

WELCOME TO THE DIVISION OF CONTINUING STUDIES

ONBOARDING CHECK LIST

- ✓ **Direct Deposit:** Log in with NetID my.rutgers.edu/portal/ and follow the step-by-step instructions on how to set up direct deposit by visiting rb.gy/nhtqfz

You may view and update personal and payroll information through the MyRutgers Portal under the Employee Self-Service tab.

- ✓ **Reporting Time:** Hourly employees are required to submit weekly timesheets via docshr.rutgers.edu.

Timesheets are submitted weekly, no later than Thursday by 12:00 PM. See page 2 on instructions for how to submit your hours.

- ✓ **Rutgers Ethics Program:** All university employees are expected to abide by a strict ethical code. Please 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.

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.

Parking Permits: If parking your vehicle on a campus parking lot, you need to purchase a parking permit. To purchase your parking permit, you may visit: ipo.rutgers.edu/dots/parking.

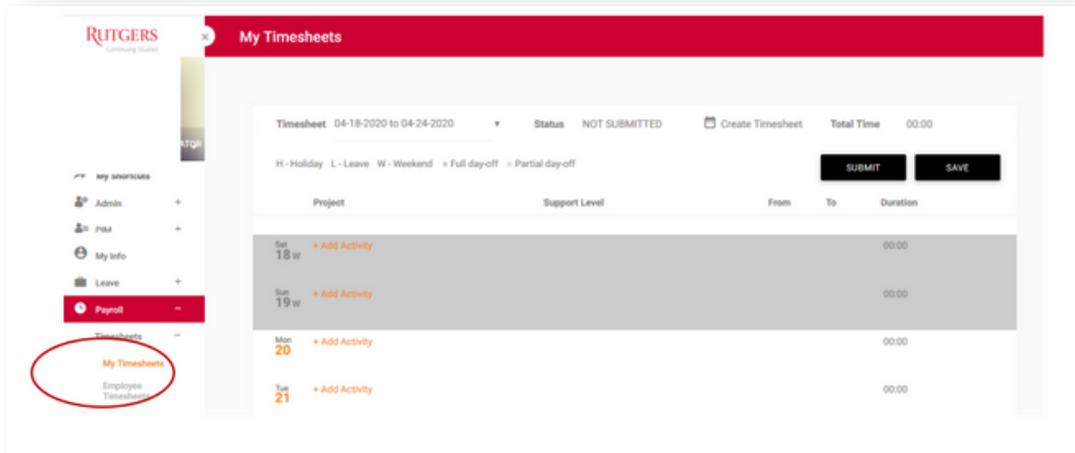
If parking at the Lifelong Learning Center, use the link above to purchase an additional permit. To avoid a ticket, additional parking privileges must be purchased and added to your virtual permit.

RU ID Card: If reporting into the Lifelong Learning Center, you are required to bring your RU ID card to access the building.

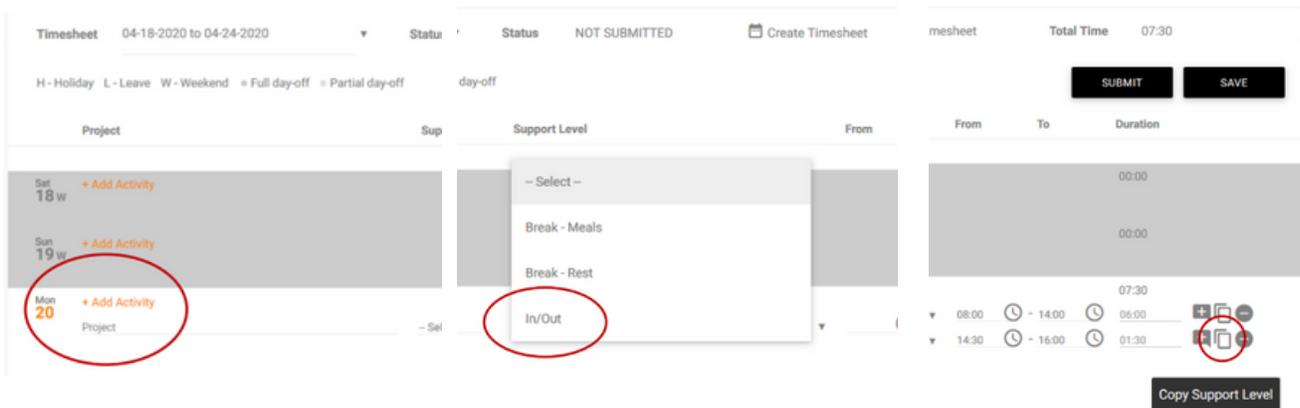
How to Submit Your Timesheets

Step 1. Log into the [DoCS HR Portal](https://docshr.rutgers.edu) by visiting docshr.rutgers.edu with your NetID. If you need assistance logging please contact docshr@docs.rutgers.edu

Step 2. Under **Payroll** select **Time > Timesheets > My Timesheets**

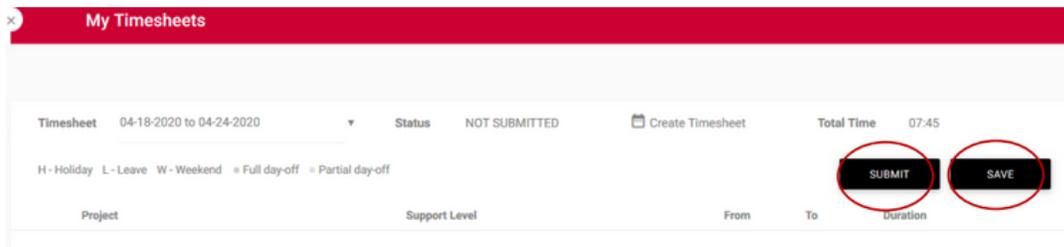


Step 3. To add hours click **+Add Activity**. Click on **Select** use the dropdown to choose **In/Out**. Select the clock icon and choose the appropriate hour/minutes.



Step 4. Once finished for the day, select **SAVE** at the top of the timesheet.

Step 5. Once you have logged all hours worked for that week select **SUBMIT**.



Timesheets should be saved daily and submitted weekly on Thursdays by 12pm