

IFNH POLICY

Category	Content
Policy Name:	New Employee Checklist
Section #:	600.1
Section Title:	Human Resources
Approval Authority:	Director of Administration & Finance
Responsible Executive:	Director of Administration & Finance
Responsible Office:	IFNH Business Office
Contact:	Business Specialist (848) 932-3675
Adopted:	05/19/2017
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Revised:	5/20/2020

1. **Policy Statement:**
The New Employee Toolkit is designed to orientate the New Employee to their new position, department and the university after they have been hired and I9 verified.
2. **Reason for Policy:** New Employee Toolkit is designed to facilitate a smooth transition for the new employee into the Rutgers community.
3. **Who Should Read this Policy:**
Administrators, Managers and/or Faculty who hire or are responsible for processing the new hires in to the Human Capital Management system.
4. **Resources**
Resources Policies are available at the University Policy Library web site:
<http://policies.rutgers.edu>
5. **Definitions**
 - a. **NetID:** All faculty, staff, students and guests are assigned a Rutgers unique identifier known as Net ID, comprised of initials and a unique number. In order to access many of the electronic services available at Rutgers, the NetID has to be active.
6. **The Policy: A Checklist to ensure consistency in entering all New Employees into all RU Systems.**
 - I. **New Employee Orientation:** designed for new staff to learn more about Rutgers and help them successfully acclimate to the University. Participants will receive information on opportunities and benefits afforded to the Rutgers employee. Administrator can enroll the new Employee: <https://hrapps.rutgers.edu/newemp/enroll.aspx>.
 - II. **RU Connection Card:** this is your official university identification card, providing access to facilities and benefits based on job responsibilities. New employee has to be in the Payroll system before they can obtain an RU Connections Card.

- III. Card can be obtained during New Employee Orientation or by appointment at UHR ASBII or Public Safety, Commercial Avenue
- IV. **NetID and Email Access:** Employee must be on payroll, can be obtained online: <https://netid.rutgers.edu/index.htm>. Once NetID is obtained, the employee will be able to manage their Rutgers University email addresses through the NetID website.
- V. **Required Training:** To comply with Federal and State guidelines and ensure a safe, productive and healthy work environment at Rutgers, new employees may be required to complete training in:
 - a. Ethics Training
 - b. Unlawful Harassment Training
 - c. Rutgers Environmental Health and Safety Training
- VI. **IFNH email address:** New employees will receive an email account. Administrator will notify Karl Lindauer, SEBS IT and Andy Campbell, SEBS IT and request an email with the ifnh.rutgers.edu extension.
- VII. **Parking Permit:** New Employees are expected to obtain a permanent parking pass by the end of their first day of employment. Parking permits can be purchased online or in person at the campus parking office. Employee will need a NetID to process the request for parking permit, to facilitate the process the department can provide a Parking Request Letter for the new employee.
 - a. **Letter Components:** The Department will provide a letter from the Director for Administration and Finance to the Parking Authority requesting a permit for the new Employee. The letter should include the Name, Title, Salary, Effective Appointment dates, Work Location. Lots to be used: Faculty and Staff. Must include information related to the vehicle: Year, Make, Model, Color and License Plate Number.
- VIII. **IFNH Card Access:** The new employee's supervisor must request card access to the IFNH building by email to the Building Manager.
 - a. Please follow the "*IFNH Policy Card Access*".
- IX. Last Step, Administrator should confirm that the new employee received the final offer letter and NetID and can access the New Employee Portal to complete New Employee tasks: <http://gettingstarted.rutgers.edu/>
- X. Getting Started at Rutgers will provide information for the New Employee: Links, Checklist, and FAQs.
- XI. Benefits will be explained to the new Employee at the Orientation, Health Provider Selection Forms are to be sent directly to UHR by the New Employee.