



## **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 to your new position at TCNJ.

## **PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS**

Pre-employment background checks help ensure that the College's academic mission is supported with qualified employees, and that we provide a safe and secure environment for all The College of New Jersey's constituents including students, employees and visitors. This process supports TCNJ's ability to act proactively and responsibly in protecting its human, fiscal, property and other assets.

All adjunct faculty candidates will be required to successfully complete a background check investigation prior to their first day of employment. Background checks are now processed **electronically** by TCNJ's third-party vendor, Sterling Background Check Corporation. A Human Resources representative will initiate and process all background checks using the adjunct faculty member's chosen email address.

**NOTE: Returning adjuncts are not subject to the completion of a background investigation except when there has been a break in service for more than one (1) year.**

Information collected by Sterling Background Check Corporation will be treated confidentially to the extent permitted by applicable State and Federal laws.

Failure to consent to a background investigation will disqualify the adjunct from further consideration of employment at the College.

## **OFFICIAL APPOINTMENT LETTER**

Your appointment letter makes your acceptance of employment official at The College of New Jersey. Returning your signed appointment letter and new hire documentation to Human Resources prior to your first day of employment. Failure to provide your signed letter and supporting documents may delay your access and compensation.

## **I-9 VERIFICATION PROCESS**

All new employees are now required to complete their I-9 **electronically** using e-Verify. The purpose of the new I-9 system is to transform the manual I-9 process into one electronic solution. All rules, regulations and timelines remain unchanged.

With an automated I-9 verification process, the College can ensure compliance, timeliness, and accuracy of completing this mandatory process. It will also eliminate the need for paper storage of sensitive employee documentation across campus.

All new employees will now receive an e-mail from Human Resources requesting their action in completing section 1 of the electronic I-9 form. New employees will still be required to report to Human Resources **on or prior to** their first day of employment to provide an HR representative with their original supporting I-9 documents. Following receipt of the original documents, HR will electronically complete section 2 of the I-9 form and upload the new employee's supporting documents.



## CAMPUS ACCESS

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), CANVAS (online communication between students and professors), PAWS (online system to register for classes and submit grades), E-mail 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: <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 102. 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.

**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](mailto: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:** Outstanding adjunct appointment letters and/or new hire paperwork must be received in the Office of Human Resources the Wednesday prior to a pay week in order for the Payroll Office to process the adjuncts paycheck for the current pay cycle. Required documents received after that date will delay processing of a pay check until the following pay cycle.



## **PENSION BENEFITS & REQUIRED 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/>. 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 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 Cynthia Bishop-Lyons, Manager of Pensions or by calling (609) 771-2283.

## **HEALTHCARE BENEFITS & REQUIRED DOCUMENTS**

Adjunct faculty members are not eligible to enroll 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](mailto: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.

**Human Resources requires all policy forms are completed and returned to our Office within the first two weeks of employment. It is mandatory that all forms are filed in your personnel file as part of your official TCNJ employment record.**

**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.**

## **HR CONTACT INFORMATION**

Tracey Sullivan, HR Generalist  
(609) 771-3076

Heather Boccanfuso, Sr. HR Operations Lead  
(609) 771-2622