

A photograph of a large, multi-story brick building with arched windows and a central entrance, surrounded by lush green trees and a well-maintained lawn. Several people are walking on a path in the foreground. The scene is bright and sunny, with a clear blue sky.

2023

Strategic Enrollment Management New Staff Guide

Welcome to the Strategic Enrollment Management division at the University of Idaho!

The University of Idaho Strategic Enrollment Management Division assists students academically and financially to pursue their educational goals. We believe that learning never stops. University of Idaho can help learners continue their education face to face, online, while in high school, as a next step from secondary school, or for professionals who wish to continue to advance their education.

uidaho.edu/sem | 208-885-1676 | sem@uidaho.edu

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Welcome to Strategic Enrollment Management

I am so pleased that you have chosen to join the Vandal family and the Strategic Enrollment Management (SEM) Division. You are embarking on what will be a challenging but also rewarding opportunity. Our mission is quite simple. We serve students. Working with students may bring complexities that factor into how we serve them. But as long as our “north star” is focused on how to best serve students you will be incredibly successful.

Enrollment management is all about serving students. We recruit students to the U of I and provide exceptional support so that they can be successful. Some learners will be traditional learners coming from high school while others may be transfers, military students, students who come from the other side of the planet and different cultures. Our offices may have different objectives such as processing applications, helping students find internships, financing their education, or maybe assisting with immigration policies. However, we are ultimately helping students gain a college degree, certificate or micro-credential. Your job duties are most assuredly to serve students to the best of your ability. It is a noble cause – thank you for your interest to serve.

I truly enjoy serving our students at the University of Idaho. You are undertaking the next step in your career that can also be very satisfying. You will work side by side with an amazing team. You will meet phenomenal students from around the country and world that I am sure you will enjoy getting to know and learn from. I hope you embrace that opportunity.



Welcome to the University of Idaho and to the SEM division. If there is anything that I can do to assist you in serving our students, please let me know. I look forward to meeting you soon.

Cheers, and Go Vandals!

A handwritten signature in blue ink that reads "Dean R. Kahler". The signature is fluid and cursive.

Dean R. Kahler
Vice Provost, Strategic Enrollment Management

About Dr. Dean Kahler, Vice Provost for Strategic Enrollment Management

Dean R. Kahler currently works for the University of Idaho as the Vice Provost for Strategic Enrollment Management. He has worked with Navitas Ltd. where he established a Pathway Program for international students. During his career he has provided leadership for a wide variety of offices to support student success.

Dean has a Ph.D. and a M.P.A. from Southern Illinois University. His undergraduate degree in Sociology: Criminal Justice was received from Winona State University. Dean has served on various professional committees including SACRAO's Editorial Journal Review Board, the Arkansas, AACRAO's Admissions Policies and Practices Committee and was President for KACRAO (Kentucky). He has served on the Board of Directors for the EAST Initiative since 2015 and serves on the Ruffalo Noel Levitz Advisory Board. He has traveled and presented around the world and written on various topics throughout his career in higher education

University of Idaho Information

Mission, Vision, Values and Guiding Principles

Our Mission

The University of Idaho will shape the future through innovative thinking, community engagement and transformative education.

The University of Idaho is the state's land-grant research university. From this distinctive origin and identity, we will enhance the scientific, economic, social, legal and cultural assets of our state and develop solutions for complex problems facing our society. We will continue to deliver focused excellence in teaching, research, outreach and engagement in a collaborative environment at our residential main campus in Moscow, regional centers, extension offices and research facilities across Idaho. Consistent with the land-grant ideal, we will ensure that our outreach activities serve the state and strengthen our teaching, scholarly and creative capacities statewide.

Our educational offerings will transform the lives of our students through engaged learning and self-reflection. Our teaching and learning will include undergraduate, graduate, professional and continuing education offered through face-to-face instruction, technology-enabled delivery and hands-on experience. Our educational programs will strive for excellence and will be enriched by the knowledge, collaboration, diversity and creativity of our faculty, students and staff.

Our Vision

The University of Idaho will expand the institution's intellectual and economic impact and make higher education relevant and accessible to qualified students of all backgrounds.

Exceptional research universities such as the University of Idaho prepare their students not just with today's knowledge but also with the ability to discover new knowledge, solve novel problems, lead and construct the future. We educate students at the undergraduate, graduate and professional levels to meet the needs of Idaho and the world. We improve lives by creating knowledge and impact through our research, scholarship and creative activity.

As Idaho's land-grant university, U of I will maintain its current leadership in research and engagement with Idaho communities. Putting new knowledge into action requires persistent growth in creating and executing ideas that matter. We will continue to provide leading graduate and professional education including enhanced production of doctoral, masters and professional degrees. The University of Idaho will become a Carnegie R1 (Highest Research Activity) institution known for excellence in our areas of strength and recognized for interdisciplinary research.

U of I will serve any qualified student by providing access to the unique educational experience that a research university affords. The university will enroll a mix of resident and nonresident (including international) students at the graduate and undergraduate levels. Our resident students will represent a cross-section of Idaho in ethnic, socioeconomic and demographic terms. Education at U of I is not simply the transmission of knowledge but is also the preparation for students to become problem solvers and lifelong learners. This is why we augment discipline-specific learning with a strong foundation in the liberal arts.

The university will excel in student success as measured by the transformative educational experience and the achievement of student learning outcomes; and by readily quantifiable measures such as high retention and graduation rates, employment/career outcomes for students, other measures of student engagement and learning to include the National Survey of Student Engagement (NSSE) and internal measures. The university will engage and lead across the state in an effort to help Idaho achieve its goal of 60% postsecondary education attainment. To achieve this goal, U of I undergraduate enrollment and

graduates will increase 50% over current levels. The university will be a purpose-driven organization, a vibrant intellectual community that attracts, retains and develops great faculty and staff. We will achieve this outcome by using our existing resources effectively, generating additional resources and improving our physical and professional environment

Our Values

Excellence

Individual commitment to excellence is central to the values we promote. We value the purposeful pursuit of knowledge that improves our communities and prepares us for a lifetime of service. We believe in a culture of leadership and promotion of excellence that passionately educates those seeking knowledge and celebrates success when that knowledge is applied to address societal challenges.

Respect

Central to our productivity and morale is a climate that is considerate and respectful. The University of Idaho is an extensive and diverse community of people from varied backgrounds and beliefs. We welcome the viewpoints and contributions of everyone in our community. We believe that an institution is only as strong as its ability to include diverse perspectives that critically contribute to the University of Idaho's mission.

Integrity

We believe that adherence to and a shared understanding of ethical principles is necessary for effective collaboration within an educational community. The University of Idaho is committed to internal congruence as well as openness and transparency in decision-making and leadership.

Perseverance

The University of Idaho is a community that is brave and bold in our pursuit of higher aspirations, always pushing to offer the best opportunities and environment for our students, faculty, staff, and community. We are confident in our ability to succeed and have demonstrated long-term discipline to achieve our goals.

Sustainability

We embrace our personal and social obligation to ensure the sustainability of our future. For this community, ensuring a sustainable healthy lifestyle is part of a comprehensive desire to acknowledge stewardship of the natural environment to human interactions and well-being.

Our Guiding Principles

Each person at U of I brings their own experiences, their own stories, their own perspectives. Each is valid and adds to the dynamic environment of our public university.

Open communication and the exchange of ideas are foundational to how we engage as Vandals.

The University of Idaho:

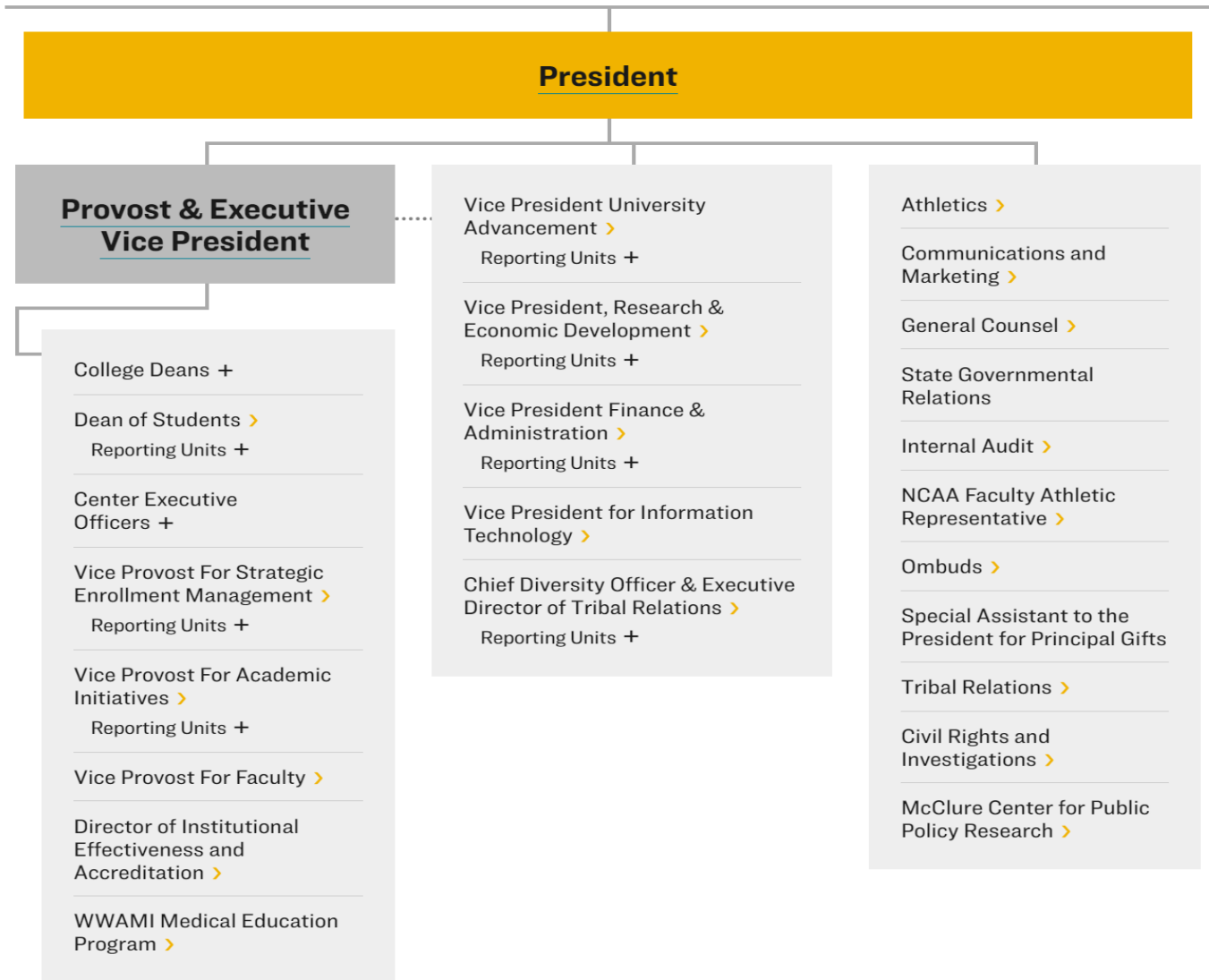
- Welcomes and respects all people;
- Supports the free and open exchange of ideas and civil discourse;
- Believes in the unfettered pursuit of knowledge;
- Provides the tools and practice to think critically;
- Affirms democracy and our basic commitments to its fundamental principles;
- Encourages civility in the resolution of conflict, supports peaceful demonstration and condemns violence as a means of expressing beliefs;
- Nurtures an environment for all Vandals to succeed.

University Organizational Chart

Below is a snapshot of our University Organizational Chart. To interact with the chart and see more detailed reporting units visit this site: [University Organization Chart - University of Idaho \(uidaho.edu\)](http://uidaho.edu)

Board of Regents, State Board of Education

University of Idaho



Shared governance is enabled as the following groups interact with offices through the fabric of the University

- [Associated Students University of Idaho >](#)
- [Faculty Senate >](#)
- [Graduate and Professional Students Association >](#)
- [Staff Council >](#)
- [Student Bar Association >](#)

University of Idaho Foundation

The UI Foundation operates in a liaison relationship through the office of Vice President for University Advancement

University Leadership Team

We have friendly and approachable leadership. If you see them on campus, you should introduce yourself! They always like to meet the newest members to the Vandal Family! To see a full description of all leadership including a list of the college deans visit this page: [University Leadership - University of Idaho \(uidaho.edu\)](http://University Leadership - University of Idaho (uidaho.edu))



Scott Green
University President



Torrey Lawrence
Provost and
Executive Vice President



Dan Ewart
Vice President,
Information Technology



Brian Foisy
Vice President,
Finance and Administration



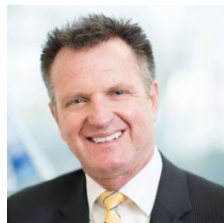
Mary Kay McFadden
Vice President,
Advancement



Chris Nomura
Vice President, Research and
Economic Development



Blaine Eckles
Vice Provost,
Student Affairs & Dean of Students



Dean Kahler
Vice Provost,
Strategic Enrollment Mgmt.



Diane Kelly-Riley
Vice Provost,
Faculty



Ken Udas
Vice Provost,
Digital Learning



Gwen Gorzelsky
Vice Provost,
Academic Initiatives

Strategic Enrollment Management Leadership

The SEM Executive Team is comprised of the leadership in SEM. This groups meets twice per month to discuss strategic planning and ensure all departments communicate and coordinate planning.



Dean Kahler
Vice Provost Strategic Enrollment Management



Randi Croyle
Director of Financial Aid



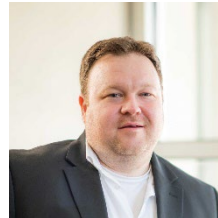
DeLaina Storhok
Director of Admin and Fiscal Operations, SEM



Jason Nierman
Director of Military and Veterans' Services



Chris Cook
Executive Director Admissions and Recruitment



Eric Anderson
Interim Director of Career Services



Jenny LeBeau
Executive Director Student Success Initiatives



Dana Brolley
Director International Student Services (IPO)



Lindsey Brown
University Registrar

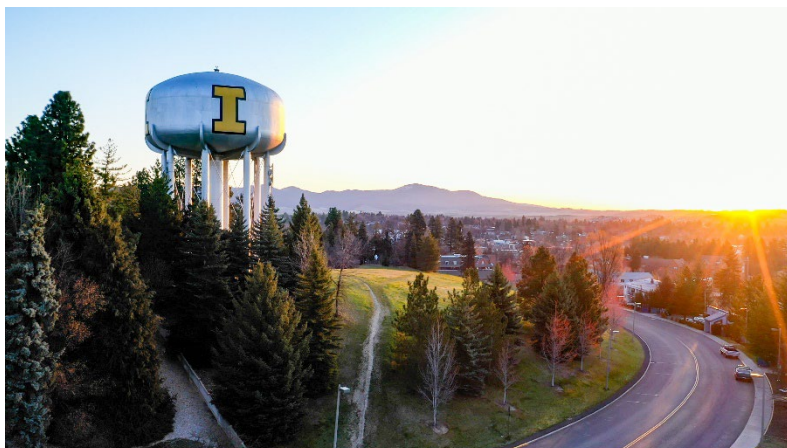
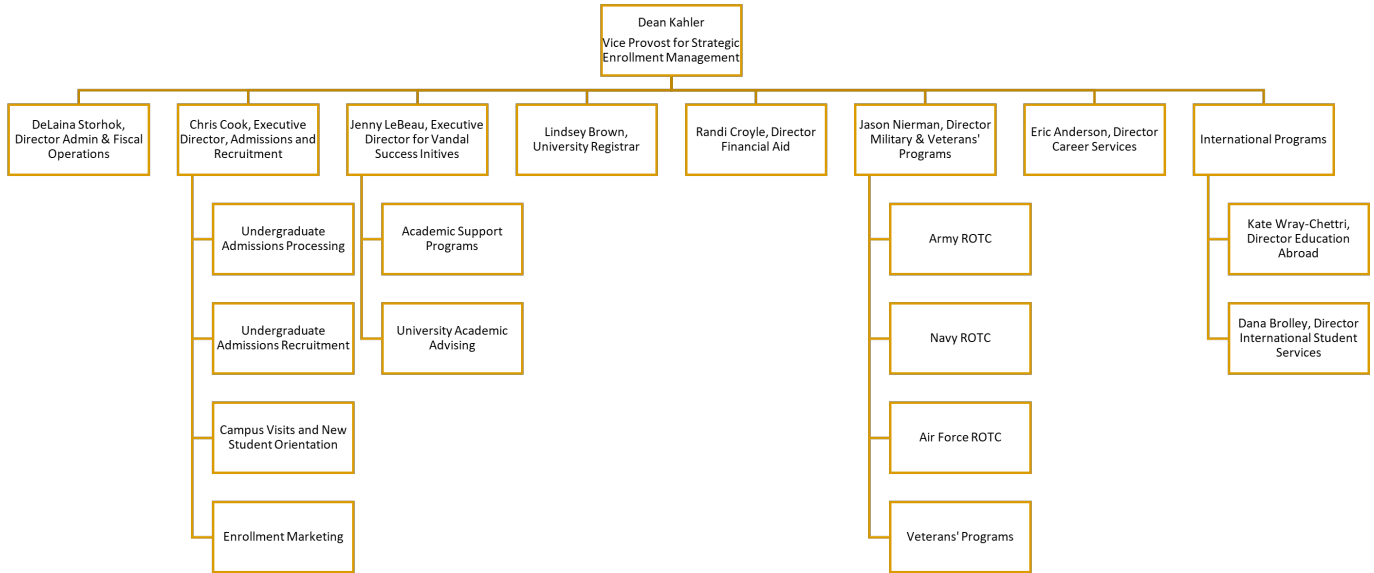


Kate Wray-Chettri
Director Education Abroad (IPO)

SEM Organizational Chart

Strategic Enrollment Management encompasses 8 different departments at the University of Idaho. Financial Aid, Registrar's Office, Admissions/Recruitment/Campus Visits, and the main SEM suite are all located in the Bruce M. Pitman Center.

Take a look at the SEM website to find information about all our departments/reporting units: [Strategic Enrollment Management \(uidaho.edu\)](http://StrategicEnrollmentManagement.uidaho.edu)



SEM Department Contact Information

Strategic Enrollment Management Office

sem@uidaho.edu

208-885-1676

University Advising Services

advising@uidaho.edu

208-885-6300

Academic Support Programs

asp@uidaho.edu

208-885-1021

Admissions

admissions@uidaho.edu

208-885-6326

For International Admissions:

admintl@uidaho.edu

Career Services

careerservices@uidaho.edu

208-885-6121

Financial Aid

finaid@uidaho.edu

208-885-6312

International Programs Office

ipo@uidaho.edu

208-885-8984

Military and Veteran Services

veterans@uidaho.edu

208-885-7989

New Student Orientation

orientation@uidaho.edu

208-885-7058

Office of the Registrar

registrar@uidaho.edu

208-885-6731

ROTC

Army ROTC

armyrotc@uidaho.edu

208-885-0215

Navy ROTC

navyrotc@uidaho.edu

208-885-6339

Air Force ROTC

Afrotc.det905@wsu.edu

509-335-3547

Strategic Enrollment Management Finance Team

The SEM Finance Team provides consistent, efficient, and accurate financial services to all departments and employees in the SEM division. Our team strives for excellence in service and our commitment to the University of Idaho. We are happy to help and look forward to working with you on your finance and search related activities.

Each team member is responsible for providing a variety of services to multiple departments. Services include: Budget reporting, Financial transaction approvals and processing, Purchasing card assistance, Chrome River assistance, EPAF processing and support, assistance with PeopleAdmin actions and search coordination.

Please get to know your SEM Finance Team member who will be your primary contact: [SEM Financial Services | University of Idaho \(uidaho.edu\)](#)

DeLaina Storhok, Director of Admin and Finance Operations
Assistant to the Vice Provost
Equal Employment Opportunity/Affirmative Action Coordinator (EEO/AAC) for SEM
delainas@uidaho.edu

*Provides overall financial/budget management and oversight, reporting, planning for budgeting and funding as well as hiring coordination.

Rebecca Sorenson, Budget Specialist, SEM
rlatshaw@uidaho.edu

*Primary contact for SEM Suite, Academic Advising, Academic Support Programs, Military & Veterans' Programs

Valerie Hutchinson, Admin Financial Specialist, SEM
vhutchinson@uidaho.edu

*Primary contact for supports Student Financial Aid Services and International Programs Office

Jeff Senkevich, Admin Financial Specialist, SEM
jsenkevich@uidaho.edu

*Primary contact for Admissions Processing/Admissions Recruitment and Registrar

Erika Schirmer, Admin Financial Specialist
eschirmer@uidaho.edu

*Primary contact for Career Services and broader SEM support

Mandi Jo Roberts, Administrative Assistant
Army ROTC
ramanda@uidaho.edu

Leonard Johnson, Administrative Assistant
Navy ROTC
lwjohnson@uidaho.edu

Lauren Smith, Administrative Assistant
Student Success Initiatives (ASP and Advising)
lesmith@uidaho.edu

Getting Settled at Work

We are very excited to have you join our Vandal Family. You will work with your supervisor to complete this checklist and other information that may be necessary.

Please also visit these websites for more information:

[Employee Onboarding - Human Resources | University of Idaho \(uidaho.edu\)](#)

[Article - New Employee Guide \(uidaho.edu\)](#)

ON YOUR FIRST DAY (OR TWO OR THREE)

Your first task is to fill out your new employee paperwork and I-9 paperwork. HR is located at [415 W. 6th Street, Moscow](#), next to the Taco Time. You must do this in person. Processing will take a few days but once completed, HR will issue you a Vandal ID # that will allow us to enter you into the system. If possible, please do this before your first day.

This is a crucial first step. You cannot do the other things on the list until you have an active job in the system.

Meet with your SEM Finance team member and supervisor to request the following (if they apply to you):

- Parking Permit [Parking and Transportation Services \(uidaho.edu\)](#) more information later
- Request your VandalCard [Service - Vandal Card \(uidaho.edu\)](#)
- Office/building access (check with your supervisor)
- Request your NETID and login (your supervisor will assist with this)
- Setup up your campus directory information here: [Online Survey Software | Qualtrics Survey Solutions](#)
- Request for Shared folder access – Department specific
- Request business cards/office signs/name tags
- Request UI Purchasing Card
- Request cell phone stipend
- Request Driver's Record Check
- Request for Office furniture/specific supplies

DURING YOUR FIRST WEEK

- Getting Acquainted
 - _____ Meet with supervisor to discuss job description & expectations.
 - _____ Introductions to Team & Building Tour
 - _____ Discuss Weekly Schedule
 - _____ Review Organizational Chart
- Safety
 - _____ Emergency Response Plan, Reference Guide, Evacuation Map, Phone Tree, etc.
 - _____ Provide emergency contact numbers for department safety plans
 - _____ Vandal Alert Information
- Complete Training Courses – See an overview of available training courses under Training/Professional Development
- Visit the Benefits Website to view benefit information and register for Benefits Orientation: [uidaho.edu/human-resources/benefits](#)
- Review Faculty/Staff Handbook: [uidaho.edu/fsh](#)
- Administrative Procedures Manual: [uidaho.edu/apm](#)

DURING YOUR FIRST MONTH

- Log into Vandal Web after EAPF (Electronic Personnel Action Form) is complete to set up the following:
 - W-4 Form & Direct Deposit
 - Update personal information
 - Hourly employees - make comp time election (must be done w/in 30 days of start date!)
 - Make benefits selections through MyBenefits Portal
 - Enter time (if applicable)
- Meet w/the appropriate member of the SEM finance team for Chrome River and appropriate finance training, etc.
- Sign up for employment related campus groups and list-serves (UI Register, MyUI, other position specific memberships)
- Review the University's Mission, Strategic Plan
- Learn the University of Idaho songs
- Familiarize yourself with campus

SEM Branding

In order for Strategic Enrollment Management to build a strong brand on campus and in the community, it is essential for all divisions to follow branding guidelines. If everyone works together, we will enhance the image of each department as well as the overall image of SEM at the UofI.

When each department uses the SEM logo it creates awareness of what SEM does and how imperative the division is to the UofI student experience.

To read more about the UofI branding and to see a full set of logos and templates visit this site: [Brand Resource Center Toolkit - University of Idaho \(uidaho.edu\)](#)

Once you have access to your email you can set up your UofI signature here: [Email Signature Generator - U of I Brand Resource Center \(uidaho.edu\)](#)

The logo options depend upon what unit you are in within SEM. They are all available on the Brand website listed above.

SEM Dress Guidelines

This work environment is one where you will be expected to work cooperatively with others as a professional member of the team. The purpose of the SEM dress attire and personal appearance standards is to present a professional, fresh and neat appearance and to assure safe and sanitary working conditions.

All employees should follow guidelines set forth in this document and endorsed by their supervisor. Exceptions can be made, upon supervisor approval, if an activity or event warrants a deviation from this guideline. All employees should use discretion in wearing attire that is appropriate for the office and maintain good personal hygiene habits. Please also be aware that some people you are working with or interacting with, may have sensitivity to odors or perfumes.

These are the following attire guidelines for SEM:

- Clothing that is unclean or visibly ripped, torn or frayed should not be worn.
- Midriffs, backs, torsos, sides, upper thighs and all under garments should be covered.
- Clothing that exposes or reveals under garments should not be worn unless layered under another item that covers the under garments.
- Pajamas or other clothing that could be considered sleepwear should not be worn.

- Clothing, hats, buttons or other attire with logos or words that could be considered offensive or disparages any group or individual person is prohibited. Additionally, please limit any college or university logos to University of Idaho only.
- Jeans that are neat, untoned, without holes or frays, may be worn occasionally when appropriate.
- Employees are encouraged to wear Vandal gear or Vandal colors on Fridays throughout the year.

Attire Guidelines for Temporary and Student Employees

In compliance with the professional expectations of this unit, temporary and student employees are required to dress appropriately on a daily basis. The guidelines listed above apply. Jeans are acceptable for student employees.

Other Helpful Information

The “EPAF”

An “Electronic Personnel Action Form” (EPAF) is created for your position and travels to several departments for examination and approval before being applied to Banner (UI’s administrative system). Once your EPAF is processed (applied), you become an “official” UI employee. Almost everything at the UI is dependent on your EPAF. You will need a processed (applied) EPAF to be paid, to access VandalWeb, to sign up for training, and to access other programs necessary to do your job.

Vandal Card

The Vandal Card is the official employee ID card for staff, faculty, and affiliated persons. Vandal Cards are used over two million times per year for many purposes on campus. It provides access to numerous events and facilities including athletic events, recreational facilities, the Student Health Center, and the library. Many locations use it for door access. It is used to obtain financial aid checks. Vandal Cards have expiration dates so be mindful of that date or you may not have access to buildings, labs etc.

Vandal Alert

Vandal Alert is an institution-wide emergency notification system, and all students, staff and faculty are automatically enrolled. If the Vandal Alert system is activated by the university, you are contacted through phone numbers and email addresses that you have previously provided to the university with a short message about the emergency. Included in the message will be a brief description of the emergency and any actions you need to take, as appropriate. Visit <http://www.uidaho.edu/public-safety-and-security/emergency-management/vandal-alert> for more information on Vandal Alert, including how to update your contact information.

Vandal Web

Employees can use VandalWeb to update information specific to their personal and work addresses and phone numbers, set up Vandal Alert notifications, name changes, benefit elections (open enrollment) and complete their time/leave reports as well as other information depending on their position requirements.

VandalWeb is available from any computer with internet access.

How to Login

From your internet browser (ex. Firefox, Internet Explorer, or Chrome) go to <https://vandalweb.uidaho.edu>. You will be asked to enter your UI NetID and password. After

successfully logging in you will see a personalized menu based on your affiliation with the university and job requirements. You may see the following sections/options:

Office/Building Access

Access is granted for the locations on the Moscow campus. Some buildings that house SEM departments use VandalCard access and others may use physical keys (or both). Access is typically requested through a “key request” form on the UI website or through a request with a local/building “gatekeeper”. Speak with your SEM finance team member or your supervisor for assistance with requesting accesses.

Parking Permits

Many people learn the hard way that parking at the UofI Moscow campus can be tricky. So, your first stop, once you have your Vandal #, might be to the Parking Office to get a parking permit. Go here for a campus parking map: [Parking Map \(uidaho.edu\)](#). The Parking Office is located at [1006 Railroad St., Moscow](#) or online here: [Parking and Transportation Services \(uidaho.edu\)](#). You can purchase a permit online or in person!

You will have four permit options: 1) Gold, most expensive but closest to buildings; 2) Orange, next most expensive and a little farther away from buildings; 3) Red, mid-range and mid-way away from buildings; 4) Blue, cheapest and farthest away.

If you start work in the summer months, before the start of the next academic term, you do not have to purchase a permit right away. You may park on campus in any lot that is not Gold or Green. You will need to purchase your permit before the start of fall term.

UI Purchasing Card

The Purchasing Card program provides a business-related travel card that reduces the use of personal funds for those employees who are traveling on behalf of the University. SEM recommends cards for director level positions and those who will be frequently traveling. If your role will not require a purchasing card, general operational purchases can be coordinated with your administrative support contact. Please see the Accounts Payable website for more information/training. Return completed applications to your SEM finance team member.

Time & Attendance

To access your Timesheet, you will go to Vandal Web, [vandalweb.uidaho.edu](#). That is a personalized page for you and has a lot of your employee information. All employees have a timesheet. Discuss with your supervisor what classification you are and how that impacts what you will need to fill out on the timesheet.

Here is an instruction link on how to complete your timesheet: [instructions link](#).

- Classified/hourly employees
 - Report actual time in/out. Round to nearest 15 minutes.
 - Employee is not paid on time if time sheet is not submitted and approved by deadlines.
 - Vacation requires written pre-approval from supervisor.
 - Overtime requires documented pre-approval. Employees will select each calendar year an option to either accrue comp time or receive a payout at the time overtime is earned. Hours are calculated at 1.5 time over 40 hours per week worked.
 - Flex schedule within workweek is allowable (Sunday through Saturday) if approved
 - Regular flex schedule—complete Flexible Work Arrangement form. [See FSH 3250](#).
- Exempt/contract employees

- Report absences on electronic time sheet. If there are no absences, you do not need to submit a time sheet.
- Time out requires written pre-approval (vacation) or notification (sick) to supervisor.

Supervisors are responsible for approving the timesheets/leave reports of the employees they supervise, [instructions link](#). It is recommended that supervisors have an approval proxy assigned for times you are unable to approve hours. This should be arranged in advance with the proxy and outline details of employee's hours that are being approved. Assign a proxy [instructions link](#), page 11.

Here are a few handy links with additional information:

Timesheet/Leave Report Access

<https://vandalweb.uidaho.edu>

Payroll Services: Web Time & Leave Entry Guides

<http://www.uidaho.edu/human-resources/payroll/time-and-leave-entry>

FY Payroll Approval Deadlines

<http://www.uidaho.edu/human-resources/payroll/payroll-calendars>

Leave/Overtime Request Form

<http://www.uidaho.edu/human-resources/payroll/forms>

Business Travel

Planning Travel

- You must obtain authorization to travel prior to purchasing travel accommodations or any registration. Once you have approval from your supervisor, create a Travel Pre-Authorization request with the trip details and budget estimate in Chrome River and submit for approval.

Traveling Guidelines

Please be sure to review the accounts payable website with detailed information and updated policy:

[Accounts Payable - Division of Finance and Administration | University of Idaho \(uidaho.edu\)](#)

- Airfare
 - Lowest price fare, one checked bag allowed.
 - Travel insurance is not allowable, do not purchase for your trips
- Lodging
 - To qualify for lodging, you must be staying at least 50 miles away from the office
 - Select lodging with reasonable rates based on the nature of your business
 - Request ST-104 from your administrative support contact and sign before your trip (maybe required by the hotel at check in for in-state tax exemption).
- Transportation
 - Personal vehicle: Fuel is not allowable on your purchasing card. You will be reimbursed for mileage at 62.5 cents per mile (or current state rate)
 - Rental vehicle: Use your purchasing card to ensure liability insurance. You may not purchase additional insurance for non-UI employee drivers or passengers.
 - You must use the UI contracts for a rental vehicle, information is found here: [Transportation - Travel Services | University of Idaho \(uidaho.edu\)](#)
 - Taxi: Fare can be purchased on UI purchasing card. Total amount should not include tip (this is included in the per diem rates) unless it is charged automatically by the vendor. Receipt is required for purchasing card purchases, but receipts are not required if purchased on personal card and under \$75.00.
 - Motor pool: If you travel using a motor pool vehicle, you may purchase gasoline using your purchasing card.
- Per Diem: This is a fixed amount including meals, beverages, and gratuities based on location and meals of your travel and meals provided by event or conference you attend.
- Registration: Please check your conference or event registration details because you are not allowed per diem for meals provided. Social events are also excluded from your per diem.

- Miscellaneous Expenses: Do not use your purchasing card to purchase personal items. Personal items are not eligible for reimbursement.
- Promotional Meals: If possible, avoid purchases on your purchasing card that includes Idaho sales tax without prior approval.
 - An EEA Form or entertainment expense approval form is required in most circumstances. Please work with your SEM finance team member regarding this approval.
- Discuss potential overtime for hourly staff while traveling – time must be approved prior to traveling

Returning from travel

- Upload original receipts via Chrome River SNAP app or via pdf file upload to your Chrome River Receipt Gallery account
- Submit travel expense reports and receipts within two weeks of return. Please assign your SEM finance team member as the GL approver for the report.

Cell Phone Stipend

Some departments in SEM will allow a cell phone stipend based on university guidelines please take all of the following into consideration when requesting/approving cell phone allowances.

- The employee must demonstrate a valid business reason for receiving the stipend.
- The employee must provide a recent copy of their mobile phone billing statement to substantiate their actual expenses in maintaining the mobile device. In no circumstances should the stipend amount exceed the monthly expense as provided on the billing statement.
- Please return the completed request form (with director's approval) to your SEM finance team member: uidaho.edu/finance/controller/accounts-payable/ap-forms

Driving for UI Business Purposes

If you anticipate traveling for business purposes and will be renting a vehicle or using a UI motor pool vehicle you will be required to complete a driver's record check in addition to completing Environmental Health & Safety's Defensive Driving course and completing a vehicle use agreement form prior to traveling.

If licensed in the state of Idaho, you will need to complete the driver's record check request form so we are able to request and review your Idaho record. If licensed outside of the state of Idaho, you will be responsible for requesting your record from the licensing state and submitting a copy with the records request form. Depending upon the department, reimbursement for this expense may be allowable, please submit an expense report in Chrome River.

Record checks are valid for three years and need to be renewed at that time completing the same forms. The training course is valid for five years and needs to be taken again following that time.

Please work with your SEM finance team member to complete your certification.

Office Furniture/Supplies

Offices will typically be set up with the necessities. If you need additional supplies or a change of furniture/equipment, please check with your SEM finance team member before purchasing new items. Some items may be available already.

Training/Professional Development

In the first few weeks you will learn what systems on campus you need to have access to. You will take those trainings and get access to those systems as you complete the trainings. Some common systems are Banner, Chrome River, People Admin, Argos and Zoom. Additionally, your unit may have their own systems to support

their specific work. This takes time to get access to all of these things, so work with your supervisor to make sure you are getting the trainings you need and access to the correction modules.

Additionally, we have annual mandatory employee training. It is usually better to just get these done as part of your new employee onboarding. You should receive an email within the first 2 weeks of your employment with these trainings.

UI Required Training Courses

University Wide Work-Related Training

These training courses listed are required training for all University of Idaho employees including faculty, staff, and student employees and are available through Canvas. As a new employee you will receive an email with login instructions to complete training upon hire. For any questions specific to the training please contact Professional Development & Learning at 208-885-2323.

UI work related training must be completed within 30 days for new hires and must be completed annually.

Supervisor Training Modules

All supervisors at the University of Idaho are required to take the Supervisor Training Modules. A supervisor is defined as “anyone supervising (having authority to undertake or recommend a tangible employment action and/or direct an employee’s work activities) an employee, but include department and program heads (e.g., Principal Investigators) even if they do not supervise people directly. An employee is defined as anyone receiving compensation for work performed including temporary employees and work study students.” The modules are also available as optional training opportunities for those not in a supervisor role. All training in this section must be completed by supervisors within 30 days of their start date or within 30 days of taking on a supervisory role. Please use this link to access the trainings: [Supervisor Training - Employee Development and Learning \(uidaho.edu\)](http://uidaho.edu)

Banner Training

If Banner access is necessary for your new position, you need to take the Banner Navigation training online after your Electronic Personal Action Form (EPAF) has been processed. Upon completion of this course, you can sign up for specific module trainings specific to your position. Below are brief overviews of each course and what will be covered. To register for classes please visit the Banner Training Portal using your Net ID and password.

Banner Navigation: This is an online training course that will take you through FERPA and Idaho Code Considerations as well as general navigation tools throughout all modules of Banner and is a required course prior to completing any module training courses.

Additional training is available in the Student, Finance, and Human Resource modules if your job responsibilities require access to this information. Please work with your supervisor to determine what Banner trainings are needed. You’ll go to the [Banner Training Portal](#) to register for classes (Register for classes).

Additional Training

Purchasing Cared Program and Travel Expenses Training

This training course is required before an employee can become a purchasing card cardholder or a purchasing card record keeper. The training is available online after an employee’s EPAF has been applied to the system. The training covers the responsibilities of both the cardholder and the record keeper as well as the policies associated with use of the card for travel and purchasing. For any questions specific to the training please contact your SEM finance team member.

Search Committee Training

This is a required course for all individuals that serve on a UI search committee. The online training includes Search Committee Training and Managing Unconscious Bias in Recruitment and Hiring. The training is valid for 3 years and will need to be re-taken at that time. For questions, please contact DeLaina Storhok at delainas@uidaho.edu.

Professional Development Training

[Employee Development & Learning](#) offers a variety of workshops and training sessions throughout the year. A list of current opportunities can be found on their website with additional information on registering for the courses. For any questions specific to these trainings please contact Professional Development & Learning at 208-885-2323.

PCI Compliance Training

This is a required course for all employees that are involved with the acceptance or processing of credit card payments. It is a short online course that you will receive an email with login instructions to complete training once it has been determined by your department that the position requires the course. This course will discuss best practices/processes for accepting secure credit card payments. For questions, please contact DeLaina Storhok at delainas@uidaho.edu.

Environmental Health & Safety Training

Additional Training: (Most courses are optional, but others may be required depending on the expectations of your individual position)

You may register for these courses through [GoSignMeUp](#).

Defensive Driving Course: This is an online training required if employees, students, and volunteers plan to drive UI owned vehicles or rentals vehicles while on official UI business. During this training they will review policies also included in the Administrative Procedures Manual (APM 05.08). In addition to the training a driver's check and Vehicle Use Agreement must be completed prior to the travel. Training in this area will need to be completed every five years to remain eligible to drive.

Safety Matters: This online course is recommended for all employees of the university and will cover general information about safety policies, procedures, and programs that all employees should know and follow to ensure a safe and healthy work environment is maintained for both themselves and others. The information is intended to help you recognize hazards and use safe work practices to avoid accidents and protect yourself and others from being injured.

Office Safety: This online course is recommended for those individuals that work in an office and will provide information on hazards that may be encountered when working in administrative areas including ergonomic stress, hazard communication, bloodborne pathogens and electrical safety.

VandalStar

Vandalstar is UI's retention and advising tool for student support. There are multiple types of access (roles) within VandalStar, some require Banner Navigation and Student module access. Reach out to vandalstar@uidaho.edu to request access and training. The VandalStar team will work on connecting you to the correct role in the program for your needs.

Navigating Moscow

Housing

You will quickly learn that housing in Moscow is a hot topic. Demand is always higher than supply. Many people choose to rent for a bit before buying but even the rental market is in high demand and depending on the time of year, it can be hard to find housing.

Below is a list of property management companies and Realtors in Moscow.

Property Management

Alliance Home Management
<http://www.alliancehomemanagement.com/mh/?property-type=rental>
Phone: 208- 874-7403

Kestrel Property Management
<https://www.kestrelpm.com/>
Phone: 208-997-3110

Palouse Properties
<https://www.palouseproperties.com/>
Phone: 208-882-6280

Palouse Rentals
<https://palouserentals.com/index.html>
Phone: 208-882-4498

Welcome Home Property Management
<http://www.welcomehomepm.com/>
Phone: 208-882-8391

Coldwell Banker
<https://www.cbtmoscow.com/>
Phone: 208-882-0800

Kestrel
<https://www.kestrelrealtygroup.com>
Phone: 208-310-7553

Latah Realty
<https://latahrealty.com/>
Phone: 208-883-1525

Moscow Realty
<http://moscowrealty.com/?ch=944&cw=940>
Phone: 208-882-5531

Story Real Estate
<https://storyrealestate.com/>
Phone: 208-874-0044

RE/MAX
<https://www.homesinmoscow.com/>
Phone: 208-883-9700

Team Idaho
<https://www.teamidahorealestate.com/>
Phone: 208-882-9500

Post Offices

USPS Downtown Location: [220 E. 5th St.](#)

We also have a UPS Store at [676 Pullman Rd.](#) and a FedEx Store in the Eastside Marketplace at [1420 S. Blaine St.](#)

Grocery stores

Safeway
1320 S. Blaine St.

Rosauers (Also includes Huckleberry's Natural Market which has a lot of organic products)
411 N. Main St.

Winco
1700 Pullman Rd.

Walmart
2470 W. Pullman Rd.

Moscow Food Co-Op
121 E. 5th St.

Hidden gems: Phung-Mart (317 W. 6th) is an Asian food grocery and Chaat Bazaar (Eastside Marketplace) specializes in Indian groceries. Both have limited hours but are great for unique items.

Things To Do

Moscow has a little bit for everyone! This area is well known for its access to outdoor activities and our walkable downtown and Saturday Farmer's Market are both famous. The area, the Palouse, is a distinct landscape, and it boasts the celebration of all four seasons, so you will never run out of things to do.

For a great guide on activities, dining and shopping check out the Moscow Chamber of Commerce site: <https://visitmoscowid.com/>

Highlights on the To-Do List:

Saturday Farmer's Market, 8 am to 1 pm
May through October
Downtown on Main Street between 3rd and 6th

Lionel Hampton Jazz Festival
End of February annually
Uofl Campus

Rendezvous in the Park – three-day music and arts festival
Annually in the Summer (dates vary)

East City Park

Lentil Festival – a festival to celebrate lentils, and world-famous lentil chili, what more could you want!
Usually the end of August (dates vary)
Pullman, WA

Latah County Fair
Early September

Don't forget all the sporting events, football, basketball, tennis, volleyball, etc.

You won't be bored in Moscow!

Latah County Fair Grounds
1021 Harold Ave.

Play a round of golf at the University of Idaho Golf Course
1215 Nez Perce Dr.

Take a walk through the University of Idaho Arboretum
1200 W. Palouse River Dr.

Hike Moscow Mountain

Hike the Elk Creek Falls trail and swing by the town of Elk Creek after for some huckleberry ice cream.

Go camping at Dworshak State Park and Reservoir

Rent from the Uofl Outdoor Rental Center; rafts, canoes, kayaks, backpacks, snowshoes and more.

Dining

After doing all that fun stuff, you need to eat, and we have you covered.

For a more complete list, check out the Eat & Drink site: <https://visitmoscowid.com/eat-and-drink/>

Thirsty?

Hunga Dunga Brewing Company
333 N. Jackson St.
Brews and serves their own beer. Also has wine and a great chef who grills up some unique menus.

One World Café
533 S. Main St.
Sit inside on a cozy couch or sit outside for prime people watching. They also have live music sometimes.

Breakfast/Brunch:

This is an event in Moscow on the weekends. Grab some friends or family and sip coffee downtown while you wait for a table. Usually a bit of a wait, but worth it.

Moscow Bagel & Deli
310 S Main St
Delicious and unique steamed bagel sandwiches in the heart of downtown Moscow.

The Breakfast Club
501 S. Main St.
The Breakfast Club is another Moscow institution. Classic breakfast offerings and famous for their Vandal Hot Sauce.

A little something for everyone:

Gambino's
308 W. 6th St.
Italian and family friendly. Also has a nice bar.

Humble Burger
102 N. Main St.
Exactly as it says, it's burgers and fries but of the best kind.

Iron Wok
2010 S. Main St.
Chinese

Karma Indian Cuisine
Eastside Marketplace
Indian

La Casa Lopez
415 S. Main St.
Stop by on
Wednesdays for two for one margaritas.

LocoGrinz Hawaiian
BBQ
113 N. Main
Mad Greek
212 S. Main St.

Patty's Mexican Kitchen
450 W. 6th St.
Only open in the warmer months. Close to campus and open for lunch and dinner. There is nothing like a summer day for lunch at Patty's.

Need something for a date night, or just make a Tuesday night feel special:

Lodgepole
106 N. Main St.

Maialina Pizzeria
602 S. Main St.

Nectar
105 W. 6th St

Shopping

Check out some of the fun shops below. One thing to learn about shopping in Moscow, if you are looking for something specific, make sure you plan ahead. It always seems that the one thing you need in a hurry no longer exists in the entire town!

Ampersand Oil & Vinegar Tap House
519 S. Main St.

Book People of Moscow
521 S. Main St.

Hyperspud Sports
402 S. Main St.

The Storm Cellar – clothing and household consignment
504 S. Main St.

The Yarn Underground
409 S. Washington St.

Tri-State
1104 West Pullman Road

And the Palouse Mall has a Ross, JoAnn Fabrics, Michael's, Old Navy, Game Stop and Ulta Beauty. Target also recently opened adjacent to the Palouse Mall.



University of Idaho

Strategic Enrollment
Management