

# Utah State University Extension Home & Community New Faculty Toolkit

Getting Started



UtahStateUniversity

*Updated May 2024*

# HR Documents & Trainings

An aerial photograph of a university campus, likely the University of Utah, showing various academic buildings, a large green field, and surrounding mountains under a cloudy sky. The text "HR Documents & Trainings" is overlaid in white on the center of the image.

# HR Documents to be completed:

- All benefit package information (insurance, retirement information etc.) along with your W-4 and direct deposit form. Note: You have **30 days from your hire date** in order to submit this information.
- An email from HireRight on behalf of USU requesting information to initiate a background check.
- An email containing the website information to set up Microsoft Authenticator (a two-step login process for all USU employees. The additional security step is an effective method to prevent unauthorized access to employee accounts, protect against cyberattacks, and safeguard sensitive University data).
- An email finishing up the steps of completing your USU email.
- If you have NOT received any of the above information, please be sure to check your spam folder. If you have still not received something, or have questions, please contact:
  - Wendy Blanchard, Human Resources Coordinator for Extension and College of Ag.
    - **Phone:** 435-797-2210
    - **E-mail:** [wendy.blanchard@usu.edu](mailto:wendy.blanchard@usu.edu)

# Trainings to be completed

You will also need to complete the following:

**Sexual  
Harassment  
Training #6**

**Required  
Driver  
Training**

**Learn Blue  
LMS  
Trainings**

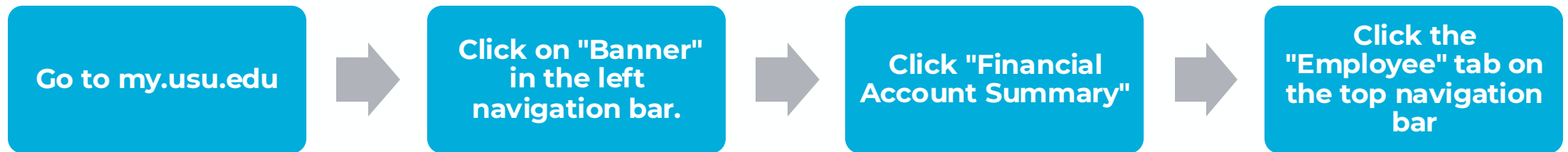
**CITI Training**

An aerial photograph of a university campus, likely the University of Utah, featuring various academic buildings, a large green field, and surrounding urban areas under a cloudy sky. The text "Pay Information" is overlaid in the center in a large, white, sans-serif font.

# Pay Information

# Pay Information

- Earnings will be distributed through direct deposit once a month.
- You are not required to fill out time sheets as an exempt employee.
- To view your pay stubs and financial information:



- Raises are contingent upon legislative funding approval
- **Note:** USU does NOT pay for your travel 'time' or 'expenses' to get to and from your home to the office. That is your responsibility.

An aerial photograph of a university campus, likely the University of Utah, featuring a large green field, several modern and traditional buildings, and a road in the foreground. The background shows a vast valley and distant mountains under a cloudy sky. The text "Leave & Holidays" is overlaid in the center in a large, white, sans-serif font.

# Leave & Holidays

# Paid Holidays

- Holidays: The USU holiday calendar can be found [here](#).
  - **Note:** If housed in county, holidays will coincide with USU holidays not county holidays.



- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Juneteenth National Freedom Day
- Independence Day
- Pioneer Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Day
- USU Holiday Break (2 days)



# Annual Leave (Vacation)

- **1.83 days per month** or **22 days per year** for eligible faculty and exempt staff on fiscal year appointments (12 months). Annual leave accrues on a calendar basis and may not exceed 30 days. Annual leave taken by fiscal year faculty, administrators, and exempt employees should be reported in half-day increments. If the amount of annual leave taken is less than half a day, it should not be reported.
  - View policy 345 [here](#).

# Sick Leave

- Accrued at the rate of **one day per month** or **12 days per year**. This accrual rate is the same for faculty and staff (regardless of exemption status). Exempt employees who are absent for less than 4 hours in a day do not need to report sick leave; however, if they are absent 4 or more hours in a day, actual hours taken should be reported.
  - View policy 363 [here](#).

# ServiceNow: Leave

- [New Leave or Exception](#)
- [View Leave](#)



An aerial photograph of the Utah State University campus. The image shows a large green lawn in the center, surrounded by various university buildings, including a prominent modern building with a curved facade and large glass windows. The campus is set against a backdrop of rolling hills and mountains under a cloudy sky. The text "USU Email" is overlaid in the center of the image.

# USU Email

# Setting Up Email Signature

- [ServiceNow: Create Email Signature](#)



**Kristin Hoch**

Program Coordinator II  
Home and Community  
Mobile: (240) 750-0218



**Heidi LeBlanc**

Extension Home and Community Department Director  
Family & Consumer Sciences State Program Leader  
Create Better Health (SNAP-Ed) Director  
Hunger Solutions Institute (HSI) Director  
Office and Mobile: (435) 760-0925  
Utah State University  
Old Main Hill 4931  
Logan 84322-4931  
<https://extension.usu.edu/employee/home-community/>  
<http://createbetterhealth.org>

# Up Next: Business Services



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