by printing or copying on **both sides** = “duplexing”.
- **Not print** emails/files unless necessary.
- **Bring my own reusable shopping bags** and buy in bulk. Saves money & waste.
- **Use reusable mugs, bottles, utensils, & napkins** rather than disposables.
- **Switch to rechargeable batteries** rather than toxic disposables.
- **Buy pre-owned** instead of new items, or new items with **recycled content**.
- **Donate** unwanted items to charities or thrift stores; or host a yard sale.
- **Recycle computers, TVs & E-waste** through UofL Surplus, or at 636 Meriwether Ave. (MetroCall 311)
  Home Depot recycles CFL bulbs.
- **Safely dispose of hazardous materials** (paints, chemicals, batteries, etc.) at DEHS or Haz Bin at 7501 Grade Lane.
- **Recycle** all types of plastic, paper, cardboard, metal, and glass — all in the same bins on campus.
- **Compost** organic wastes & food scraps.

- **Eat more locally-grown food** to improve my health, reduce carbon emissions, and strengthen our local economy!
- **Seek organic, fair trade & vegetarian/vegan** options to minimize abuse to the environment, people & animals.

Learn More. Get Involved. Live Green. louisville.edu/sustainability

Signature __________________ Date __________________

Questions? Justin Mog, Assistant to the Provost for Sustainability Initiatives | 852-8575 | justin.mog@louisville.edu sustain
UofL Employee Special!

Black Card Membership
$19.99 A Month
No Enrollment Fee! No Annual Fee!

Visit any Louisville or Southern Indiana Planet Fitness with your UofL Employee ID and checking account information to receive this special offer!

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PNC WorkPlace Banking delivers an array of employee benefits to you, including:

- **EASE AND CONVENIENCE**
  PNC’s line of Virtual Wallet® products include digital banking tools that help simplify money management, and online¹ and mobile² banking let you bank where, when and how it works for you.

- **FINANCIAL WELLNESS**
  Learn how to make your money work harder for you through seminars, workshops and digital information sources — at no charge to you.

- **OFFERS AND REWARDS**
  Earn cash rewards on certain banking products and services from time to time, including credit cards³, mortgages³ and the Refer a Coworker program.⁴

- **A DEDICATED PNC WORKPLACE BANKING TEAM**
  Available to answer questions, offer personalized guidance and help you stay on track toward your financial goals.

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Sheila Harris
sheila.harris@pnc.com
216-222-5506

The PNC WorkPlace Banking program is available to employees of the 37,000 companies that participate in the program. Participants must hold a qualifying PNC WorkPlace Banking checking product to be eligible for program benefits.

¹ Online Banking is free to customers with an eligible account; however, there may be a fee for certain optional services. We reserve the right to decline or revoke access to Online Banking or any of its services. All online banking services are subject to and conditional upon adherence to the terms and conditions of the PNC Online Banking Service Agreement.

² A supported mobile device is needed to use Mobile Banking. Standard message and data rates may apply.

³ For more information, visit pnc.com/workplace/employee.

⁴ For more information, visit pnc.com/referacoworker.

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pnc.com/workplace/employee