WELCOME TO THE DIVISION OF CONTINUING STUDIES

ONBOARDING GUIDE

☑ **Activate Your NetID:** All Rutgers employees require an active NetID to access essential information. Use this link to activate your NetID: *netid.rutgers.edu*

☑ **Access MyRutgers Portal:** View and update personal and payroll information online through PeopleSoft Management: Employee Self-Service (e.g., home address, email, W-4s, view paycheck, create direct deposit). Once you have an active NetID, you may log in to *my.rutgers.edu*

☑ **Submit FlexWork Application:** Eligible staff must submit a FlexWork application via the MyRutgers Portal *my.rutgers.edu* located in PeopleSoft under Self-Service. Be sure to discuss the application with your manager.

☑ **Obtain RUID Card:** This card serves as your official University identification card and can provide access to certain areas of the University. The RU ID card is required for entry into the Lifelong Learning Center. To obtain your RUID card please visit *uhr.rutgers.edu/benefits/getting-started#RUconnection*

☑ **Purchase Parking Permit:** If you are parking your vehicle on a campus parking lot you need to purchase a parking permit at: *ipo.rutgers.edu/dots/permits/faculty-staff*

☑ **Login to DoCS HRM:** Centralized HR Management system used by all DoCS Staff. Please reference the attached DoCS HRM Reference Guide and use the following link to access the DoCS HRM portal: *docshr.rutgers.edu*

☑ **Complete Required Training**

Rutgers Ethics Program: All university employees are expected to abide by a strict ethical code, and are required to review and become familiar with copies of the Rutgers University Code of Ethics and the Rutgers Plain Language Guide to Fundamental Ethics and Conflicts Rules Established by State Law, Federal Law, and University Policy. Please visit *ecoi.rutgers.edu* to complete your Annual Outside Activity Questionnaire.

Unlawful Harassment Training: New Jersey State requires all employees complete State-Mandated Online Training; topics may include harassment, Title IX, supervision, and COVID-19. It takes approximately two weeks after you are officially active in the system for you to receive an email. You will need an active NetID to log into the system.

☑ **Submit Qualtrics NE Timesheets:** Non-exempt employees are required to complete a NE Timesheet for each day they are scheduled to work. Instructions on how to complete timesheets for both NE employees and supervisors will be sent in a separate email.

IMPORTANT INFORMATION

Getting Started: While not mandatory, we encourage new staff to visit: *uhr.rutgers.edu/benefits/getting-started*. This page provides the information you will need to get off to a productive start on campus.

Paid Time Off: Based on your status at the University, employees may earn paid time off such as vacation, sick, etc. Once you have an active NetID, you may log in to: *my.rutgers.edu* to view earned time. Additionally, when requesting time off, we ask that you log in to DoCS HRM at *docshr.rutgers.edu*

Below is a link to several PTO policies:
uhr.rutgers.edu/benefits/paid-time-rutgers-positions

University Policy Library: The University has compiled a policy library that lists the rules and regulations of the university as well as the rights and responsibilities of its employees. You may view the policy library at *policies.rutgers.edu*

Blue Ocean Brain: To stimulate creativity, drive brain health, and out- of-the-box thinking, staff are provided access to a fun brain-teasing program *blueoceanbrain.com*

15Five: An online portal that facilitates communication between staff and their managers. You may communicate your experiences, challenges, suggestions, and ideas. Your supervisor will grant you access to the system *rutgers.15five.com*

Nexus: An online portal exclusive to the DoCS community. Please be sure to turn on notifications for DoCS events and announcements, and join staff groups. *nexus.rutgers.edu*

OPENING PATHS AND POSSIBILITIES THROUGH LIFELONG LEARNING