WELCOME TO THE COLLEGE OF NEW JERSEY!

You are a vital member of The College of New Jersey community and play an important role in serving our students, families and others. This communication is beneficial for new adjunct faculty members and will enable a smooth transition as you undertake your new position.

PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS

The pre-employment background investigation ensures that The College of New Jersey’s mission is supported with qualified employees, and that we provide a safe and secure environment for all TCNJ community members.

All new adjunct faculty candidates, and adjunct faculty candidates who have not been employed by TCNJ for at least one year are required to satisfactorily complete a background investigation and reference verifications prior to the first day of employment. The background investigation is initiated by a member of the Office of Human Resources through our vendor partner, Sterling Talent Solutions.

I-9 VERIFICATION PROCESS FOR NEW EMPLOYEES

The Department of US Homeland Security requires that new employees complete the USCIS I-9 Form, which provides employment eligibility verification. In addition, once the electronic process is complete, you are required to report to the Office of Human Resources to present identification consistent with the requirements, as indicated on the electronic I-9 form.

CAMPUS ACCESS

Please call the Office of Human Resources to request your six-digit employee ID number five 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 any other required systems.

ID Card/Parking Decal: The Office of Student Accounts, Green Hall room 119, will issue 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 the office to be sure that you are registered in the system. The telephone number is 609-771-2172, and the email address is stuaccts@tcnj.edu. For additional information you may go to: http://www.tcnj.edu/~sfs/card/facstaff.html.

Computer Accounts: Once the Office of Human Resources is in receipt of all employment documents and has processed your documents, the Information Technology department will create an email and network account for you. To obtain log-in information to each account, go to http://account.tcnj.edu to review 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 SOCS and PAWS (systems that support teaching and scheduling. To learn more, 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:** Your department will assist you to order textbooks.

**PAYROLL RELATED INFORMATION**

The Office of Human Resources must be in receipt of your signed appointment letter, all new hire paperwork, satisfactory completion of the background investigation, references, and the USCIS I-9 Form must be complete by the Wednesday prior to a pay week in order for the Payroll Office to process your paycheck for the current pay cycle. If any document is received after that day, you will receive your paycheck the following pay cycle.

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 withholding will be single with 0 allowances if you do not submit a W-4 Withholding Allowance Certificate. data for employees 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 may be completed by accessing your YESS account. Enrolling a Direct Deposit Account may result in receiving a live check for one pay period.

**EMPLOYEE BENEFITS**

**Medical Insurance:** You may be eligible to enroll in state of New Jersey sponsored medical insurance at your cost. Should you desire information about medical insurance options, please contact the Office of Human Resources.

**Retirement Benefits:** The State of New Jersey requires adjuncts and part-time faculty members to participate in a pension program. All new adjuncts will be enrolled in the Alternate Benefits Program (ABP). The Alternate Benefit Program is a tax-sheltered, defined contribution retirement savings program. Members annually contribute 5% of base, or the contractual salary. In addition, 8% of your salary is contributed to your account on your behalf by The College of New Jersey. Six investment carriers are authorized to provide investment options and services in the Alternate Benefit Program.
In order to enroll in the ABP and to select an ABP vendor, you must complete several documents and return the forms to the Office of Human Resources prior to your first day of employment. You are also required to select a vendor(s) to open an account in order to facilitate administration of your retirement account contributions. Forms may be obtained at the Office of Human Resources or on the adjunct hire campus service site: http://hr.pages.tcnj.edu/recruitment-faculty-staff/campus-services-for-adjunct-faculty/.

**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 who fail to designate an investment provider (account administrator) for their program contributions within 45 days of hire are enrolled with the investment provider designated by the Division of Pensions and Benefits. 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.

Adjunct faculty members who retired from a New Jersey State Pension System are not affected by these rules and are not eligible to participate in the Plan.

Please contact the Office of Human Resources at (609) 771-2283 with questions about the benefit plans.

**POLICY ACKNOWLEDGEMENTS**

The State requires all faculty, including adjuncts, to complete EEO and Ethics training. TCNJ meets this standard by requiring you 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.

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.

**OFFICE OF HUMAN RESOURCES CONTACTS**

Tracey Sullivan: sullivat@tcnj.edu

Angie Baczyk: angie.baczyk@tcnj.edu

Cynthia Bishop-Lyons (for benefits matters): lyonsc@tcnj.edu