



DEPAUL UNIVERSITY

OFFICE OF STUDENT EMPLOYMENT

ONBOARDING PACKET FOR STUDENT EMPLOYEES

DePaul University Office of Student Employment

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Congratulations on your new position as a student employee at DePaul University. We're happy to welcome you to the dynamic team of student employees working at the university. Please read carefully through this new hire packet for information about Campus Connect, specifically on how to enter and maintain your personal information, set up a direct deposit, and view or change your W-4/W-2. Please also be aware of Chicago's Paid Sick Leave Ordinance as well as Public Safety's Title IX and Sexual and Relationship Violence policies.

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MANAGING & NAVIGATING CAMPUS CONNECT

Entering and Maintaining your Personal Information in Campus Connection

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

As a student employee we ask that you enter your personal information in Campus Connection, and make updates if your information changes. It is easy to keep this information current by completing the following steps:

1. Log on to Campus Connection. From the top menu bar, select *Main Menu > Self Service*.
2. Select *Personal Information* and update the following sections; Addresses, Employee Campus Address, Phone Numbers, Email Addresses, DPU Alert, Emergency Contacts, Veteran Status, Disability Status.

Continue reading to learn how to update each individual section.

Addresses

Add or edit the 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: The address DePaul should use to send you mail from the university, as well as your W-2 tax reporting forms and benefit/vendor mailings.

Employee Campus Address

Enter your campus address information by selecting values from the dropdown boxes. The mailstop selected will be used to route your interoffice mail.

Phone Numbers

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 cellular phone number.
- Campus: Phone number for your DePaul office.

Email Addresses

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 (@depaul.edu) email—it is recommended you select this as your preferred email.

DPU Alert

Add or edit the email address, phone number and SMS text messaging number you would like DePaul to use to send you notifications regarding major life-threatening situations on campus.

Emergency Contacts

Add or edit the contact information to use in emergency situations involving your health and wellbeing. Employees should maintain one primary emergency contact and at least one secondary emergency contact.

Veteran Status and Disability Status

Please add or edit both of these sections.

Entering Direct Deposit Information in Campus Connection

This section will help you set up a direct deposit and can be referenced in the future if any changes need to be made. To be included in the next regular payroll, your direct deposit information must be entered by the Monday prior to the check date. Contact Payroll Services at 312-362-8692 or payroll@depaul.edu with any questions.

Direct deposit is the preferred method for receiving pay. It is more secure than postal delivery and allows for more timely access to your earnings, as 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 your Demographic Portfolio within Campus Connection, and is subject to postal delivery delay.

Complete the following steps to enter or change your direct deposit information:

1. Log on to Campus Connection
2. Select *Self Service > Payroll and Compensation > Direct Deposit*

Note: For security reasons, you will be required to use [DUO two-factor authentication](#). To learn more about setting up DUO two-factor authentication in Campus Connection, visit security.depaul.edu and navigate to *Tools & Downloads > Two Factor Authentication > Using DUO with Campus Connect*.

Initial Setup/Add an Account

- Select *Add Account*.
- Choose the *Account Type*—Checking or Savings.
- Choose the *Deposit Type*—Amount or Percent.
- Enter the *Amount or Percent*.
 - For Amount, enter the maximum dollar amount of your net pay to be deposited into this account.
 - For Percent, enter the percent of your net pay that you want to be deposited into this account.
 - It is possible to have a combination of Amount and Percent set up between multiple accounts.
- Enter the *Bank Routing Number*—the first nine digits on the bottom of a personal check provided by your banking institution.
- Enter your *Bank Account Number*—the second set of numbers at the bottom of a personal check.
 - This does not include the check number, nor does it include a debit card number.
- Enter the deposit order (between 1 and 4)—this distinguishes the priority for the funds to be distributed between multiple direct deposit accounts.
- Click save; you will receive a Payroll Information Changed email confirming that updates were made to your direct deposit information.
- Once saved, a *Balance Account* entry will be added automatically. The Balance Account is used for the remainder of your net pay, if any, after the designated amounts and/or percentages have been deposited.
- If necessary, repeat the steps listed above to add an additional account(s).

Edit an Account

- Select *Change* next to the *Account*.
- Update the *Bank Information* and *Distribution Instructions* as detailed above.
- If editing the distribution for an account with percent deposit type, ensure that the total distribution never exceeds 100 percent.
 - If an account is already set up at 100 percent and you choose to add another account, you must first reduce the percent on the existing account so that the total does not exceed 100 percent.
- Click save; you will receive a Payroll Information Changed email confirming that updates were made to your direct deposit information.
- When editing accounts, ensure the information displayed for the *Balance Account* entry is valid.

W-4 and W-2 Consent in Campus Connection

This section will help you understand where to go to find your W-4/W-2 in Campus Connect so that you can make changes if your tax situation should change. Furthermore, this is only helpful for domestic student employees to reference. Please contact Payroll Services at 312-362-8692 or payroll@depaul.edu with any questions.

Employee tax withholding information is easily accessible in the *Employee Self Service* section within Campus Connection. You can file a new W-4 Form any time your tax situation changes by navigating to the *W-4 Tax Information* page. For specific details regarding allowances from withholdings, please refer to the state and federal instructions available at irs.gov and tax.illinois.gov.

If you are performing service in a state other than Illinois or reside in a reciprocal state (Iowa, Kentucky, Michigan, or Wisconsin), please contact the Payroll Department to complete the appropriate state withholding form(s).

All employees who are not U.S. citizens or permanent resident aliens should schedule an appointment with a Payroll representative to complete the appropriate tax documents.

Complete the following steps to enter or change your W-4 or W-2 consent information after your start date:

1. Log on to Campus Connection.
2. Select *Self Service > Payroll and Compensation*.

Note: For security reasons, you will be required to use [DUO two-factor authentication](#). To learn more about setting up DUO two-factor authentication in Campus Connection, visit security.depaul.edu and navigate to *Tools & Downloads > Two Factor Authentication > Using DUO with Campus Connect*.

Federal W-4 Tax Information

- Enter the total number of allowances you are claiming.
- If applicable, enter the additional amount you want withheld from each paycheck.
- Indicate your marital status.
- Check the first box if you are married, but selecting the single status for withholdings at the single rate.
- Check the second box if your last name differs from that shown on your social security card—in this case you must call 1-800-772-1213 for a new social security card.
- Click submit.

Illinois W-4 Tax Information

- 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.
- Click submit.

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. The W-2/W-2c Consent Form will not become available in *Self Service* until you receive your first paycheck.

Chicago Paid Sick Leave

This section will cover who is eligible to receive paid sick leave under the new City of Chicago Paid Sick Leave Ordinance. This also highlights some key points on using and recording paid sick leave. Questions regarding the Sick Leave Ordinance should be directed to the Office of Student Employment at studentemployment@depaul.edu.

The City of Chicago passed a Paid Sick Leave Ordinance, which goes into effect on July 1, 2017. The new ordinance will allow hourly paid student employees to accrue paid sick leave at a rate of 1 hour for every 40 hours worked.

Student employees that are paid hourly are affected by the new ordinance and will begin accruing paid sick time at the rate listed above (1 hour of paid sick leave for every 40 hours worked) starting on July 1. Once accrued, paid sick time can be taken as needed.

When paid sick time is taken, it must be recorded in your timesheets in Campus Connect under the paid sick leave code. Additionally, pay stubs will show accrued sick time balances.

Key Points:

- Paid Sick Leave Ordinance goes into effect July 1, 2017
- Hourly paid student employees will accrue paid sick leave at a rate of 1 hour for every 40 hours worked
- Student employees must notify their manager to ensure they are eligible to take paid sick leave
- If sick time is taken for more than five consecutive workdays, managers may require documentation for the use of the paid sick leave
- In accordance with the Attendance Policy, student employees must communicate with their manager within one hour of their scheduled start time

The Human Resources (HR) team and the Office of Student Employment (OSE) have prepared a list of frequently asked questions that can be accessed on [HR's website](#). Scroll down to the section, "Chicago Paid Sick Leave FAQs (Student Employees)." Please review this section so you can understand the details of the paid sick leave and how it is to be administered at DePaul.

SEXUAL & RELATIONSHIP VIOLENCE POLICIES

Sexual and Relationship Violence Information, Resources and Support

DePaul University is concerned about the safety and wellbeing of all faculty and staff. If you have experienced any incidents of sexual misconduct, harassment or violence—whether on- or off-campus—please know that you have rights, you have options, and support is available to you. This document is intended as an overview of various policies, procedures, resources, and support services that student employees must be aware of.

Rights and Reporting Options

Title IX: 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 sexual and relationship violence or discrimination, it will respond in a prompt and equitable manner, consider and process every complaint based on its own facts and circumstances, and prohibit retaliation against anyone for raising complaints or participating in a process related to Title IX. DePaul's complete Anti-Discrimination and Anti-Harassment policy can be found, [here](#).

Sexual and Relationship Violence: DePaul's Sexual and Relationship Violence Prevention and Response Policy (SRV) strictly prohibits sexual and relationship violence and threats of sexual and relationship violence, which is defined in DePaul's policy. Individuals of any sex, sexual orientation, or gender identity may experience sexual or relationship violence. In all instances, DePaul encourages reporting of unwelcome conduct whether or not it appears to meet the definitions as set forth in DePaul's policy. With a report, DePaul can assist in identifying resources and available courses of action. DePaul's complete Sexual and Relationship Violence Prevention and Response policy can be found, [here](#).

Reporting Rights: You have the right to report an incident of sexual or relationship violence to the university, law enforcement, or both. You also have the right not to make a report, as further detailed below.

On Campus Reporting Options:

Emergency Reporting:

The Public Safety Office is open 24 hours a day, 7 days a week. Lincoln Park campus: 773-325-7777; Loop campus: 312-362-8400.

Non-Emergency Reporting:

Karen Tamburro in the Office of Institutional Diversity and Equity is the Title IX coordinator for DePaul. The Title IX coordinator's offices are located in 131 Levan in Lincoln Park and at 14 East Jackson, Ste 800 in the Loop. You can call 312-362-8970 or email titleixcoordinator@depaul.edu to reach our coordinator. The Title IX coordinator works with other offices to address Title IX complaints and issues. These offices include Student Affairs, Academic Affairs, Human Resources, Athletics, Compliance and Risk Management, and Enrollment Management & Marketing.

Anonymous Reporting:

DePaul's misconduct reporting hotline can be accessed at 877-236-8390 or www.depaul.ethicspoint.com. These reports will be sent to the Title IX coordinator who will make every effort to respond. The university's ability to respond to an anonymous report may be limited, however. More information about the misconduct reporting hotline can be found, [here](#).

Responsible Employees:

All DePaul faculty, staff and student employees who have not otherwise been designated as confidential reporting resources (see below) are “responsible employees.” Title IX requires that when a responsible employee learns of sex discrimination—including sexual or relationship violence—he or she is required to promptly advise the Title IX coordinator or other appropriate designees. Because of this, please note, although DePaul takes survivor confidentiality very seriously, **confidentiality cannot be guaranteed** when informing DePaul employees who have not otherwise been designated as confidential reporting resources of incidents of sexual or relationship violence.

Privacy and Confidentiality

DePaul is committed to protecting the privacy of all individuals involved in a report of prohibited conduct. In any report, investigation or resolution of a report, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the allegation and to the extent required or permitted by law. Information will only be shared with those employees who “need to know” in order to assist the review, investigation, resolution or remediation of the report.

DePaul takes confidentiality very seriously and works to protect confidentiality to the extent possible by law. Information shared with designated confidential campus or community professionals cannot be revealed without express permission, or as otherwise permitted or required by law. Although DePaul aims to honor requests for confidentiality where possible, there may be times where the university will have to move forward with the Student Conduct Process or other response even if an individual declines to participate.

Confidential Advisors

Office of Health Promotion & Wellness, Survivor Support Advocates

2250 N. Sheffield Ave, Suite 302 | 773-325-7129 | hpw@depaul.edu
go.depaul.edu/hpw

Survivor support advocates are designated as confidential advisors. They can provide anyone who has had an experience with sexual or relationship violence with a safe, confidential and non-judgmental space to receive support. Staff can connect individuals with on- and off-campus resources, including:

- Student Legal Services
- Confidential counseling with University Counseling Services
- Recognized religious leaders engaging in pastoral care in University Ministry
- Medical/legal/law enforcement options, including obtaining orders of protection and no contact orders or obtaining medical forensic examinations at no cost
- Safety planning and self-care
- Alterations to transportation and working situations if requested and reasonably available

They can also assist with notifying campus authorities and local law enforcement about incidents of sexual and relationship violence. You are entitled to decline notification to campus authorities or local law enforcement. Scheduled appointments and walk-ins are welcome. More information about other on-campus confidential reporting resources can be found at go.depaul.edu/srv.

University Student Conduct Information & Other Information About Filing Complaints

Processing and Resolving Complaints: DePaul University is committed to providing a prompt and equitable investigation and resolution to issues of sexual and relationship violence. For students, this includes the Student Conduct Process.

Student Conduct Process:

- Information about the Student Conduct Process (SCP) can be found, [here](#).
- A survivor may serve as the complainant or as a witness in the SCP.
- The survivor and referred student are allowed to have an advisor of their choosing throughout the SCP.
- DePaul prohibits retaliation against anyone raising complaints or participating in a process under Title IX.
- DePaul uses a “more likely than not” standard in its SCP to determine if a violation occurred.
- Sanctions imposed may include probation, no contact restrictions, suspension or dismissal.
- All employees who respond to sexual and relationship violence and participate in making policy determinations through the SCP regarding incidents of sexual and relationship violence have undergone appropriate training on an annual basis.
- At the conclusion of the SCP, both parties are simultaneously notified in writing of the following:
 - The outcome
 - The appeal rights
 - Any changes made to the outcome
 - When an outcome is final

Right to Request Interim Measures: The Title IX coordinator can assist in obtaining interim protective measures and accommodations for individuals reporting sexual and relationship violence when requested and reasonably available, including changes to academic, living, dining, working and transportation situations. Such options are available regardless of whether a survivor reports to local law enforcement or pursues internal disciplinary options.

Medical, Legal and Law Enforcement Information**Off-campus Reporting Resources:**

1. 24–Hour Chicago Rape Crisis Hotline: 1-888-293-2080 (assistance identifying a sexual assault crisis center and advocacy)
2. 24–Hour Chicago Domestic Violence Help Line: 1-877-863-6338 (assistance identifying a domestic violence shelter and advocacy)
3. Chicago Police Department: 911 (emergency), 311 (non-emergency)

Additional medical, legal and law enforcement information is available through the Office of Health Promotion and Wellness at go.depaul.edu/srv.

To best preserve evidence of an assault, survivors are encouraged to:

- Avoid showering/bathing, changing clothes, washing hands, going to the toilet, or brushing.
- Save each item of clothing worn at the time of the assault in separate paper bags, if clothing is changed.
- Avoid disturbing anything in the area where the assault occurred.
- Save any text messages, social networking pages and other communications.