

# NEW PART-TIME LECTURER WELCOME PACKET

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2023

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*

[New Part-time Lecturer Virtual Orientation](#)

[Mandatory online training](#)

[Workday Training Information](#)

[Email set up](#)

[UL2FCTR set up](#)

[Parking maps](#)

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## 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>



# TIPS AND REMINDERS

## **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.

## **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. [louisville.edu/alerts](https://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!

# New part-time lecturer 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 part-time lecturers (PTL). For onboarding questions or support, please reach out to the Employee Success Center at [employeesuccess@louisville.edu](mailto:employeesuccess@louisville.edu).

BEFORE YOU START		DUE DATE
	Locate original employee eligibility documents for I-9 <a href="https://louisville.edu/employeesuccess/i9docs">louisville.edu/employeesuccess/i9docs</a>	Hire date
YOUR FIRST FEW DAYS		
	<b>Activate</b> your UofL account and obtain UserID and password via email from Workday	Anytime
	Sign up for DUO two-factor authentication <a href="https://louisville.edu/its/ul2fctr">louisville.edu/its/ul2fctr</a>	After activation
	Complete onboarding tasks in Workday <a href="https://louisville.edu/employeesuccess/onboardingQRG">louisville.edu/employeesuccess/onboardingQRG</a>	After activation
	Visit Business Operations to complete I-9 ( <i>instructions in Workday task for I-9</i> )	3 days after hire
	Sign in to <a href="https://outlook.office365.com">outlook.office365.com</a> using UofL user ID and password (same as Workday)	After activation
	Add pronouns and/or preferred names to your Workday profile	After activation
	Sign up for university emergency text alerts <a href="https://louisville.edu/alerts">louisville.edu/alerts</a>	After activation
	Visit Cardinal Card office in Houchens Building to get ID card <a href="https://louisville.edu/cardinalcard">louisville.edu/cardinalcard</a>	Anytime
	Visit parking office to purchase parking pass <a href="https://louisville.edu/parking">louisville.edu/parking</a>	Anytime
YOUR FIRST FEW WEEKS		
	Complete mandatory trainings <a href="https://louisville.edu/employeesuccess/newhiretraining">louisville.edu/employeesuccess/newhiretraining</a>	30 days from hire
	If eligible, enroll in benefits via Workday task	30 days from hire
	If eligible, add dependent documents in Workday <a href="https://louisville.edu/hr/benefits/dependent-eligibility-verification">louisville.edu/hr/benefits/dependent-eligibility-verification</a>	60 days from hire
	If eligible, enroll in Get Healthy Now by completing assessment <a href="https://louisville.edu/gethealthynow">louisville.edu/gethealthynow</a>	45 days from hire
	Enroll in 403(b) retirement savings for your own contribution \$\$ <a href="https://netbenefits.com/UL">netbenefits.com/UL</a> <i>PTL are not eligible for university contributions, but can set up an account to set aside own money</i>	Anytime
	Review general compliance training <a href="https://louisville.edu/compliance/ico/institutional-compliance-awareness">louisville.edu/compliance/ico/institutional-compliance-awareness</a>	Anytime
YOUR FIRST FEW MONTHS		
	Check out employee resource groups to connect <a href="https://louisville.edu/employeesuccess/erg">louisville.edu/employeesuccess/erg</a>	Anytime
	Sign up for LinkedIn Learning - its free! <a href="https://louisville.edu/employeesuccess/linkedinlearning">louisville.edu/employeesuccess/linkedinlearning</a>	Anytime
OTHER TASKS		
	Engage with Delphi Center programs for new faculty <a href="https://louisville.edu/delphi/programs">louisville.edu/delphi/programs</a>	Anytime

## HAVE QUESTIONS? HERE IS WHO CAN HELP

Benefits or HR question?	<a href="mailto:benefits@louisville.edu">benefits@louisville.edu</a> or (502) 852-6258
I-9 Question?	<a href="mailto:businessops@louisville.edu">businessops@louisville.edu</a> or (502) 852-7549
Payroll question?	<a href="mailto:payroll@louisville.edu">payroll@louisville.edu</a> or (502) 852-2978
Computer, Workday or phone issue?	ITS Help Desk at (502) 852-7997 or <a href="https://louisville.edu/its/tech-support/get-help/its-helpdesk">louisville.edu/its/tech-support/get-help/its-helpdesk</a>

## STILL NOT SURE?

Contact us at [employeesuccess@louisville.edu](mailto:employeesuccess@louisville.edu) and we will help you find your answers!

## 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](mailto:benefits@louisville.edu) or (502) 852-6258

I-9 Question? [businessops@louisville.edu](mailto:businessops@louisville.edu) or (502) 852-7549

Retirement question? [retplan@louisville.edu](mailto:retplan@louisville.edu)

Payroll question? [payroll@louisville.edu](mailto: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](https://louisville.edu/its/tech-support/get-help/its-helpdesk)

Teaching resources? Delphi Center for Teaching & Learning [louisville.edu/delphi](https://louisville.edu/delphi)

### STILL NOT SURE?

Contact us at [employeesuccess@louisville.edu](mailto:employeesuccess@louisville.edu) and we will help you find your answers!

## WORKDAY

UofL has moved to Workday HR in 2023. To find out full details, training materials and support, visit [louisville.edu/workday](https://louisville.edu/workday).

## 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](https://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:

- C** **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.
- A** **Accountability**  
**Accountability**. We keep our promises. We own mistakes. We are accountable to the team.
- R** **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.
- D** **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.
- I** **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.
- N** **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.
- A** **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.
- L** **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.



UNIVERSITY OF  
**LOUISVILLE**

**Make it Bold.  
Make it Happen.  
Make it Here!**



**DIGITAL  
MEDIA  
SUITE**



High-Quality Audio &  
Video Recording Studios



Recording  
Equipment Checkout



Specialized Adobe Editing  
Computer Access



Media Instruction  
For Your Class



Hands-on Support Designing  
Producing & Editing Projects



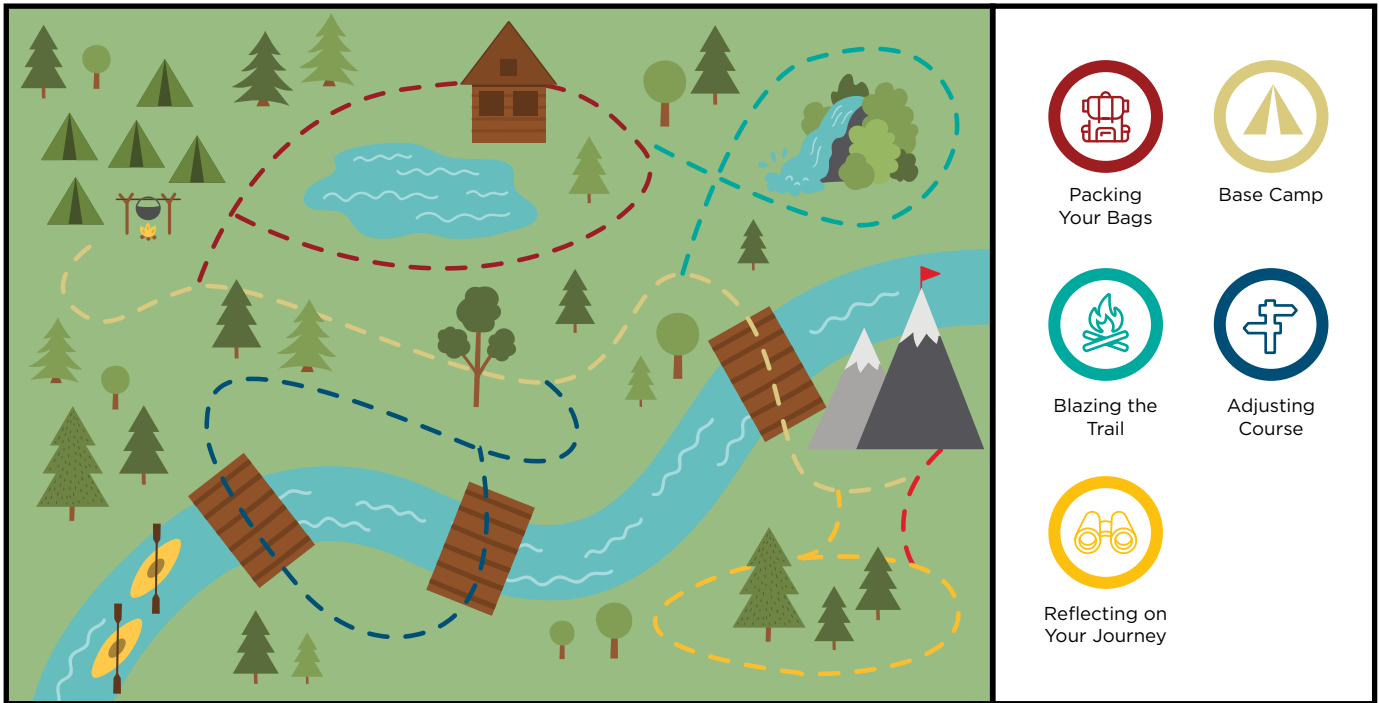
Digital Media Instructional  
Consultations

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

[louisville.edu/digitalmediasuite](https://louisville.edu/digitalmediasuite) • [dmsuite@louisville.edu](mailto:dmsuite@louisville.edu)



# Are you a new instructor? Embark on your Teaching Onboarding journey at UofL



Packing  
Your Bags



Base Camp



Blazing the  
Trail



Adjusting  
Course



Reflecting on  
Your Journey

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](https://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

### **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 conditions 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.

***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](mailto:KCHR.MAIL@KY.GOV)

WEBSITE: [KCHR.KY.GOV](http://KCHR.KY.GOV)

# Conflicts of Interest

## Overview for New Employees

Conflict of Interest Office  
300 E Market  
Suite 300  
Louisville, KY 40202

## 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/conflictinterest>.

### 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](mailto: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.**



## INFORMATION SECURITY COMPLIANCE OFFICE

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](mailto:isopol@louisville.edu)  
Kim Adams, ISCO  
Tel: 502-852-6692

***The Information Security Compliance Office serves as the University's resource for guidance on information security compliance.***



To report a violation or suspected information security incident contact the Information Security Compliance Office at: [isopol@louisville.edu](mailto: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](https://louisville.edu/compliance)

Scan this code with the QR Code reader on your smartphone to directly access our website and get contact information.





# Cards GO Green Pledge

This year I pledge to:  
(Choose at least three)

I want to be a part  
of the solution!



- 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](http://LouVelo.com) with @louisville.edu email!
- Get on the **bus**! Ride the entire TARC system FREE with U of L ID! Plan your trip at [ridetarc.org](http://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](http://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.



- 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](http://louisville.edu/sustainability)

Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*\*Keep this page as a reminder of your commitment!**

**ERIC**  
New Guy

EAGER,  
TIRELESS,  
QUICK TO RUN  
WITH AN IDEA.

**GOAL:** Get out of debt and  
build credit, fast

YOU WORK HARD.  
BANKING SHOULD  
BE EASY.

## Get more with PNC WorkPlace Banking®. Now available: A one-on-one virtual appointment with your PNC WorkPlace Banker.

Our innovative bank-at-work program is designed to help make managing your finances easier today and more rewarding for the long run.

Whether you're thinking about better ways to manage your money right now or wondering if your long-term financial dreams are within reach, PNC WorkPlace Banking offers **a rewarding relationship**.

### 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 online<sup>1</sup> and mobile<sup>2</sup> 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 cards,<sup>3</sup> mortgages<sup>3</sup> and the Refer a Coworker program.<sup>4</sup>



#### A DEDICATED PNC WORKPLACE BANKING TEAM

Available to answer questions, offer personalized guidance and help you stay on track toward your financial goals.

SCHEDULE A ONE-ON-ONE  
APPOINTMENT WITH YOUR PNC  
WORKPLACE BANKER TO TALK  
ABOUT YOUR FINANCIAL NEEDS



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.

<sup>1</sup> 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.

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

<sup>3</sup> For more information, visit [pnc.com/workplace/employee](https://pnc.com/workplace/employee).

<sup>4</sup> For more information, visit [pnc.com/referacoworker](https://pnc.com/referacoworker).

PNC WorkPlace Banking is a registered mark of The PNC Financial Services Group, Inc.

Virtual Wallet is a registered trademark of The PNC Financial Services Group, Inc.

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