

1 COMPLETE I-9 AND HIRE INFORMATION

Business Operations will reach out to you via email to complete your I-9 and payroll information. You must complete the I-9 no later than 3 days from your start date.



MILLER INFORMATION TECHNOLOGY BUILDING
2315 S 1ST ST | **VISITOR PARKING AVAILABLE**

2 GET A PARKING PERMIT

If you need to park on campus, you can get a parking permit either at the Belknap campus office located in the **Floyd Street Parking Garage** or the Health Sciences campus in the **Chestnut Street Parking Garage**. Visit [UofL Parking](#) for questions. Street meters are available in front of both offices for short term parking.



FLOYD STREET GARAGE
2126 S. FLOYD STREET | **METERS AVAILABLE AT VISITORS ENTRANCE PULL IN (END OF GARAGE)**



CHESTNUT STREET GARAGE
414 E CHESTNUT | **METERS AVAILABLE ON CHESTNUT ST.**

3 PICK UP YOUR CARDINAL CARD

You can pick up your UofL employee ID badge, called the **Cardinal Card**, in the Houchens Building on Belknap campus.



HOUCHENS BUILDING
2211 S BROOK STREET | **METERS AVAILABLE ON SIDE OF BUILDING FACING RAILROAD TRACKS**



**4**

FIND YOUR UOFL USER ID AND PASSWORD

Visit [Information Technology Services for employees](#) and scroll down to the new employee section. Follow the steps to find your UofL user ID and temporary password. This is used for your email on Microsoft 365, ULink and Blackboard.

**5**

SET UP YOUR UNIVERSITY EMAIL

Go to outlook.office365.com using your default UofL email address (UofL userID@louisville.edu) and your temporary password you looked up in Step 4.

**6**

MAKE YOUR BENEFITS ELECTIONS

One week after your start date you will receive an email to make your benefit elections in ULink. You have 30 days from your start date to make your selections.

**7**

COMPLETE YOUR MANDATORY ONLINE TRAINING

You have 30 days from your start date to complete your four mandatory online trainings. [Click here to begin](#) the sexual harassment prevention training and Title IX training. You will receive an email to your UofL email account within one week for your compliance training and COVID-19 training.

**8**

ENROLL IN GET HEALTHY NOW

Approximately 10 days after you make your benefit elections, complete your health assessment to receive your \$40 monthly health insurance premium incentive. You have 45 days from your start date to complete this.

HAVE QUESTIONS? HERE IS WHO CAN HELP...

COMPUTER OR PHONE ISSUE?

UOFL ITS HELP DESK AT (502) 852-7997 OR [ITS HELPDESK WEBSITE](#) FOR CHAT

BENEFITS OR HR QUESTION?

BENEFITS@LOUISVILLE.EDU OR (502) 852-6258

I-9 QUESTION?

BUSINESSOPS@LOUISVILLE.EDU OR AT (502) 852-7549

PAYROLL QUESTION?

PAYROLL@LOUISVILLE.EDU OR (502) 852-2978

STILL NOT SURE?

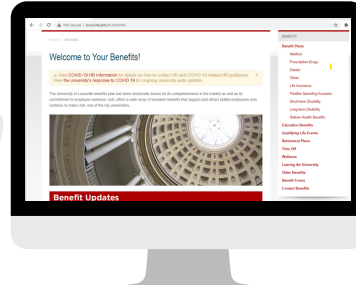
Contact us at employeesuccess@louisville.edu and we will help you find your answers!

CHECK YOUR UOFL 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 THE HR BENEFITS WEBSITE

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 UOFL EMERGENCY TEXT ALERTS

Sign up for [UofL text alerts](#) to receive a text during an emergency or when campus conditions affect class/work schedules.

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

Don't forget that 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.