

Adjuncts New Hire Checklist

Mandatory Documents and Enrollment Forms

Required Onboarding Documents

- Signed Contract** - *Obtain contract from department*
- Emergency Contact Form**
- Completed Background Check** - *All adjunct faculty are required to complete*
- e-Verify I-9 Section 1** - *An email comes directly from Sterling Solutions to complete section 1*
- e-Verify I-9 Section 2**- *Once section 1 is completed you must come into the HR office to verify your identification*
- Discrimination in the Workplace**

Required Pension & Health Documents

- Affidavit of Pension Form*** - *This affidavit is required to determine your prior pension enrollment with the state of New Jersey Retirement System. Please complete all section and sign*
- Alternate Benefit Program (ABP) Enrollment Application*** - *All adjunct faculty are required to complete the application to enroll in the pension program. Please complete section 1 and sign in section 1*
- ABP Designation of Beneficiary*** - *This form must be completed to designate your beneficiary for life insurance. The Division of Pensions and Benefits requires an original signed copy*
- ABP Carrier Election and Allocation Form*** - *This form is required to elect your investment carrier. Default carrier enrollment if there is no election.*
- Mandatory ABP Salary Reduction and Carrier Allocation Form** - *This form is required to select your investment carrier and is an agreement for TCNJ to deduct the mandatory 5% pre-tax contribution from your bi-weekly salary*
- Medical Application** - *This form is required even if you elect to waive coverage. If you are waiving coverage, please complete section 1,2 and check the "I elect to waive health coverage" located in the middle of the application. If you elect to enroll, please complete the full application and submit the required supporting documents found on page 3 of the application*

***Not required if retired from NJ State Pension plan or took a distribution from a Prior ABP plan.**

All mandatory documents and enrollment forms are due prior to your start date to receive a paycheck.