

# **National Water Center**

## **UCAR Employee Guide**



**Tuscaloosa, Alabama**



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## Arrival at the NWC

### Tasks to completed

On your first few days of your arrival at the NWC, several important tasks need to be completed

#### Completion of your I-9 form for employment authorization

Form I-9 is required by the Department of Homeland Security for verifying the identity and employment authorization of individuals hired for employment in the United States, including citizens and noncitizens.

More information about the I-9 can be found here: <http://www.uscis.gov/i-9>

The I-9 must be completed within 3 days of your first day of hire at the NWC. The UCAR onboarding portal will provide guidance and information on completing this form. Additional assistance will be provided by the UCAR I-9 processing officer at the NWC.

#### Fingerprinting

Fingerprinting must be completed by all UCAR employees as early as possible so that NOAA can perform a preliminary background check for felony, other criminal charges, and outstanding warrants. Guidance on how to initiate this process will be provided by the Executive Officer onsite. The best location for fingerprinting is the Tuscaloosa Police Department located at 3801 Mill Creek Lane in Tuscaloosa. The contact number is (205) 349-2121. Fingerprinting is not done daily, and only during certain hours. Call ahead of time to verify hours of operation. A map with driving directions to the Tuscaloosa Police Department is found in the Appendix.

#### Social Security Number

A social security number must be applied for as soon as possible for all employees who do not yet have one. The Tuscaloosa Social Security office is located in the US Federal Building and Courthouse at 2005 University Boulevard #1200. In order to apply for a SSN, documents including your passport, work visa, and 1-94 admission record are required. Receipt of your social security number takes place 2-3 weeks after your application.

#### University of Alabama Action Card

The University of Alabama Action Card provides you with access to the NWC building and some secured locations within the NWC. It is issued free of charge, on the same day of application, by the University of Alabama Action Card Office at 451 Campus Drive E.

You will require an employee ID from the Executive Officer prior to obtaining your card. Once you have been issued your Action Card, you must notify the NWC Facilities Manager so that your card can be recognized by the NWC security system and enable you to pass secured entrances through the building.

Additional advantages of being issued a University of Alabama Action Card include the ability to purchase Bama Cash, Dining Dollars and meal plans for use on campus. Numerous national and local vendors also provide discounts on products and services to U of Alabama Action Card holders. Please consult the University of Alabama website for more details.

### **UCAR Onboarding Portal**

It is important that you complete all UCAR Onboarding Portal tasks assigned to you before their due date. Many tasks are dependent on the completion of earlier tasks. The UCAR Onboarding Portal provides you with information about UCAR policies and procedures, Intellectual property, payroll, medical benefits plans, personal time off and medical leave, among others.

## **Working at the NWC**

### **Hours of operation**

The NWC is open from 6:30 am to 6:00 pm Monday to Friday.

### **Desktop computer and phone**

NWC employees are issued a desktop computer and desktop VOIP phone within 48 hours of arrival. All computers are preloaded with a default set of software common to NWC functions. Prior to clearance from the preliminary NOAA background check, new UCAR employees are granted access to a guest network which enables them access to the internet. After preliminary clearance is complete, new UCAR employees will be issued a NOAA email account.

### **Use of laptops, mobiles, cameras, and other personal electronic devices**

According to federal regulation, foreign nationals are forbidden from bringing and using their laptops, mobiles, cameras, and other personal electronic devices on the NWC premises. Upon arrival, a contract is signed by all employees confirming understanding and adherence to this policy. Please consult the Executive Officer for more details on this policy.

## **Your hours of work**

Please consult the UCAR NWC liaison and/or your UCAR supervisor to discuss details on your work plan per pay period.

## **Vacation, personal time off, sick leave, family sick leave, and other absences**

Please consult the UCAR NWC liaison and/or your UCAR supervisor to discuss details on absences from work. More information about this is provided through the UCAR Onboarding Portal and on the UCAR employee information website.

## **COMMON ACCESS CARD (CAC)**

The common access card is a federally-issued access card you will be eligible to receive once additional security clearance has been completed. The CAC is the standard identification for active duty uniformed service personnel, Selected Reserve, DoD civilian employees, and eligible contractor personnel (UCAR visiting scientists are categorized as contractors). It enables you to access secure location additional NOAA facilities and higher-security IT systems. If this access is required for you, a member of NWC management will be responsible for guiding your through the process for CAC clearance.

## **Additional Information**

### **Manuals and documents**

Numerous documents on the NWC mission, a NWC station duty manual, and project-specific documents are available for all employees. Please speak to the NWC portfolio manager about access to these documents.

## **Life on the University of Alabama Campus**

### **Parking at the NWC**

The parking lot for regular staff is the Rivereast Parking Deck, directly north of the National Water Center. A parking permit is required to park here without incurring a fine. A faculty/staff parking permit is available for employees of the National Water Center and can be obtained from Campus Services. The permit is renewed annually in August, but can be purchased at a pro-rated fee inclusive of the month in which you purchase the permit.

### **Access to the University of Alabama Library**

This section is currently being updated.

### **The University of Alabama Student Activity Center**

The University of Alabama offers recreational, fitness, and athletic facilities at the Student Activity Center.

Employees of the NWC have access to the Student Activity Center at the faculty/staff monthly fee.

Please consult the Student Activity Center website for more information.

## Life in Tuscaloosa

### Homes & apartments

Apartment and real estate listings for Tuscaloosa and the surrounding area are available through websites including

Tuscaloosa Apartment Guide

<http://www.tuscaloosaapartmentguide.com/>

Apartment Finder

<http://www.apartmentfinder.com/Alabama/Tuscaloosa-Apartments>

Realtor

[http://www.realtor.com/realestateandhomes-search/Tuscaloosa\\_AL](http://www.realtor.com/realestateandhomes-search/Tuscaloosa_AL)

Apartment and real estate guides are also available in hardcopy throughout hotels and at the Alabama Chamber of Commerce.

## Driving in Alabama

### Driver resources

The office for driver license testing and license issuing is on Skyland Boulevard.

<http://local.dmv.org/alabama/tuscaloosa-county/tuscaloosa/2645-skyland-blvd.-e./dmv-office-locations.php>

Alabama has a reciprocal relationship with other states and some countries (including Canada) whereby you will be issued an Alabama driver's license upon showing a valid out-of-state (or out-of-country) license.



If you or your family members need to take the Alabama driving test (this may happen if you/they don't have a valid out-of-state or foreign license), you can find the driver's manual here:

<http://dps.alabama.gov/Documents/Manuals/DriverLicenseManual.pdf>

The manual is comprehensive of the material that will be covered on the knowledge and driving tests.

Practice tests are available here:

<http://driving-tests.org/alabama/alabama-permit-practice-test/>

### **Booking a knowledge and driving test**

You can complete the knowledge exam and driving test in one day. You must book a knowledge exam (at least 48 hours in advance). If you pass the exam, you can wait at the office for the next available time for a driving test. Prepare to block off at least 4-5 hours if you plan to do both tests in one day (arrive as early as possible in the morning).

### **Purchasing and registering a vehicle in Alabama**

According to Alabama state law, in order to purchase a vehicle in Alabama and register it in your name, you must hold a valid Alabama driver's license.

## **Child care**

This section is currently being updated.

## **Banks**

This section is currently being updated.

## **Cellphone providers and ISPs**

This section is currently being updated.

## **Public Transportation**

Information about public transportation in Tuscaloosa is provided by the Tuscaloosa Transit Authority.

<http://www.tuscaloosatransit.com/>

## **Additional Sources of Information**

Tuscaloosa Chamber of Commerce

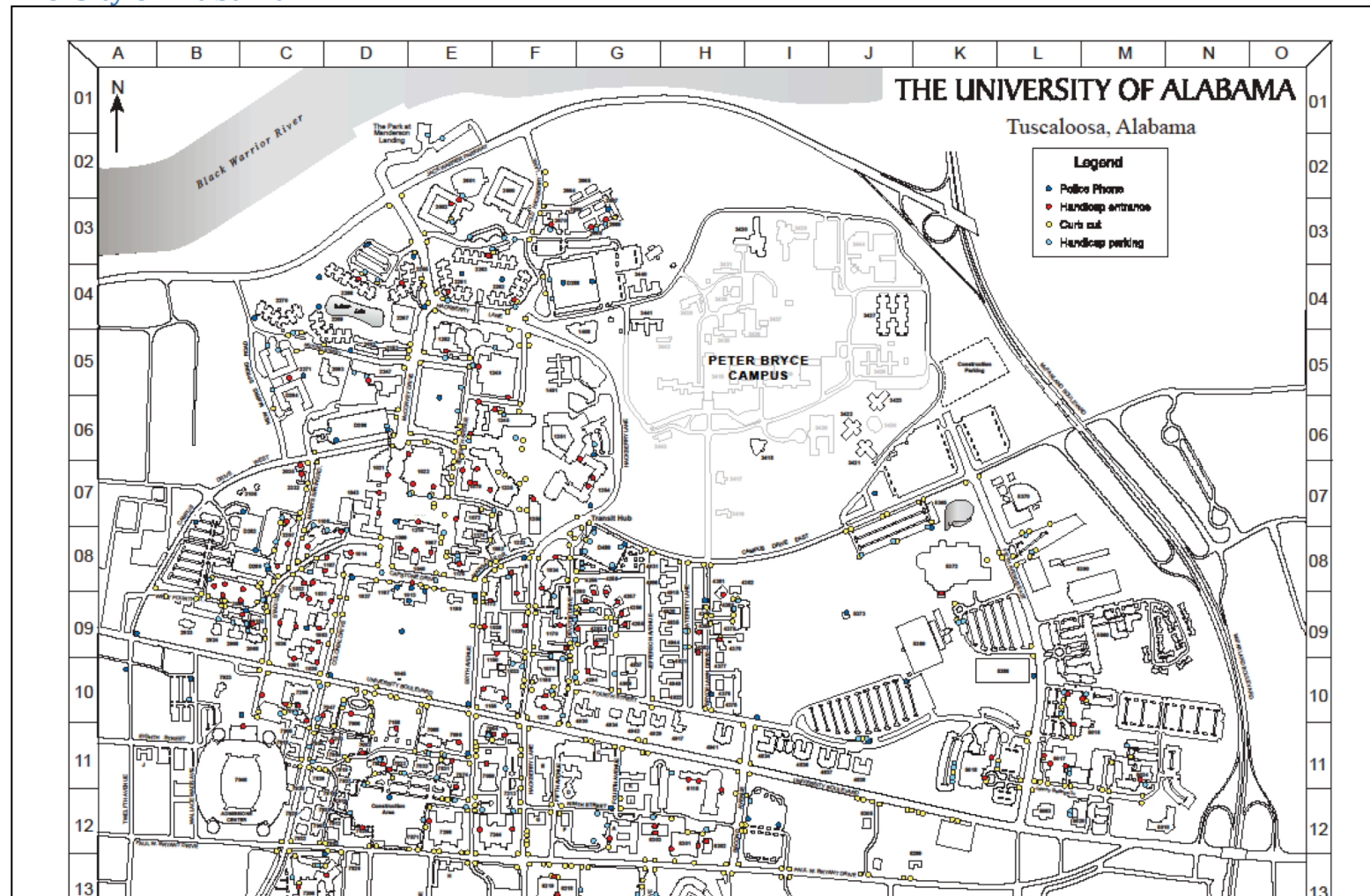
<http://www.tuscaloosachamber.com/>

Tuscaloosa Tourism

<http://visittuscaloosa.com/>

## Maps

### University of Alabama



BUILDING #	LOCATION				OTHER BUILDINGS	LOCATION	SORORITIES	LOCATION
3430	1 North	3-I	6025	Law Center	14-I			
5020	600 University Blvd.	11-L	7088	Little Hall	11-E			
5024	700 University Blvd.	11-M	1039	Lloyd Hall	9-F	A	Hotel Capstone	12-G
7090	A. B. Moore Hall	11-E	2035	Maintenance Grounds	7-C	B	W. B. Jones Hall (Oil and Gas)	8-F
7203	Adams Hall	11-D	2332	Maintenance Quonset	7-C	C	Baptist Campus Ministries	11-G
1252	AIIME (Ala. Institute for Mfg. Excellence)	5-E	1099	Manly Hall	8-D	D	St. Francis University Parish and Catholic Student Center	12-F
6302	Alumni Hall	12-H	1032	Mary Herwell Alston Hall	8-C	E	Canterbury Chapel Episcopal Church and Student Center	11-F
1013	Amelia Gayle Gorgas Library	9-E	1038	Mary Harmon Bryant Hall	9-F	F	University Lutheran Chapel	12-F
1036	Angelo Bruno Business Library	9-C	1051	McLure Education Library	9-C	G	Wesley Foundation	12-F
6219	Acoustic Center	13-F	1401	McMillan Building (University of Alabama Press)	5-F	H	Disciple Student Fellowship Ctr.	13-E
1043	B. B. Comer Hall	7-D	2106	Moore House	7-B	I	Hillal House	11-G
6116	Baley Track Stadium	15-G	1107	Morgan Hall	8-D	J	University Presbyterian	11-A
7028	Barnwell Hall	12-D	6218	Natalistum	13-F	K	Student Association	11-G
1031	Bidgood Hall	9-C	1408	National Water Center	4-G		Temple Emanu-El	7918
1034	Biology Building	8-F	D282	North ten Hoor Parking Deck	8-C			7919
1027	Blount John T. Oliver Academic House	8-D	1150	North Hall Annex	10-E			7920
1199	Blount-Tourney Academic House	8-E	1033	Office of Internal Audit	10-F			7926
6301	Bryant Conference Center	12-H	4378	Osband Hall	9-H			7927
4294	Bryant Hall	10-G	7074	Outdoor Pool Facilities	11-E	2093	Blount Undergraduate Initiative Living-Learning Center	5-D
7046	Bryant-Denny Stadium	11-B	5365	Paul W. Bryant Museum	7-K		Bryant Dining	5-D
3527	Bryce Medical Center	4-J	6303	Performing Arts Building I	12-G		Bryant Dormitory	9-G
D480	Campus Drive Parking Deck / Action Card / Transportation Services	8-G	3418	Peter Bryce Campus Printing & Mail Services	6-I		405 Bryce Lawn Apartment	8-H
5010	Capstone College of Nursing	12-N	3440	President's Mansion	4-G		411 Bryce Lawn Apartment	8-H
5560	Capstone Village Retirement Center	9-M	7158	Recreation Fields and Restrooms	11-D		417 Bryce Lawn Apartment	9-H
1003	Carmichael Hall	9-C	5373	Recreation Tennis Courts	9-J		422 Bryce Lawn Apartment	9-H
6205	Center for Community-Based Partnerships	12-J	5386	Rease Philtr Hall	10-K		423 Bryce Lawn Apartment	9-H
1052	Cermics	8-F	7205	Riverside East Parking Deck	10-C		500 Bryce Lawn Apartment (Spanish House)	9-H
1160	Child and Family Research Clinic	10-F	D288	Rogers Library for Science and Engineering	4-G		508 Bryce Lawn Apartment (French and German House)	9-H
5016	Child Development Research Center	10-L	1250	Rose Administration Building	10-D		511 Bryce Lawn Apartment	10-H
1040	Clark Hall	8-E	7006	ROTC and A&S Programs Building	8-E		601 Bryce Lawn Apartment	10-H
6082	Coleman Coliseum	15-G	1175	Round House	8-D		607 Bryce Lawn Apartment	10-H
6086	Crisp Indoor Practice Facility	14-G	1167	Rowland-Johnson Hall	8-C		Friedman Hall	9-B
7826	Dance Studio on Bryant	13-D	1108	Russell Hall	10-F		Harris Hall	11-C
1045	Denny Chimes	10-D	1226	Science and Engineering	7-G		Highlands on Hackberry	2-F
7047	Doster Hall	10-D	1254	Searcy Building	4-G		Highlands on Hackberry	2-G
7202	East Annex	11-D	3441	Sewell-Thomas Baseball Field	13-H		Highlands on Hackberry	3-G
1070	East Quad Energy Plant	10-F	6369	Smith Hall / Alabama Museum of Natural History	8-E		Highlands on Hackberry	3-G
3421	Environmental Health and Safety	6-J	5389	Soccer Complex	10-K		Highlands on Hackberry	3-F
7054	Farah Hall	11-F	1235	South Engineering Research Center	7-F		Lakeside Dining	4-D
D286	Ferguson Center Parking Deck	6-D	9180	South Lawn Office Building	14-K		Lakeside Residential Area East	4-D
1022	Ferguson Student Center	7-E	D280	South ten Hoor Parking Deck	8-C		Lakeside Residential Area West	4-D
6085	Football Complex	14-G	5017	Stallings Center (RISE Program)	11-L		Martha Parham Hall	12-E
7059	Foster Auditorium	11-E	6119	Strength and Conditioning Facility	14-G		Mary Burke Hall	12-F
6118	Frank M. Moody Music Building	11-H	2601	Student Center at Presidential Village	3-E		Palmer Hall	5-D
2152	Frederick R. Maxwell Hall	9-C	1174	Student Engineering Projects Building	8-E		Paty Hall	5-D
1233	Fresh Food Company	8-F	3422	Student Media Building	6-J		Presidential I	3-F
1155	Gallaway Hall	10-E	5372	Student Recreation Center	8-K		Presidential II	3-E
1067	Garland Hall	8-E	1021	Student Services Center	7-D		Ridgecrest East Residential	5-C
1170	Gordon Palmer Hall	9-F	7012	Temple Tutwiler Hall	10-C		Ridgecrest West Residential	6-C
1014	Gorgas House	8-D	2297	ten Hoor Hall	8-C		Ridgecrest South Residential	6-C
1030	Graves Hall	9-C	5391	Tennis Facilities	8-L		Ridgecrest Parking Deck	4-F
1245	HLM Corner Hall (Mineral Industries Building)	6-E	3423	Theater and Dance Set Design Studio	6-J		Riverside North	3-E
1072	Hardaway Hall	7-E	1249	Tom Bewill Energy, Mineral, and Materials Science Research Building	5-F		Riverside West	4-E
7213	Hayden-Harris Hall	11-F	5018	University Medical Center and Student Health Center	11-K		Somerville Hall	5-D
3418	HES Design House	6-I	6208	University Police Center	15-J		Tutwiler Hall	13-C
1079	Houser Hall	7-E	5370	Women's Softball Complex	7-L			
1251	Interdisciplinary Science Building - Shelby Hall	6-F	1214	Woods Hall	7-E			
6299	ISSR Building	13-K						

## Tuscaloosa Police Department

