NEW EMPLOYEE HANDBOOK

Engaged | Collaborative | Transformative

UTEP

THE UNIVERSITY OF TEXAS AT EL PASO
COLLEGE OF HEALTH SCIENCES

utep.edu/chs

GETTING STARTED - EMAIL & ID

All UTEP employees whose primary position is faculty or staff (non-student employment positions) are provided with an @utep.edu email address. By policy, that is the only acceptable email address to be used for UTEP business.

Faculty and staff email accounts are generated automatically once the hiring process is complete. Human Resources or the hiring department will give the employee their email address as soon as it is available. To set a login password or to obtain your account information, contact the Technology Support Help Desk.

New accounts are generated automatically once hiring is complete. Human Resources or your department will provide you with your username. If they do not, the Helpdesk can assist.

MINER GOLD CARD (ID)

Mike Loya Academic Services Room 115

Website: **Click here**

TECHNOLOGY SUPPORT CENTER (EMAIL)

UTEP Library Room 300

MON - THU: 7:00 am - 9:00 pm

FRIDAY: 7:00 am - 6:00 pm

SATURDAY: 10:00 am - 2:00 pm

SUNDAY: 12:00 pm - 5:00 pm

Phone: 915-747-HELP (4357)

Email: helpdesk@utep.edu

Services Available: **Click here**

KEY PROCUREMENT PROCESS

Keys to access your office and laboratory rooms will be issued by the UTEP access control shop facility. The process is as follows:

✓ Contact building manager to request keys. College administrator officer will need to approve order placed.

✓ Individuals will be notified of approval by email from the access control shop and will be notified by email when the key is ready for pickup.

✓ Each individual retrieves key from the key shop facility with UTEP ID and Employee #.

✓ Timing between request and issuance will depend on the backlog of the access control shop.

KEY PROCUREMENT CONTACTS

DEANS OFFICE, CAO

David Casillas
Phone: 915-747-8212
Email: decasillas@utep.edu

BUILDING MANAGER
Gerardo Castillo
Phone: 915-747-8393
Email: gicastillo@utep.edu

ACCESS CONTROL SHOP

Physical Plant Building
3120 Sun Bowl Drive,
El Paso, TX 79968
E: facilities@utep.edu
P: 915-747-7116
F: 915-747-7118
Webpage: Click Here
Location: Click Here

TENURE TRACK COMPUTER PROCUREMENT

Your department will provide you with approved laptop or desktop options. Contact your department administrator or chair first.

If the computer options do not meet your teaching or research needs, the department will need to complete a purchase order (verify which funds the overage of a custom computer will be charged: dept. or start-up).

Computers will be delivered to your office or can be picked up at the UTEP Library room 300 at the Technology Support Desk. Loaner computers and hotspots can also be checked out.

Computer Repairs

915-747-4357

helpdesk@utep.edu

Hours of Operation

Computer Replacements:

Click here

NON-TENURE TRACK COMPUTER PROCUREMENT

Your department/program is responsible for providing you with computing equipment for your instructional/institutional needs. If they are unable to do so, Technology Support may be able to assist you with a check-out laptop. Contact your department administrator or chair first.

The Technology Implementation Manager (TIM) can help you set up your computer. Some software is available. If monitors, printers or specific software is needed, contact your Admin.

Computers can be picked up at the Library room 300 at the Technology Support Desk. Loaner computers and hotspots can also be checked out.

Computer Repairs

915-747-4357

helpdesk@utep.edu

Hours of Operation

Computer Replacements:

Click here

HEALTH AND WELLNESS

BLUE CROSS BLUE SHIELD

- Health, vision, dental, prescription drug benefits
- Free Living Well program offers mindfulness and healthy living programming
- Benefits summary available <u>here</u>

UTEP WELLNESS PROGRAM

- Offers year-round wellness programming on campus
- Coordinates BCBS employee wellness and weight management programs
- Full list of services available <u>here</u>

UTEP STUDENT RECREATION CENTER

- Annual and monthly fitness memberships via payroll deduction
- E: recsports@utep.edu
- P: 915-747-5103
- Location: 3450 Sun Bowl Dr.; El Paso, TX 79968
- <u>Hours of operation</u>

PARKING INFORMATION

✓ During new faculty/staff orientation, you will be directed to the Parking Department's <u>website</u> to create an account and to select the permit that best suits your needs.

✓ Permits are color-coded and a map of the campus shows the locations of each permitted area.

✓ A temporary permit will be emailed to you while you are waiting for your permanent permit to be mailed to your physical address on file with Human Resources.

✓ Special ADA parking permits are issued to faculty and staff who have a verified disability (send a copy of the state-issued placard or license plate to UTEP Parking to verify).

✓ Guest parking for major UTEP events is available at the Sun Bowl Parking Garage on Sun Bowl Drive. Permits for research subjects in faculty research studies can be requested at the Parking Dept. website.

UTEP ZOOM ACCOUNT

- **Zoom video conferencing is available to all faculty through Blackboard**
- **Staff may access Zoom at zoom.utep.edu**
- **Student employees are eligible for free UTEP Zoom accounts**
- **Zoom is installed on your computer automatically the first time you access the service**

MEETING RECORDINGS

- **Meeting recordings are automatically transferred to YuJa, UTEP's video management system**
- **Recordings and captions are accessible at https://utep.yuja.com/**