New Hire Frequently Asked Questions

Where is Human Resources located and what are the hours? The Office of Human Resources is located at 215 W. City Avenue at the corner of 54th and City. The office is open Monday-Friday 9:00 a.m. to 5:00 p.m. except for University holidays for which we are closed.

Where do I park? When visits HR a large parking lot is located across the street for your vehicles. The entrance is located on 54th Street next to the Hagan Arena. The Gate Attendant at the lot will provide a visitor pass for you to place in your windshield.

Once you have completed your HR paperwork, you may obtain a parking pass for the academic year. Parking passes should be purchased online through the Nest and can be picked in Public Safety. Campus parking requires a pass. Additional parking can be found around the perimeter of campus but is at your own risk and are subject to the rules of that governing municipality.

Where do I obtain an ID? You can obtain an ID through the Office of Public Safety located in the courtyard of Barbelin Hall. Public Safety is open 24 hours/day 7 days/week.

Do I have to have an ID? You are not required to have an ID, however if you would like to use the library, campus rec building, or other on campus employee benefits you will need to have an ID. You will also need one to enter certain buildings on campus.

When will I be paid? If you are a(n):

Non-exempt (hourly) employee will be paid bi-week. You will be required to enter hours into a timesheet located on the Nest. You will be informed of when your first pay will be on your first day.

Exempt (salaried) employee or Full-time Faculty will be paid on a semi-monthly schedule. The 15th and last day of each month will be pay dates unless they fall on a holiday or weekend. If so they will be paid on the closest weekday before. The first pay depends are your start date. You will be informed of when your first pay will be on your first day.

Adjunct Faculty will be paid on the semi-monthly schedule as above. Your first pay depends on the academic calendar as well as the signing of your contract. Beginning and end pays fall in conjunction with the academic calendar.