



**RUTGERS**  
NEW BRUNSWICK

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**Office of Human Resources**

Rutgers, State University of New Jersey

SEBS|NJAES

88 Lipman Drive, Suite 211

New Brunswick, NJ 08901-852

# Faculty and Staff Onboarding Checklist

The SEBS/ NJAES Onboarding checklist serves as a guide to assist departments and new employees with onboarding.  
Please return the completed cover sheet to SEBS/ NJAES Office of Human Resources.

Employee Name:

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Position Title:

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Department/Unit:

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Work Location:

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Employment Date:

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# I. Department/Unit's Supervisor Responsibilities

- Once the new hire request has been approved by UHR – please advise the employee to activate their NetID.
  - Confirm the new employee received their NetID and can access the New Employee Portal to complete preemployment tasks.
  - Once NetID has been activated, system access can be requested. Please contact SEBS/NJAES Human Resources for system access to Guardian I-9, ARS, HCM, and ROCS.
  
- Notify your department's IT person to ensure the work area is prepared and equipment is in working condition.
  
- Arrange temporary parking until the employee is able to register their vehicle.
  
- Provide building access and give employees office keys (if applicable).
  
- Introduce the new employee to the department, co-workers, and management.
  - Give new employee a tour of their work area: personal space, break areas, supplies, etc. Explain acceptable use of telephones, computers, university property; mail procedures; clerical support.
  - Review mandatory divisional/office/staff meetings; share dates for upcoming meetings.
  - Assign a departmental buddy to help new employee for first week at work (if applicable).
  
- Provide a copy of the following documents to the employee:
  - Org chart
  - List of Departmental Employees and University contacts
  - Provide a copy of the employee's CARF
  
- Discuss the specifics of your department's internal orientation, including explaining work hours, schedules, breaks, etc.

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## II. Employee's Responsibilities

- Activate your [NetID](#).
  - This credential will provide you with access to all the systems you will need to perform your role. Access the [NetID Self-Service Page](#) to initiate your request.
  - This may take 24-48 hours for OIT to process.
  
- Sign up for direct deposit and complete your W-4 forms by logging in with your NetID on the [myRutgers](#) Portal and click the Employee Self-Service tab.
  
- Attend the New Employee Orientation (NEO)
  - Held every Monday at ASB II, 57 US Highway 1, New Brunswick, NJ
  - At the orientation, new employees will be able to obtain their RUID card.
  
- Once you have your NetID and you've received your first paycheck, you must register for a parking permit. Visit the [IP&O website](#) to register your vehicle.
  
- Apply for health benefit plans and retirement plans.

**Note:** Enrollment must be completed within 10 days of the hire date.

  - All new staff will need a [myNewJersey](#) account to access [Benefitsolver](#) to enroll in health benefits. [Benefitsolver](#) is the third-party vendor that administers the New Jersey State Health Benefit Program ([Benefitsolver FAQs](#)).
  - To discuss options available regarding medical benefits and retirement plans contact [OneSource](#), Rutgers's Faculty and Staff service center that provides employees with a tailored experience through online self-service and professional, personalized support for their Human Resources (HR) and Payroll needs.
  
- Turn in this completed onboarding Checklist to your immediate supervisor.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Contact Information

## OneSource Rutgers Faculty and Staff Service Center

- Benefits
- Leave (Family and Medical)
- Payroll

**Telephone:** 732-745-SERV(7378)

**Fax:** 732-932-8332

**Portal:** <https://onesource.rutgers.edu/hrportal>

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For additional resources please visit [UHR Rutgers' Employee Onboarding Checklist](#)