



Onboarding Guide for New Faculty Hires 2022/2023

Working at DePaul University as a faculty member can be viewed through two different lenses – as a member of the academy and as an employee of the university. Included here are resources for you.

You will be granted access to most of the information enclosed in this document after your hiring paperwork has been processed by DePaul University's Office of Human Resources. Contact your college office to initiate the completion of your hiring paperwork.

University Policy & Procedures

- [University Policy & Procedures](#)
- [Mandated Reporting of Child Abuse and Neglect](#)
- [Policies and Expectations Faculty & Staff](#)
- [Compliance & Risk Management](#)
 - [Family Education Rights and Privacy Act \(FERPA\)](#)
- [Code of Conduct](#)
- [Anti-Discrimination/Anti-Harassment](#)
- [Sexual and Relationship Violence Prevention and Response](#)
- [Acceptable Use Policy/Network Security](#)

Faculty Resources

- [Office of Academic Affairs](#)
 - Includes information about Faculty Resources, Leadership Resources, Governance, Academic Administration, Academic Calendar, Initiatives and Commencement
- [Faculty Resources](#)
 - Includes information about Scholarship, Service and Teaching
- [Academic Calendar](#)
- University Technology - [Faculty: Getting Started with Technology Resources](#)
- [Working at DePaul](#)
 - [Adjunct Faculty Orientation](#)
- [Faculty Handbook](#)
- [University and Teaching Resources](#)
- [Academic Integrity](#)
- [Emergency Plan Information](#)
 - [Crime Reporting & Prevention](#)

Faculty Course Assignments

Faculty course assignments are completed by your assigned college department on a quarterly basis.

Human Resources

Human Resources provides comprehensive information employees regarding general benefits, tuition benefits, verifications of employment, 403(b), Healthy Vincent's Wellness Program, employee relations, workplace learning, among other information. For additional information, refer to the Human Resources [website](#).

COVID-19 Vaccination Attestation Requirement

In the spirit of caring for each other and for our surrounding community, DePaul is requiring vaccinations for COVID-19, including the booster. This requirement applies to students, faculty and staff. To make the process as simple as possible, employees will be required to attest to their COVID-19 vaccine (including the booster) status through a secure third party platform. ***You will access this information in BlueSky in the on-boarding tile section (see page 6 for more information).***

Employment at DePaul University is contingent upon receiving all recommended doses of the COVID-19 vaccine or having a valid religious or medical reason not to be vaccinated. To request a medical or religious exemption, please email employeerelations@depaul.edu.



Benefits Overview and Enrollment Instructions

As a general rule, eligibility adjunct faculty and staff is determined annually, based on a look-back at service during the prior 12 months: October 3 – October 2.

Adjunct faculty must be credited with the hours equivalent to a teaching load of at least six 4-credit hour courses (at least four courses for the Law School) during the 12-month measurement period.

For additional information regarding eligibility for benefits, refer to the Human Resources Benefits [website](#).

Adjunct faculty may participate in the following benefits if they have been deemed benefits eligible:

Medical (The Consumer Driven Health Plan – CDHP), Dental, Vision, Basic Life Insurance, Accidental Death & Dismemberment (AD&D), Dependent Optional Life Insurance, Flexible Spending Accounts, Transportation/Parking Program, Employee Assistance Program (EAP), Bright Horizons Back-Up Care Program. For additional information regarding the array of benefits options available to you, refer to the Human Resources Benefits [website](#).

Human Resources will notify you if you meet the eligibility to enroll.

As you begin to evaluate your benefit options, ALEX is an easy-to-use online tool that will help find the best benefit plans for you and your family. ALEX is not an enrollment platform. You'll need to make your benefit elections through BlueSky. For additional information, refer to the [website](#).

Health & Welfare Benefits

To make your health and welfare benefit elections, log in to [MyBlueSky](#) and select **Main Menu (Me) > Benefits > Start Enrollment**. Paycheck deductions will begin with your first paycheck after you have completed your benefits enrollment and will include retroactive deductions, if applicable.

Once you have made your benefit elections, the next opportunity to make changes to your benefits enrollment will be during the annual Benefits Open Enrollment period or within 31 days of a qualified family status change.

403(b) Retirement Plan

The 403(b) retirement plan allows employees to defer up to 100% of their eligible compensation on a pre-tax basis, subject to IRS limits.

The annual 2020 deferral Limit is \$19,500 (plus \$6,500 Age 50 Catch-Up, if applicable). Note, this limit includes any contributions to another employer's 403(b)/401(k) during the year. No after-tax contributions are permitted.

Deductions are taken on a pre-tax basis directly from your paychecks. Once you meet the match criteria (age 21, One Year of Service, and saving 5% of pay), you will be eligible to receive the University Matching Contribution. Immediate vesting of deferrals and match contributions. See the 403(b) page of the HR website for full details at go.depaul.edu/403b.

For plan features, refer to <https://offices.depaul.edu/human-resources/benefits/403b-retirement/Pages/plan-features.aspx>

For details, refer to the how to enroll page: <https://offices.depaul.edu/human-resources/benefits/403b-retirement/Pages/how-to-enroll.aspx>.

If you do not actively enroll or opt-out of the 403(b) plan within 60 days of your hire/rehire date, you will be automatically setup with a savings rate of 5% pre-tax contributions, and an automatic savings rate increase of 1% each January, until you meet the pre-tax savings rate of 10%. To make your election or opt-out of the automatic deferral, go to [NetBenefits](#).

Beginning January 1, 2019, all participating employees are enrolled in the annual Automatic Increase Program. Under this program, your deferral election will be increased by 1% each January until you reach 10% total deferral, unless you opt out by December 31st of the prior year.

Tuition Waiver Program

The tuition waiver benefit is available to part-time faculty who meet the eligibility requirements delineated in the Tuition Waiver Policy. For policy information refer to the [website](#).

Adjunct faculty are eligible for a limited tuition waiver benefit subject to the following rules:

- Maximum waiver during the academic year (Fall through Summer II) = 12 credit hours
- Waiver up to the number of credit hours taught
- Unused waivers can be banked up to 12 months
- Submit the [Part-Time Faculty Tuition Waiver](#) request form to your college administrative office before the last day to drop classes with no penalty according to the [academic calendar](#)
 - Waivers are taxable in certain situations as defined in the Tuition Waiver policy. Learn more about taxable tuition waivers on the [Financial Affairs taxable tuition page](#)

Fitness Benefits

We are committed to helping you achieve your best health. For details in the Wellness Program refer to the Human Resources [website](#).

- WellRight
 - All benefits-eligible employees have access to DePaul's 2021 Wellness Program delivered by WellRight. You can activate your WellRight account by logging into [BlueSky](#) and clicking on the WellRight tile on your homepage.
- [Ray Meyer Fitness and Recreational Center](#) (The Ray)
- [DePaul Loop Fitness Center & Studio](#)
- [BCBS Fitness Program](#)
- [Blue365 Discount Program](#)
- [Chicago Athletic Clubs](#)
- [Chicago Athletic Clubs One Month Free Coupon](#)
- [Equinox Fitness Club](#)
- [Core Power Yoga Studio](#) (Complete the [form](#) for additional information)
- [Fitness Formula Clubs](#)
- [Divvy Bikes](#)

Questions

There will be a Benefits Specialist available at the New Adjunct Faculty Orientation to address questions related to benefits and the enrollment process.

You may also contact the Benefits Department at:

Email: hrrbenefits@depaul.edu

Phone: 312-362-8232

Website: <https://offices.depaul.edu/human-resources/benefits/Pages/default.aspx>

Payroll Calendar 2021/2022 & 2022/2023

Adjunct faculty are hired on a quarter-to-quarter, as needed basis, salary payments are made within the confines of that quarter.

The suggested adjunct faculty payroll calendar is useful in determining when adjunct faculty could be paid throughout the academic year.

NOTE: Your local college unit submits the payments so please contact them to confirm the cycle of your payment(s) quarterly.

Questions – please contact the Payroll Department at payroll@depaul.edu or 312-362-8692

- If the inquiry is in regards to your paycheck, include a copy of your paycheck in the email. You can download a copy of your paycheck from BlueSky.

2022 Suggested Adjunct Faculty Payroll Dates

Session	Academic Year	ICP Effective Date	ICP End Date	ICP Start / Approval Deadline	First Paycheck	Last Paycheck	# of Payrolls
Winter	2021 / 2022	12/27/2021	3/25/2022	1/7/2022	1/14/2022	3/25/2022	6
Spring	2021 / 2022	3/21/2022	6/17/2022	4/1/2022	4/8/2022	6/17/2022	6
Summer 1	2022 / 2023	6/13/2022	7/29/2022	6/24/2022	7/1/2022	7/29/2022	3
Summer 2	2022 / 2023	7/11/2022	8/26/2022	7/22/2022	7/29/2022	8/26/2022	3
Summer (10-week)	2022 / 2023	6/13/2022	8/26/2022	6/24/2022	7/1/2022	8/26/2022	5
Autumn	2022 / 2023	8/22/2022	11/18/2022	9/2/2022	9/9/2022	11/18/2022	6
December Session	2022 / 2023	11/14/2022	12/16/2022	11/25/2022	12/2/2022	12/16/2022	2
Law - Spring	2021 / 2022	1/10/2022	5/20/2022	1/21/2022	1/28/2022	5/20/2022	9
Law - Summer	2022 / 2023	5/30/2022	7/29/2022	6/10/2022	6/17/2022	7/29/2022	4
Law - Autumn	2022 / 2023	8/8/2022	12/2/2022	8/19/2022	8/26/2022	12/2/2022	8

Payroll State Tax Information

Payroll State Tax Checkup

In BlueSky, state tax withholding are based on the home address. Therefore, Payroll is asking all employees to check their home address in BlueSky to make sure it reflects the state from which the employee is providing services for DePaul. **To check your home address in BlueSky, from the main BlueSky screen, select the Me tab, then click the Personal Information tile, on the next screen click the Contact Info tile, then scroll down to the Address section. If the state from which services are being performed is not correctly reflected in BlueSky, please contact Payroll for assistance on changing your state tax withholding.**

Below is additional information regarding state tax withholding.

Residents of Iowa, Kentucky, Michigan, or Wisconsin

As these states have reciprocal tax agreements with the State of Illinois, residents of these states will be taxed, for state purposes, according to their resident state's rules regardless of whether employment services are performed in Illinois or their state of residence. **If you are a resident of a reciprocal state, please reach out to the Payroll Team at payroll@depaul.edu or (312) 362-8692 to ensure you have the proper state tax documentation on file.**

Residents of states other than Illinois/reciprocal states

Residents of these states will be taxed, for state purposes, based on the location where employment services are performed. For example, if an employee lives in Indiana (not a reciprocal state) and commutes to campus to work, since services are performed in Illinois, state income taxes for Illinois will be withheld. Conversely, if an employee lives in Indiana and performs services from their residence in Indiana, state income taxes for Indiana will be withheld. **If you are a resident of a state other than Illinois/reciprocal state, please reach out to the Payroll Team at payroll@depaul.edu or (312) 362-8692 to ensure the correct state taxes are being withheld.**

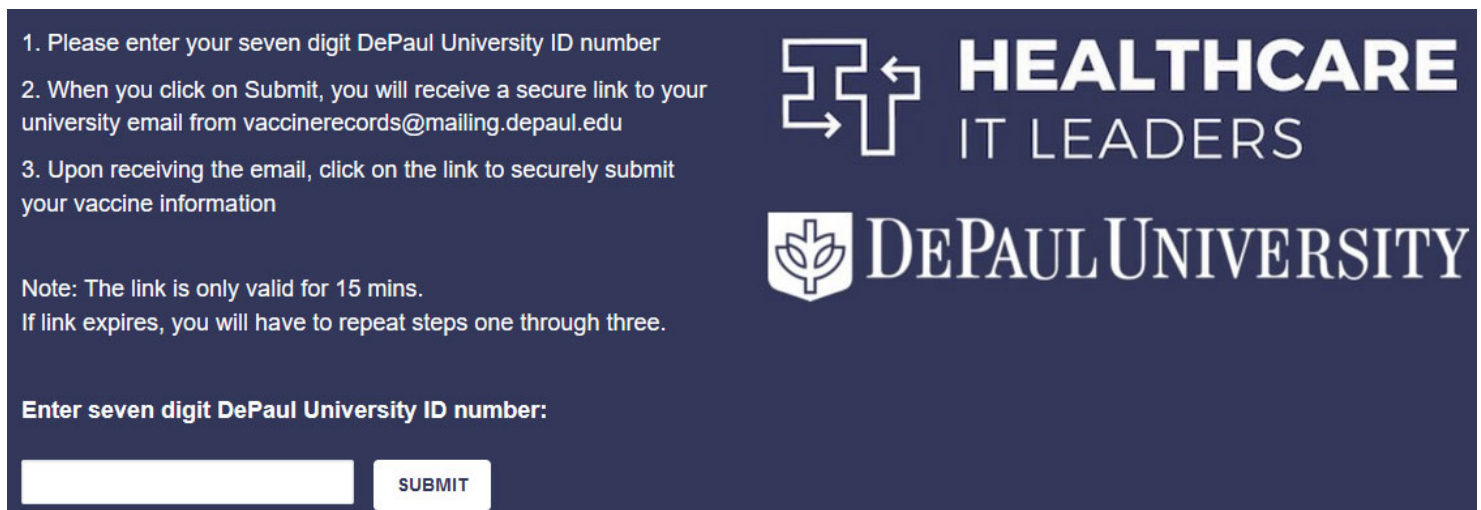
Below is a chart to indicate which state income taxes will be withheld, based on an employee's situation.

Tax Resident State	State where Employment is Performed	State Taxation
Illinois	Illinois	Illinois
Iowa, Kentucky, Michigan, or Wisconsin	Illinois or Tax resident state	State of residence
Other states	Illinois	Illinois
Other states	State of residence	State of residence

COVID-19 Vaccine Attestation and booster requirements

DePaul University has implemented a mandatory vaccination policy requiring a COVID-19 vaccination for students and employees. The university has adopted this policy to safeguard the health and university community at large from COVID-19 as vaccinations including the booster have proven to significantly reduce the transmission and spread of this disease. Accordingly, and as a new hire, we ask that you upload proof of your initial COVID-19 vaccination and/or applicable booster, as part of your onboarding steps. This attestation must be completed *after* your DePaul ID number is assigned.

- Your employment is contingent on attesting to your COVID-19 vaccine and vaccine booster status.
- Visit <https://hitl-depaul.secure.force.com/DePaulCOVIDTracking>
 - Follow the instructions on the webpage as noted in the screenshot below.



1. Please enter your seven digit DePaul University ID number

2. When you click on Submit, you will receive a secure link to your university email from vaccinerecords@mailing.depaul.edu

3. Upon receiving the email, click on the link to securely submit your vaccine information

Note: The link is only valid for 15 mins.
If link expires, you will have to repeat steps one through three.

Enter seven digit DePaul University ID number:

- As instructed, enter your 7-digit DePaul ID number. It can be found on your DePaul ID or in BlueSky as your “person number”.
- [Vaccinerecords@mailing.depaul.edu](mailto:vaccinerecords@mailing.depaul.edu) will send an email to your **DePaul email address** with a secure link.
- Upon receiving the email, click on the link to securely submit your vaccine information and upload a photo of your vaccination card(s).
- Please complete all fields, including the initial vaccine information and the booster dose information (i.e. manufacturer, lot#(s), date received etc.)
- **If eligible, you may request a medical or religious exemption:** Email employeerelations@depaul.edu
- If you were recently diagnosed with COVID-19: You may not be eligible for a booster. Please have your physician provide a written statement validating both the diagnosis and the waiting period, which you can then use to submit a request for medical exemption. As soon as the waiting period expires, you will be required to submit documentation of your booster.
- Other Useful links
 - [COVID-19 Updates and Guidance](#)
 - [COVID-19 Vaccine Resources](#)
 - [Protocol for Reporting Confirmed COVID-19 Cases](#)
 - [COVID-19 Dashboard](#)
 - [COVID-19 Testing](#)



Entering and Maintaining your Personal Information in BlueSky

As an employee you are required to complete any blank fields in this section of BlueSky as part of their new hire onboarding and revisit to maintain information regarding your personal information. Any time you have a change to this information it is important to update this information in the HR system.

It is easy to keep this information current by completing the following steps:

- 1) **Log in to BlueSky**
- 2) **Click on the Navigation icon on the top left in BlueSky and under 'Me' select Personal Information**

CONTACT INFORMATION

Add or edit the **address** information listed for each **Address Type**, employees should maintain their 'Home' and 'Mail' addresses based on the following rules:

- **HOME:** Your current place of residence
- **MAILING:** Address at which you wish to receive mail from the University - this is the address where your W2 taxreporting forms and benefit/vendor mailings are sent

Add or edit the **telephone numbers** listed for each **Phone Type**, employees should maintain their 'Home', 'Mobile' and 'Campus' phone numbers based on the following rules:

- **HOME:** Phone number at your place of residence
- **MOBILE:** Your mobile cellular phone number
- **CAMPUS:** Phone number for your DePaul office

Add or edit the **email addresses** listed for each **Email Type**, employees should maintain their 'Home' and 'Campus' email addresses based on the following rules:

- **HOME:** Your personal email address
- **CAMPUS:** Your DePaul email address – this will be your @depaul.edu account, it is recommended you select this as your preferred email address

FAMILY AND EMERGENCY CONTACTS

Add or edit the contact information to use in emergency situations involving your health and well-being, employees should maintain one primary emergency contact and at least one secondary emergency contact

VOLUNTARY SELF IDENTIFICATION STATUS – Ethnicity/Gender/Race Status

Navigator > Me > Personal Information > Personal Details > Demographic Info. Add or edit gender/ethnicity/race status. Please note, if you do not wish to disclose certain elements of information, please select the option stating you do not wish to disclose and will allow DePaul to affirm your preference(s).

VETERAN STATUS

Navigator > Me > Personal Information > Personal Details > Demographic Info. Add or edit veteran status.

DISABILITY STATUS

Navigator > Me > Personal Information > Personal Details > Disability info.. Add or edit disability status.

DePaul University is committed to providing reasonable accommodation(s) for qualified individuals with disabilities and acts in accordance with applicable law, including the Americans with Disabilities Act (ADA). For additional information contact Employee Relations & EEO at 312-362-7182 or workplaceissues@depaul.edu

EMPLOYEE CAMPUS ADDRESS

Navigator > Me > Campus Address. Please note that the page will prompt you to log in to Campus Connect. Employee campus address allows you to identify your campus, building, floor, office number and mail stop (if applicable). The mail stop indicates the location where you receive campus interoffice and postal mail. Once you've indicated your location, the drop down menu will automatically give you mail stop choices based on your previous campus address selections.

DPU Alert

Navigator > Me > DPU Alert. Please note that the page will prompt you to login to Campus Connect. Add or edit the email address, phone number and SMS text messaging number that you would like to receive notifications in case of a major life-threatening situation on campus.

If you need assistance with updating your personal information, contact HR Central at HRCentral@depaul.edu or 312-362-7505.

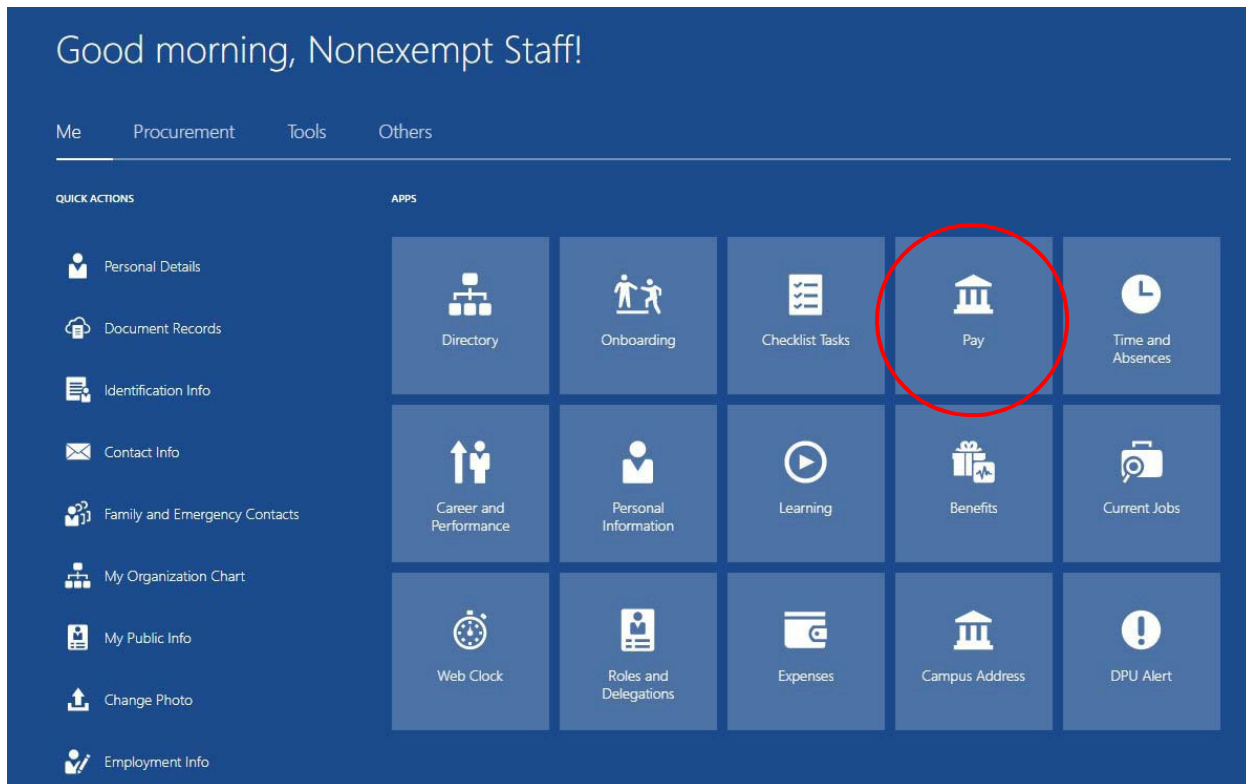
Entering Direct Deposit Information in Campus Connection

Direct Deposit is the preferred method for receiving pay. Direct deposit is more secure than postal delivery and allows for more timely access to your pay because funds are available immediately on payday. You may choose to have as many as four accounts into which your net pay is deposited.

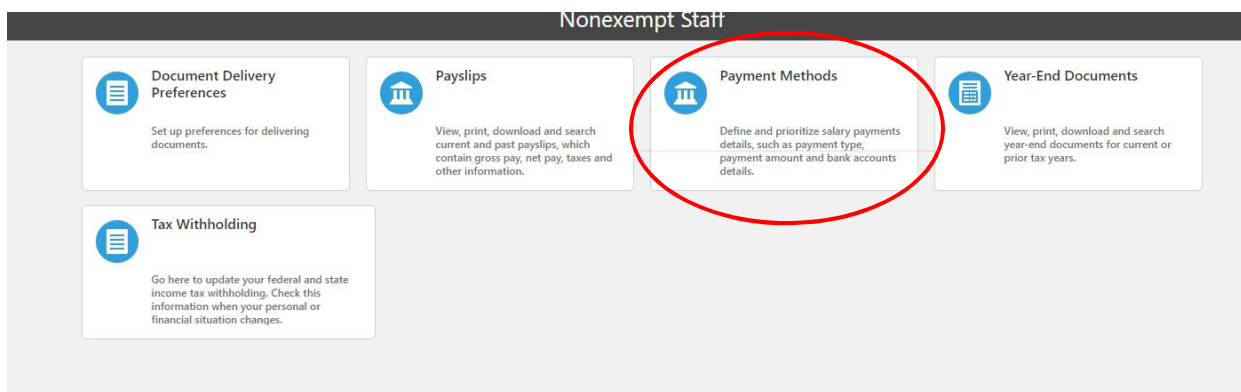
If you do not elect to use direct deposit, your check will be mailed on payday to the **Home Address** listed in BlueSky and is subject to postal delivery delay.

To sign-up for direct deposit, complete the following steps:

From the Home Screen, click on the “Pay” tile.



On the next screen, click on the “Payment Methods” tile.



On the next screen click the “Add” button to add a direct deposit method.

My Payment Methods

My Chase Savings Account 100 %

Direct Deposit

071000013

XXX5678

SAVINGS

My Payment Methods

There's nothing here so far.

To define your payment methods, click add.

On the “My Payment Methods” screen, enter your bank information on the form. Note, the “What do you want to call this payment method” box is a free form nickname field for the employee’s reference (e.g., “My Chase Savings Account”). If this is the first-time entering bank information, there is no need to include anything in the Bank Account field. Once the information is entered, click the Save button.

My Payment Methods

*What do you want to call this payment method?

My Chase Savings

*Payment Type

Direct Deposit

*Bank Account

New Account

*Account Number

2345678

*Account Type

Checking

*Bank

JPMORGAN CHASE

*Bank Branch

071000013-JPMORGAN CH

*Routing Number

071000013

Save Cancel

By default, this account will receive 100% of the employee’s net pay. If the employee would like to enter another account to receive some portion (percentage or dollar amount), click the Add button to add another account.

My Payment Methods

My Chase Savings Account 100 %

Direct Deposit

071000013

XXX5678

SAVINGS

On the “My Payment Methods” screen, enter the bank information, along with either the percentage or dollar amount of pay this account should receive. Please note that you must first enter a bank name before searching for the routing number within the Bank Branch section.

The screenshot shows the "My Payment Methods" form. It includes fields for: "What do you want to call this payment method?" (My Chase Checking), "Payment Amount" (Percentage, 50%), "Payment Type" (Direct Deposit), "Bank Account" (New Account), "Account Number" (9876543), "Account Type" (Checking), "Bank" (JPMORGAN CHASE), "Bank Branch" (071000013-JPMORGAN CH), and "Routing Number" (071000013). There are "Save" and "Cancel" buttons at the top right.

The above example shows that the “My Chase Checking Account” will receive 50% of the employee’s pay and the first account entered, “My Chase Savings Account”, will receive the remaining amount of the employee’s pay. In this case, the pay is split evenly between the savings and checking account.

To edit direct deposit information already entered, on the “My Payment Methods” page, click the pencil icon and edit, as needed.

The screenshot shows the "My Payment Methods" page with a list of accounts. The first account is "My Chase Checking Account" with a 50% allocation. The second account is "My Chase Savings Account" with a "Remaining Pay" allocation. A red circle highlights the pencil icon next to the first account, indicating it can be edited. There are "Reorder" and "+ Add" buttons at the top right.

Employees can enter as many accounts as they would like to divide their pay, as they like.

To be included in the next regular payroll, direct deposit information must be entered by the Monday prior to the check date. Please contact Payroll Services at 362-362-8692 or payroll@depaul.edu with any questions.

Completing Form W-4 and Consenting to W-2 Electronic Delivery in BlueSky

Employee tax withholding information is easily accessible in BlueSky and can be updated at any time. You can file a new Form W-4 any time your tax situation changes by navigating to the W-4 Tax Information page. For specific details regarding the Form W-4, please refer to the state and federal instructions available at www.irs.gov and www.tax.illinois.gov, and your local city or state government website.

Employees will automatically be taxed, for state purposes, based on their home address on file with the university. Confirm that your address is updated in BlueSky by navigating to **Me > Personal Info > Contact Info**. A anytime your address changes, you may update your home address here and the state tax jurisdiction will follow. Employees who are residents of a state other than Illinois but work on campus will need to contact Payroll to record the appropriate state tax jurisdiction.

If you are a resident of a reciprocal state (Iowa, Kentucky, Michigan, or Wisconsin), please contact the Payroll Department to complete Form IL-W-5-NR (Employee's Statement of Nonresidence in Illinois) and make sure that your nonresidence in Illinois is recorded by the Payroll Department in BlueSky.

All employees who are not U.S. citizens or permanent resident aliens should contact Payroll in order to complete the appropriate tax documents. Payroll Services can be contacted at 312-362- 8692 or payroll@depaul.edu.

Complete the following steps to enter or change your W-4 or W-2 Consent information:

- 1) Log on to <https://mybluesky.depaul.edu>
- 2) Click on Company Single-Sign-on to Sign in to BlueSky
- 3) **Me > Pay > Tax Withholding**

Note: If you have not already registered for [BlueKey multi-factor authentication](#), the system will prompt you to do so before you can access it.

FEDERAL W-4 TAX INFORMATION

- Use the estimator at www.irs.gov/W4App for the most accurate withholding information to enter on your Federal Form W-4
- Click on the link displaying Federal to view the PDF instructions for completing Federal Form W-4
- When you are ready to complete the form in BlueSky, click the pencil icon next to the Federal Form
- Enter a current or future date for the new Federal form W-4 to take effect
 - Select your Filing Status from the drop down menu
 - Select Yes or No for Multiple jobs depending on what applies to you
 - Extra Withholding: Enter any additional tax you want withheld from each paycheck
 - Qualifying Dependents Amount: See instructions on the [PDF instructions](#)
 - Other Dependents Amount: See instructions on the [PDF instructions](#)
 - Total Dependents Amount: This should be the total of amounts entered in the Qualifying Dependents and Other Dependents section. See instructions on the [PDF instructions](#)
 - Other Income: See instructions on the [PDF instructions](#)
 - Deductions Amount: See instructions on the [PDF instructions](#)
- Check the box as your consent
- Click **Save**
- Click on the link displaying Federal to view the PDF of your newly submitted W-4 and keep a copy for your records.
- Does your name match the name on your social security card? If not, you must call 1-800-772-1213 for a new social security card

STATE W-4 TAX INFORMATION

Employees will automatically be taxed, for state purposes, based on their home address on file with the university. **If your current home address in BlueSky is not the state from which you are currently working, please contact payroll.** You can file a new state W-4 at any time.

- Click the +Add button and select your resident or work state (to edit, click the pencil next to the state form if it already exists on this page for you)

- Enter a current or future date for the new state form W-4 to take effect
- Click on the link by the state's name to view a PDF of the form and instructions for this state
- For the Illinois Form W-4, the following information can be entered
 - Enter the total number of basic allowances you are claiming
 - Enter the total number of additional allowances you are claiming
 - Enter any additional amount you want withheld from each paycheck
 - Check the box as your consent
 - Click *Save*
- Click on the link displaying Federal to view the PDF of your newly submitted W-4 and keep a copy for your records.
- Does your name match the name on your social security card? If not, call 1-800-772-1213 for a new social security card.

W-2/W-2c CONSENT FORM

By consenting to receive electronic forms W-2 and W-2c, employees can elect to not receive paper forms in the mail. Visit the W-2/W-2c Consent Form for more information. Your consent will apply to future Form W-2's.

- In BlueSky, navigate to **Me > Document Delivery Preferences**
- Next to W_2, select Online and Save
- Next to W_2c, select Online and Save

Note: The W-2/W-2c Consent Form will not become available via Self Service until you receive your first paycheck

Former Employees

Electronic forms W-2 and W-2c are not currently available for former employees and will be mailed to the current Mailing Address on file. Former employees or employees who have not provided consent may request a copy of their form W-2 by contacting the Payroll Department.

Please contact Payroll Services at 312-362-8692 or payroll@depaul.edu with any questions.

3/17/2021



BlueKey Account Information

As a DePaul employee you are required to activate your BlueKey two-factor authentication credentials. An email very similar to the one noted below will be sent to you once your hiring paperwork is processed by the Office of Human Resources.

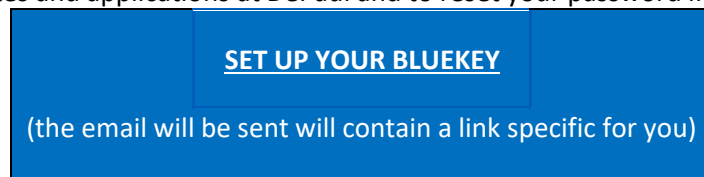
Welcome to DePaul. To access the HR system and finish any outstanding tasks prior to your first day at work and to access any other DePaul systems you will need to setup your BlueKey.

To retrieve your BlueKey (formatted as YourUsername@depaul.edu) and set your password, follow the simple, yet very important steps outlined below.

Step 1: Click on the button at the end of this message to retrieve your BlueKey and begin the process of setting up your password. You will be asked to verify the email address that you have provided DePaul with your date of birth.

Step 2: Once you have your BlueKey, you will be asked to verify your identity. You can choose to receive a verification code via email or text message. The code that you are sent will be valid for 10 minutes. Once you have verified your identity, you can set your password.

Step 3: After setting your password, you will be directed to setup BlueKey multi-factor authentication. This will be required to access sensitive sites and applications at DePaul and to reset your password if you happen to forget it.



Once you setup your BlueKey you will receive a confirmation email such as the one below that will provide you with your Employee email and your DePaul employee number.



Your BlueKey account has been successfully setup and password was changed.

Your BlueKey and email account is YourUsername@depaul.edu

Your Person Number is

Visit this [site](#) to view information on digital resources and complete any steps necessary for accessing them.

Please retain for your records.

DePaul University

If you have any questions or encounter problems regarding this process, please contact **DePaul Technology Support Center at 312-362-8765**.

The online course training is required for all **active employees**. **Annually in the Autumn, the training is opened and made available through December.** The university will send you an email in October when the training is open so you can complete it. As of 2021, in addition to this requirement, we have been mandated by law to have all DePaul employees complete two additional trainings. **We're asking that you complete all three mandatory compliance trainings December before the holiday break.**

You'll complete each of these courses within BlueSky. Login with your BlueKey credentials to complete the online training. You'll receive email notifications and reminders when they are assigned to you. You can also find them by clicking on the **"Learning"** tile from your BlueSky homepage. More information about each course is outlined below.

- **DePaul General Compliance Training:** This online course highlights university policies and standards in DePaul's Code of Conduct that pertain to all faculty, staff and student employees at DePaul. These policies and standards provide a framework for acceptable business conduct at the university. Exercises in the course are designed to raise awareness and clarify expectations of acceptable behavior.
- **Department of Children and Family Services (DCFS) Mandated Reporter Training:** As an employee of DePaul University, you are a mandated reporter who is required by law to report suspected child abuse or neglect. The purpose of this online course is to help all Illinois Mandated Reporters understand their critical role in protecting children by recognizing and reporting child abuse.
- **Illinois Department of Human Rights (IDHR) Sexual Harassment Prevention Training:** Formerly Senate Bill 75, Public Act 101-0221 requires Illinois employers to train employees on sexual harassment prevention on an annual basis. This training also contains content from our Sexual and Relationship Violence Policy.

Please be sure to complete all three training courses and click on "Save and Close" at the top right-hand corner when you're done; this will mark you've completed each training in BlueSky. ***Note: You can click "Save and Close" throughout each course if you need to stop and finish later.***

Managers must ensure that all of their employees complete the online training. Therefore, once you receive the email complete the training.

The General Compliance Training course is updated every year and is specifically targeted for you in your employee role at DePaul. For example, if you are a faculty member, your General Compliance Training course includes policies and scenarios that apply to faculty employees.

We thank you in advance for your time and effort to complete these important training courses.

If you have any questions about training functionality, please contact training@depaul.edu.

For questions regarding this content, please contact your manager or go to <https://offices.depaul.edu/compliance-and-risk-management/requirements/Pages/general-compliance.aspx> for more information.

ACKNOWLEDGEMENT OF MANDATED REPORTER STATUS

Abused and Neglected Child Reporting Act [325 ILCS 5/4]. This means that I am required to report or cause a report to be made to the child abuse and neglect Hotline number at **1-800-25-ABUSE (1-800-252-2873)** whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24-hours per day, 7 days per week, 365 days per year.

I understand that in an effort to help mandated reporters understand their critical role in protecting children by recognizing and reporting child abuse/neglect, DCFS administers an online training course entitled **Recognizing and Reporting Child Abuse: Training for Mandated Reporters**, available 24 hours a day, seven days a week.

I further understand that the privileged quality of communication between me and my patient or client is not grounds for failure to report suspected child abuse or neglect, I know that if I willfully fail to report suspected child abuse or neglect, I may be found guilty of a Class A misdemeanor. This does not apply to physicians who will be referred to the Illinois State Medical Disciplinary Board for action.

I also understand that if I am subject to licensing under, but not limited to, the following acts: the Illinois Nursing Act of 1987, the Medical Practice Act of 1987, the Illinois Dental Practice Act, the School Code, the Acupuncture Practice Act, the Illinois Optometric Practice Act of 1987, the Illinois Physical Therapy Act, the Physician Assistants Practice Act of 1987, the Podiatric Medical Practice Act of 1987, the Clinical Psychologist Licensing Act, the Clinical Social Work and Social Work Practice Act, the Illinois Athletic Trainers Practice Act, the Dietetic and Nutrition Services Practice Act, the Marriage and Family Therapy Act, the Naprapathic Practice Act, the Respiratory Care Practice Act, the Professional Counselor and Clinical Professional Counselor Licensing Act, the Illinois Speech-Language Pathology and Audiology Practice Act, I may be subject to license suspension or revocation if I willfully fail to report suspected child abuse or neglect.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements, which apply to me under the Abused and Neglected Child Reporting Act.

CANTS 22
Rev. 5/2019

Office of the Director
406 E. Monroe Street • Springfield, Illinois 62701
www.DCFS.illinois.gov

Title IX - SEXUAL AND RELATIONSHIP VIOLENCE INFORMATION SHEET

DePaul University is concerned about the safety and well-being of its faculty and staff and about incidents of sexual misconduct, harassment, or violence, whether on- or off-campus. If you have an experience with any type of sexual or relationship violence, please know that you have rights, you have options, and support is available for you.

*DePaul's entire institutional policy regarding Sexual & Relationship Violence Prevention and Response can be found at <https://offices.depaul.edu/secretary/policies-procedures/policies/Documents/Sexual%20and%20Relationship%20Violence%20Prevention%20and%20Response.pdf>
This document is intended as an overview of various policies, procedures, resources, and supports.*

DePaul's policy regarding Formal Title IX Sexual Harassment Policy and Procedures can be found at <https://offices.depaul.edu/secretary/policies-procedures/policies/Documents/Formal%20Title%20IX%20Sexual%20Harassment.pdf>.

Reports of sexual and relationship violence should be made to DePaul Public Safety (Lincoln Park campus 773/325-7777, Loop campus 312/362-8400). The Public Safety Office is open 24 hours a day, 7 days a week.

Title IX of the Education Amendments of 1972 ("Title IX") prohibits discrimination based on sex, which includes sexual and relationship violence) at any federally funded education program or activity. When the University receives a complaint of sex discrimination, including sexual or relationship violence, it will promptly respond to the complaint in a prompt and equitable manner. Every complaint is based on its own facts and circumstances, which can impact the course of the University's response. DePaul University prohibits retaliation against anyone for raising complaints under Title IX.

Kathryn Statz in the Student Affairs is the Director of Gender Equity (Title IX Coordinator) for DePaul University. As appropriate, the Director of Gender Equity (Title IX Coordinator) works campus-wide to address Title IX complaints and other Title IX compliance issues. For more information go to <https://offices.depaul.edu/student-affairs/title-ix/Pages/default.aspx> or <https://offices.depaul.edu/student-affairs/title-ix/rights-options-survivors/Pages/default.aspx>.

The Director of Gender Equity (Title IX Coordinator) office is located in **Lincoln Park on the 3rd floor of the Student Center, 2250 N. Sheffield Avenue**. Please call 312-362-8970 or email (titleixcoordinator@depaul.edu) to schedule a meeting. Walk-ins are welcome.

Individuals also have the option to report sexual or relationship violence through the Misconduct Reporting Hotline (877-236-8390) or at www.depaul.ethicspoint.com. The Misconduct Reporting Hotline is administered by a third party vendor and is staffed 24 hours a day, seven days a week, by professionals trained to receive these types of calls. More information about the misconduct reporting hotline can be found at <https://offices.depaul.edu/compliance-and-risk-management/reporting-misconduct/Pages/default.aspx>

Unless otherwise designated as a confidential reporting resource, all DePaul faculty, staff, and student employees are required to promptly report to the Title IX Coordinator all incidents of sex discrimination and sexual harassment, including sexual and relationship violence that are reported to them. Please review the Sexual and Relationship Violence information sheet for more details at <https://offices.depaul.edu/secretary/policies-procedures/policies/Documents/Sexual%20and%20Relationship%20Violence%20Prevention%20and%20Response.pdf>.

Please note that, although DePaul takes survivor confidentiality very seriously, **confidentiality cannot be guaranteed** when reporting incidents of sexual or relationship violence to DePaul employees other than those who have been designated as confidential reporting resources of incidents of sexual or relationship violence.