

Department of Medicine New Faculty Guide

Welcome to the Department of Medicine. This document will help you navigate your first steps at UTHSC. All forms below can be submitted directly to Human Resources located on the 1st floor of the 910 Madison Building, or can be submitted electronically using the [UT Vault Secure Email System](#). Human Resources can also be reached at [901.448.5600](tel:901.448.5600) or hr@uthsc.edu.

!Items denoted with (!) are high-priority and time sensitive!

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Access Overview

NetID: A NetID is your key to everything at UTHSC. It is used to login to your computer, as well as all the systems you will need to use on a regular basis.

Your Division Chief or Division Administrator can [sponsor](#) a temporary NetID to get you started, and once you have been added to the personnel database, your NetID will be made permanent.

! Many time sensitive tasks, such as setting up your direct deposit payment (required within your first week of hire) require a NetID. !

ID Badge: All individuals associated with UTHSC are required to carry their UT ID Badge. You will need to fill out the [New ID Badge Request Form](#) and take a physical copy to the UTHSC Campus Police HQ located on campus in the Van Vleet Building 3. North Dunlap Street.

Parking Permit: Parking permits must be acquired through the [Parking Access Portal](#). Additional details are given during the purchase process, and your parking permit will be available for pick up in the Van Vleet Building located at 3 North Dunlap Street. A parking map is included in this document.

Keys: Once you have been assigned an office space, you will need to fill out the [Key Order Form](#) and bring a physical copy to the locksmith's office located at the Facilities Physical Plant, Room 224, 201 East Street.

Direct Deposit and I-9 Tax Form

! Direct Deposit information must be set up within your first week of hire. !

In order to set up your direct deposit for payment, you will [log into IRIS](#), the personnel management system, with your NetID, and navigating to the 'Employee Self-Service' section, and then the 'Direct Deposit' section. A detailed navigation guide for this can be found [here](#).

You must also complete an I-9 tax form, which can be done [here](#).

K@TE and Required Compliance

UTHSC requires all new hires to go through mandatory training when hired and annual on campus policies and more. You can use your NetID to [log into the K@TE system here](#). You can also find K@TE by logging into the [IRIS system](#) and navigating to the 'Other' section.

Human Resources

The Human Resources department provides comprehensive and detailed information for all new hires. You can find the new hires page linked here: <https://www.uthsc.edu/hr/employment/new-hires.php>. Included is a [New Hire Orientation Packet](#), along with specific information about [insurance](#) and [retirement](#). If you have not yet received the New Faculty Hiring Paperwork from HR, you may find it [here](#).

Faculty Portrait

New faculty are strongly encouraged to get their official UTHSC portraits made soon after hiring. These are provided by the Office of Communications and Marketing. You must make a reservation beforehand using the [Appointlet](#) tool. The photo studio is in the Mooney Building, Room 109 located at 875 Monroe Avenue.

Administrative Directory

Cardiology	Carye Jackman – 901.448.5750
Endocrinology	Daphne Damper – 901.448.2610
Gastroenterology & Hepatology	Lisa Robinson – 901.448.4384
General Internal Medicine	Lametria Elliott – 901.448.5475
Hematology & Oncology	Carye Jackman – 901.448.5750
Infectious Diseases	Lisa Robinson – 901.448.4384
Nephrology	Angela Cody – 901.448.5774
Pulmonary & Critical Care	Angela Cody – 901.448.5774
Rheumatology	Carye Jackman – 901.448.5750

EMPLOYEE/STUDENT/COMMERCIAL PARKING LOTS AND BUILDINGS

- | | | |
|---|--|--|
| 1. 910, 920, 930 Madison Plaza Buildings | 26. Harwood Center | 34. Day Care Building |
| 2. Pharmacy Building | 27. Phi Chi | 35. Plough Center |
| 3. Alexander Building | 28. Hyde | 36. Regional One Health |
| 4. General Education Building (GEB) | 29. Cancer Research Building (CRB) | 37. Adams Pavillion |
| 5. Center for Healthcare Improvement and Patient Simulation (CHIPS) | 30. Translational Science Research Building (TSRB) | 38. Le Bonheur Children's Medical Center |
| 6. Johnson Building | 31. Coleman Building | 39. Le Bonheur Children's Hospital |
| 7. Link Building | 32. Pauline Annex | 40. VA Hospital |
| 8. Wittenborg Building | 33. Doctor's Office Building | |
| 9. Mooney Building | | |
| 10. Hyman Administration Building | | |
| 11. Crowe Building | | |
| 12. Nash Addition | | |
| 13. Nash Research | | |
| 14. Dunn Dentistry Building | | |
| 15. Physical Plant Building | | |
| 16. Shops Building | | |
| 17. Docs Field Pavillion | | |
| 18. Docs Field | | |
| 19. Molecular Sciences Building | | |
| 20. Van Vleet Center | | |
| 21. Student-Alumni Center (SAC) | | |
| 22. Speech and Hearing Building | | |
| 23. Variety Building | | |
| 24. Campus Police | | |
| 25. Boling Center for Developmental Disabilities | | |

Legend:

- UTHSC Facility
- Employee Parking
- Student Parking
- Commercial Parking

EMPLOYEE LOT FEE
Includes 9.25% state sales tax

LOT	LOT	LOT
A	I	R
C	J	W
E	L	X
G	N	Y
H	P	1

STUDENT LOT FEE

- E (GEB Garage)
- F
- G (Randolph Center Garage)
- H (Plaza Garage)
- T
- M
- P (Pauline Garage)
- X

COMMERCIAL LOTS

- O (Dental Clinic Patients)
- V (Visitors)
- H (Madison Bldg.)
- P (Pauline Garage)
- B (leased)
- K

