

Welcome to the University of Dayton!

We are delighted that you have joined us. To help with the transition into your new position at UD, we ask that you read the following important instructions.

I. Time Entry/Leave Reporting:

This section does not apply to part-time faculty or graduate assistants.

- 1) Non-exempt employees (clerical, technical or bargaining unit):**
You will be required to submit an electronic time card EVERY pay period.

- 2) Exempt Employees (administrative/professional):**
You will be required to submit an electronic vacation/sick leave report EVERY pay period.

- 3) Approver (Approving time for one or more non-exempt employees):**
You will be required to approve timesheets and /or leave reports for your employees EVERY pay period.

For information on how to access your timesheet/leave report, payroll calendar deadlines and FAQ's, please visit http://community.udayton.edu/provost/it/training/porches_training_resources.php

II. Direct Deposit:

Direct Deposit is required at the University of Dayton. If you have not filled out a form, please go to www.udayton.edu/hr and click on "Hiring Forms".

III. New Employee Orientation Program:

In the coming months, you will be **contacted directly** and asked to participate in several New Employee Orientation opportunities listed below.

- 🕒 Benefits Orientation Session
- 🕒 General Orientation Session
- 🕒 Welcome Dinner - *An introduction to our Catholic and Marianist heritage.*

For more information, please see our Orientation Manual at www.udayton.edu/hr or contact the Office of Human Resources at 229-2541.