

## **New Temp Employee Check-list at UVM/CESS**

Please utilize this as a checklist and go through each item to ensure a successful experience to work at the University of Vermont.

- **Activate UVM E-mail:** If you have not done so already, please activate your UVM email address. Important information pertaining to your course will be distributed to you via your UVM email address. Be sure to monitor your UVM email account often. Go to <http://www.uvm.edu/account> and follow the prompts to activate your NetID.
  - Once this step is complete, you may access your UVM email through MYUVM:
    - Click “MY UVM” at the top right corner of the UVM website
    - Log in with your NetID and password
    - Click “Email” at the top right corner of the site
  - Further directions can be found here:
    - <http://www.uvm.edu/hrs/?Page=welcome/newemployees.php&SM=welcome/welcomemenu.html>
- **Activate Multi-Factor Authentication (MFA):** With strong password, kept in secret, this was enough for many years, but no longer. To protect your personal information, UVM has added a second ownership factor. There are several second factor options available. Go to <https://www.uvm.edu/it/security/mfa.html> and follow the instruction to activate MFA.
- **Direct Deposit:** Direct deposit is required for all via enrollment in PeopleSoft Human Resource Module with directions found here:  
<https://www.uvm.edu/~cntrlrs/?Page=payroll/directdeposit.html&SM=payrollmenu.html>  
Here is the simple instruction.
  - >Go to PeopleSoft <<https://www.uvm.edu/~erp/portal/>>
  - >Log in “Human Resources”
  - >Click “Self Service”
  - >Click “Payroll and Compensation”
  - >Click “Direct Deposit”Add your account. It takes about 20 days to be effective so you may receive the first payment by check.
- **Direct Expenses Deposit:** If you are going to receive any reimbursement in relations to your work,

Direct deposit is required for all visa enrollment in PeopleSoft Financial Module with directions found here:

<https://www.uvm.edu/~cntrlr/?Page=disburse/TEDirectdeposit.html&SM=disbursemenu.html>

Here is the simple instruction.

>Go to PeopleSoft <https://www.uvm.edu/~erp/portal/>

>Log in “Finance”

>Click “Employee Self-Service”

>Click “User Default”

>Press the “Search” button

>If more than one User ID is displayed, click the hyperlink for your User ID

>The following screen is displayed:

UVM User Defaults

UserId: efitzger Erin Fitzgerald Empl ID 0028138

General Preferences

Journal Source Default Projects Business Unit

Travel Default Chartstring and Direct Deposit Information

OU	Dept	Fund	Source	Function	PC BU	Project	Activity	Program	Purpose	Property
01	11290	100	100001	521				0000	0000	0000

Do you want Direct Deposit or a Check? Direct Deposit

Bank Account Information

Default Account	Account Source	External Bank ID (last 4 digits)	Bank Account # (last 4 digits)
1	Payroll		2608

Save Return to Search Previous in List Next in List Notify

To select Direct Deposit for Travel and Expenses reimbursement:

At the question, “Do you want Direct Deposit or Check?” the default is *System Check*.

- **Time Entry to PeopleSoft:** You are required to your work hours in PeopleSoft Human Resource Module at least weekly. The directions are found here:

<http://www.uvm.edu/hrs/?Page=manuals/manuals.html>

Payroll >Enter/View Wage Time