

Adjunct Faculty New Hire Checklist

Mandatory Documents, Enrollment Forms & Post-Hire Instructions

Required Onboarding Documents

- ☐ **Signed Contract** - A signed contract initiates the HR process. Contact your HR recruiter via the [HR Portal](#) if you need help accessing your offer letter.
- ☐ **Background Check** - Applicable to new or returning adjuncts with a break of 3 years or more. Once you have accepted your offer letter, an email is sent from our third-party vendor to complete this before you begin working.
- ☐ **I-9 Form Section 1** - Applicable to new or returning adjuncts with a break of 3 years or more. An email comes directly from our third-party vendor to complete Section 1. This must be completed before your start date.
- ☐ **I-9 Form Section 2** - Once section 1 is completed you must bring your I-9 documentation to Human Resources to verify your employment authorization eligibility. Visit the [USCIS website](#) to learn more about acceptable documentation.

Required Pension & Health Documents - Visit [our website](#) to learn more.

- ☐ **Affidavit of Pension Form** - [This Form](#) is required to determine your prior pension enrollment with the State of New Jersey Retirement System. Complete all sections and sign before returning it to benefits@tcnj.edu.
- ☐ **Alternate Benefit Program (ABP) Enrollment Application** - All adjunct faculty must complete the [application to enroll in the pension program](#). Please complete section 1 and sign in section 1 before returning it to benefits@tcnj.edu.
- ☐ **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. Return it to benefits@tcnj.edu.
- ☐ **Mandatory ABP Salary Reduction and Carrier Allocation Form** - [This form](#) is required to select your investment carrier. It is an agreement for TCNJ to deduct the mandatory 5% pre-tax contribution from your bi-weekly salary.
- ☐ **Medical and Prescription Drug Coverage** - As an adjunct faculty employee, you are eligible to enroll in any SHBP/SEHBP plan (except for NJ DIRECT HD1500). If you elect to enroll, you will pay the full cost of the coverage. For more information on enrolling in a medical/Rx plan view this [Health Benefits Coverage for Part-Time Employees](#) fact sheet!
- ☐ **Health Benefits** - You are required to enroll or waive coverage. Eligibility criteria and deadlines are set by the NJ Division of Pensions and Benefits. [Register for Benefitsolver](#) and use company key SHBP/SEHBP (must enter in all caps).

Post-Hire Instructions - These items are accessible to you after you have received your confirmation email (it may take up to 24 hours after receiving this email to gain access to the items below).

- ☐ **TCNJ Email** - Your TCNJ Credentials will be generated once you have been fully hired. This will be included in the confirmation email sent at the time of hire.
- ☐ **Emergency Contact Form** - The Family and Emergency Contact details can be updated through Oracle Cloud Self-Service by locating the Personal Information module under the Me tab.
- ☐ **Direct Deposit** - This can also be completed via self-service in Oracle by locating the Pay module under the Me tab.
- ☐ **Swipe ID & Parking Decal** - Your swipe ID card and parking decal can be picked up after your start date in Green Hall, the Office of Student Accounts and Card Services. Be sure to bring your driver's license and a picture of your vehicle registration (including the license plate number).
- ☐ **Training** - Information about mandatory training for all employees can be found on the Ethics page of The Office of the General Counsel Website, for more information contact ethics@tcnj.edu.