

**Welcome to The College of New Jersey!**

You are a vital member of The College of New Jersey team and play an important role in serving our students, parents, business people and many others. The following information is beneficial for all new adjunct faculty members to ensure a smooth transition from perspective employee to employee. **The Office of Human Resources asks that the pre-employment TCNJ Disclosure and Authorization to Release Information form be completed and returned to our office as soon as possible. Additionally we request that all required employment, benefits and payroll documentation are completed and returned to our office prior to your first day of service**. The Office of Human Resources is located in the Administrative Services Building, room 101. We can be reached by phone at 609-771-2282, Monday thru Friday 8:30am-4:30pm.

**Pre-employment/Employment Information & Documents**

Before you can begin to teach at The College and are provided access to email, SOCS & PAWS, Human Resources requires the completion and return of the TCNJ Disclosure and Authorization to Release Information form, the signed appointment letter, a completed Employee Information/ Emergency Contact form and Form I-9. The Form I-9 must include documentation verifying your eligibility to work in the United States. **The TCNJ Disclosure and Authorization to Release Information form must be completed and returned as soon as possible.** **All other** **documents must be on file in the Office of Human Resources no later than three days after the beginning of classes.** **If you are unable to report to Human Resources prior to your first day of employment, please contact us to discuss special arrangements to accommodate your needs.**

* **TCNJ Disclosure and Authorization to Release Information Form:** TCNJ has adopted the practice of completing pre-employment background investigations on all new hires. Human Resources, in concert with a designated vendor, will conduct the background investigation upon receipt of the completed Authorization to Release Information form. Results are generally obtained within 24-48 hours of submission. Failure to consent to a background investigation will disqualify an adjunct from further consideration. Additionally, an adjunct who fails to provide the necessary information or who provides false or misleading information may also be disqualified from further consideration. An adjunct faculty will not be processed as an employee and may not begin work until successful completion of a background investigation. Human Resources will process the adjunct new hire once we obtain all new hire documents and the results of the pre-employment background investigation. We will contact the department only if an adjunct has not successfully completed a background investigation. If this occurs the adjunct will not be able to teach at TCNJ.
* Appointment Letter: The signed appointment letter makes official your acceptance of employment at The College of New Jersey. Return the letter with your signature and the new hire documentation to Human Resources prior to the beginning of classes.
* Form I-9 (Employment Eligibility Verification Form): All employment candidates must complete Section 1 of the form, and bring acceptable documentation (as detailed on list A, or on list B and C) directly to Human Resources before authorization to begin employment will be granted. Under Federal Law, you must appear in person to the Office of Human Resources so that we may review the original documents you provide to satisfy the Form I-9. This documentation is required before authorization is granted for your employment at the College. The form is located in the Adjunct Faculty new hire section of the TCNJ Human Resources web page, <http://www.tcnj.edu/~hr/>.
* Employee Information/Emergency Contact Form: By completing this form you are authorizing TCNJ officials to contact the listed individual(s) on your behalf in the case of an emergency. Emergency situations include but are not limited to: injury, illness, hospitalization, or missing person notification. Additionally, in support of TCNJ’s commitment to diversity on its campus, we ask that you participate and complete the voluntary statistical Information. This information will be used to identify our audiences in general.

ACCESS TO YOUR ACCOUNTS

Please call the Office of Human Resources to request your six-digit employee ID number two days after the submission of your required employment documents and prior to your first day of employment. This ID number will be required when accessing YESS (your employee self service), SOCS (online communication between students and professors), PAWS (online system to register for classes and submit grades), Zimbra (EMAIL), and all other required systems. Once you receive your employee ID number, we ask that you complete the following electronic forms by accessing YESS. You may access the YESS tutorial by visiting the HR website, then clicking on Direct Deposit, <http://hr.pages.tcnj.edu/recruitment-faculty-staff/required-documentation/>.

* W-4 Form (Employee’s Withholding Allowance Certificate): Federal tax data for employees at their point of employment automatically defaults to single and 0 allowances. Employees must change their federal withholding status on YESS if they wish to change their federal tax data. Employees who do not complete this electronic form will have withholding deductions defaulted to the highest tax rate.
* Direct Deposit Authorization Form \* HIGHLY RECOMMENDED \*: Employees who do not enroll in direct deposit must make arrangements to pick up their check in the Payroll Office located in the Administrative Services Building, room 103. The Payroll Office does not automatically mail pay checks. Enrollment for direct deposit can be completed by accessing your YESS account. Enrolling a Direct Deposit Account may result in receiving a live check for one pay period.

Outstanding adjunct appointment letters and/or new hire paperwork must be received by Human Resources the Wednesday prior to a pay week in order for payroll to process the adjuncts pay check for the current pay cycle. Required documents received after that date will delay processing of a pay check until the following pay cycle (e.g., outstanding appointment letters and/or new hire paperwork received after , January 19, 2015 , will not be processed in the first pay check date for adjuncts, January 30, 2015 but will be processed for the next pay check date, February 13, 2015.

Pension Benefits & Documents

The State of New Jersey statutes require all adjuncts and part-time faculty members to participate in a pension program. As a result, all new adjuncts will be enrolled in the Alternate Benefits Program (ABP). The Alternate Benefit Program is a tax-sheltered, defined contribution retirement program for higher education faculty and certain professional administrative staff. Members annually contribute 5% of base, or the contractual salary, matched by an 8% employer contribution to a tax-deferred investment account. Six investment carriers are authorized to provide investment options and services in the Alternate Benefit Program. **In order to enroll in ABP and select an ABP vendor, new adjuncts must complete the below listed forms and return them to the Office of Human Resources prior to the first day of employment. New adjuncts are also required to contact the vendors to open up an account in order for your pension deduction to be credited.** The Forms can be picked up in the Office of Human Resources or can be found on our web site at [**http://hr.pages.tcnj.edu/recruitment-faculty-staff/campus-services-for-adjunct-faculty/**](http://hr.pages.tcnj.edu/recruitment-faculty-staff/campus-services-for-adjunct-faculty/)**.** Additional information concerning the ABP can be found on the Human Resources web site.

* **Affidavit of Pension:** Provides HR with information concerning your current pension status with the State of New Jersey. If you have retired or have withdrawn funds from the NJ State Pension program you do not need to enroll in the mandatory program. You may, however, participate in the Voluntary Supplemental Retirement Annuity 403(b) program.
* **Alternate Benefit Program Enrollment Application:** Initiates the enrollment into the mandatory ABP. Human Resources will forward the form to the State for processing.
* **Alternate Benefit Program Beneficiary Designation Form:** The Designation of Beneficiary form allows a member of a New Jersey Alternate Benefit Program (ABP) to nominate a beneficiary, or beneficiaries, for benefits payable upon death of that member. This form applies to the group life insurance for active and retired members of the ABP.
* **Salary Agreement and Vendor Allocation Form:** Alternate Benefit Program enrollees designate a pension provider by completing the Salary Agreement and Vendor Allocation Form. **ABP enrollees not designating an investment provider for their program contributions within 45 days of hire are enrolled with the investment provider designated by the Division of Pensions and Benefits as the default investment provider.** **This year the default provider is Valic.** The default investment provider is authorized to accept employer and employee mandatory contributions and will invest the funds in a money market fund.

Adjuncts who have already retired from a New Jersey State Pension System are not affected by these rules.

Adjuncts with questions concerning pension benefits can stop by the Office of Human Resources and speak to Karen Samuels, Assistant Director Pensions & Benefit or by calling (609) 771-2283.

Health Care Benefits

Since you are not a full-time employee, you are not eligible to enroll the the health care plans offered to full-time employees of the college. The Division of Pensions and Benefits does provide you the opportunity to enroll in benefits offered to part-time faculty enrolled in the ABP Pension Plan. Please contact the Division of Pension and Benefits at 609-292-7524 to discuss or click on the following link below:

<http://www.state.nj.us/treasury/pensions/fact-sheets.shtml>

Policy Acknowledgements

The State requires all faculty, including adjuncts, to complete EEO and Ethics training. The College of New Jersey meets this standard by requiring all adjunct faculty to complete on-line EEO training and to certify such by signature on required forms.

* TCNJ Policy Prohibiting Discrimination, Harassment or Hostile Environments in the Workplace: Read the policy and procedures located on the HR website, <http://hr.pages.tcnj.edu/recruitment-faculty-staff/required-documentation/>.
* TCNJ Policy Prohibiting Discrimination, Harassment or Hostile Environments in the Workplace Acknowledgement of Receipt: Please sign this Acknowledgement of Receipt form to confirm receipt of the above mentioned Policy and Procedures. Failure to sign the form does not relieve an employee of the responsibility to understand and adhere to the provisions of the Policy and Procedures.
* **Ethics Standards:** The State of New Jersey requires that public employees, including TCNJ’s adjunct faculty members, complete ethics training. For adjunct faculty, the training is in the form of a brochure that you must read. We are required by the State to distribute the brochure to you and to document your receipt of it.
Documenting your receipt helps us to know that you received this and have read the brochure. The policy is located on the Human Resources website at (<http://hr.tcnj.edu/recruitment-faculty-staff/required-documentation/> ) print a copy of the brochure, sign, indicate your department and date it. Then scan to ethtrain@tcnj.edu or forward your signed copy to the Ethics Office (Green Hall, 207). This will document that you have complied with this important State requirement. .
* Employee’s Certificate of Non-Residence in New Jersey (PA residents only): If you are a Pennsylvania resident you are required to complete this form attesting that you claim exemption from withholding of New Jersey Gross Income Tax on compensation paid to you in the State of New Jersey and authorize TCNJ to withhold Pennsylvania Personal Income Taxes on your behalf.

* We ask that policy forms are completed and returned to Human Resources within two weeks of hire. It is mandatory for forms to be filed in your personnel file as part of your TCNJ employment record.

Access to Campus Services

\*After all forms are returned to the Office of Human Resources, your information is entered into the College’s Employment Information System (EIS) which authorizes access to the following:

* ID Card/Parking Decal: The Office of Student Accounts, Green Hall room 119, will issue you a parking decal and ID card. To obtain a parking decal, you must provide the Office of Student Accounts with the vehicle registration and insurance information. Please contact Student Accounts before reporting to their office to be sure they have you registered in their system. Their telephone number is 609-771-2172, and their email address is stuaccts@tcnj.edu. For additional information you may go to: <http://www.tcnj.edu/~sfs/card/facstaff.html>.
* Computer Accounts: Once HR is in receipt of an adjuncts hiring paperwork and we process the information in the Employee Information System, Information Technology will create an email and network account for the adjunct. To get log-in information to each account, go to http://account.tcnj.edu to review significant IT policies and to activate the TCNJ email and network accounts. You will need your 6-digit employee ID number to complete this process. Information Technology will also arrange for access to those systems that support instruction, such as SOCS and PAWS. For more information go to <http://www.tcnj.edu/~helpdesk/faculty.html>. For further assistance or questions, please contact the Information Technology Help Desk at 609-771-2660.
* Textbooks: Contact your department for assistance with ordering textbooks.

Please note: It may take up to three business days for your log-in information to be transferred from the HR Employee Information System to the other systems on campus. We appreciate your patience.

**Again, we welcome you to The College of New Jersey**