



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 maintain this completed document for your department records.

Employee Name:

Position Title:

Department/Unit:

Work Location:

Employment Date:

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 pre-employment 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 employee with building access and/or 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 as they provide employees with a tailored experience through online self-service and professional, personalized support for their Human Resources (HR) and Payroll needs.
- ☐ Return 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 our website: ohr.rutgers.edu