

WELCOME TO THE DIVISION OF CONTINUING STUDIES

ONBOARDING CHECK LIST

- ✓ **Activate NetID:** To activate your NetID visit netid.rutgers.edu. All Rutgers employees require an active NetID to access essential information.
- ✓ **Direct Deposit:** Log in with NetID at my.rutgers.edu and follow the step-by-step instructions that are attached on how to set up direct deposit. You may view and update personal and payroll information through the MyRutgers Portal under the Employee Self-Service tab.
- ✓ **RUID Card:** This card serves as your official University identification card and can provide access to certain areas of the University. The RUID card is required for entry into the Lifelong Learning Center. To obtain your RUID card please visit uhr.rutgers.edu/benefits/getting-started#RUconnection
- ✓ **Flexible Work Arrangement (FWA):** Submit your FWA application on the MyRutgers Portal my.rutgers.edu. Be sure to discuss the application with your manager.
- ✓ **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
- ✓ **Rutgers Ethics Program:** All university employees are expected to abide by a strict ethical code. Visit ecoi.rutgers.edu to complete your Annual Outside Activity Questionnaire.
- ✓ **State-Mandated Training:** Approximately two weeks after your start date, expect to receive an email to complete your State-Mandated Online Training. Topics may include harassment, Title IX, supervision, and COVID-19

IMPORTANT INFORMATION

Paid Time Off: Under New Jersey's Earned Sick Leave Law (NJ ESL), most employees have a right to accrue up to 40 hours of earned sick leave per year. For more information, attached is the NJ ESL policy for your reference.

To view your available balance visit: my.rutgers.edu and select the Employee Self-Service tab. To use your earned NJ ESL, please notify your supervisor. .

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

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 policies at policies.rutgers.edu