

DeVry University - Houston

Faculty Orientation Manual

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INFORMATION FOR FULL-TIME FACULTY

iEmployee

- iEmployee is only used to submit vacation and time off requests.
- Full-Time Faculty do not request adjunct pay through iEmployee – adjunct pay is submitted on the payroll spreadsheet prepared by the Academic Administrative Assistant or Center Dean.

ExpenseWire

ExpenseWire is used for all reimbursement requests – information on how to fill out the ExpenseWire forms may be found on the DeVry Commons under Finance Info. Your D# will be your password.

Travel Arrangements & Requests

Travel arrangements are now prepared by the Academic Administrative Assistant (TBD). All conference and travel requests must be submitted to your Program Dean and then the Dean of Academic Affairs for approval before booking any travel arrangements or seminars. More information regarding the Travel policies may be found on the DeVry Commons under Finance Info.