

Welcome to Rutgers – New Brunswick!

Rutgers University website <http://www.rutgers.edu> The official university website with links for faculty and staff, including the academic calendar, events, building directories, and campus maps.

University Human Resources (UHR) OneSource Rutgers Faculty and Staff Resource Center 732-745-SERV; <https://discover-uhr.rutgers.edu/onesource/home> and <http://uhr.rutgers.edu>; benefits@hr.rutgers.edu Contact University Human Resources with questions about compensation, employment services, labor relations, benefits, counseling services, compliance and equity, and professional development classes and resources.

Rutgers University Campus Information Services (CIS) 732-445-INFO (4636) is the central information line.

Getting Started at Rutgers webpage

NetID - Office of Information Technology (OIT) 848-445-HELP (4357); <http://netid.rutgers.edu>

Most online services require the NetID, the single university-wide identifier, to log in. To activate your NetID, you must be in the payroll system. Your department may submit an "Early Faculty/Staff Account Form," if there is a lag in timing.

Employee Self Service <https://my.rutgers.edu/portal/> These online applications allow you to set up, view and make certain changes to personal data including viewing pay stubs, completing your W-4, deductions and tax information, and contact information. Select the "Employee Self-service" link at the top of the page.

Public Safety Information <http://publicsafety.rutgers.edu> For an emergency (Police, Fire, Medical): obtain an outside line, then dial 9-1-1. Non-emergency for New Brunswick campus: 732-932-7211. Emergency Action Plans and Fire Evacuation Plans <http://emergencymanagement.rutgers.edu>. Sign up for text notifications.

Parking Permits and Buses All vehicles parked at Rutgers must be registered at all times. **Have your department request New Employee Parking:** http://rudots.rutgers.edu/fac_staffpark.shtml Permits can be purchased online: <http://rudots.rutgers.edu/permits.shtml>; Free intercampus bus service is available. Schedules are located on the campus webpage: <http://rudots.rutgers.edu/campusbuses.shtml>

RUconnect Identification Card <http://iam-ipo.rutgers.edu> Follow the directions provided by UHR to upload your photo. This card is your official university photo identification card. Based on your affiliation with Rutgers, it can provide access to libraries, computer labs, credit union transactions, various employee discounts, and other services.

Rutgers University Policy Library http://policies.rutgers.edu/contents_index.shtml The official source for the policies governing the academic, administrative, financial, operational, and business affairs. Become familiar with the performance appraisal policy and the weather policy if your role is essential or non-essential.

Self-Identification of Race/Ethnicity, Gender, Disability and Veteran Status Identifying your race/ethnicity, gender, disability, and/or veteran status for government recordkeeping and reporting purposes helps Rutgers qualify and apply for research and development grants. Any information you choose to provide will be kept confidential. Questions? Contact: Office of Employment Equity: <https://uhr.rutgers.edu/uhr-units-offices/office-employment-equity>

Organizational and Talent Development	
<ul style="list-style-type: none"> • Benefit Programs • Communicator Programs • Online Resources • UHR & Other Provider's Programming 	<p>A variety of open registration programs are available to full-time Rutgers faculty and staff. These programs, presented during the work day, are free to the department.</p> <p>To register for a class, visit http://uhr.rutgers.edu/learning-and-development. Contact us: UHR, Talent and Organizational Development at 732-235-9505.</p>
<ul style="list-style-type: none"> • LinkedIn Learning • Faculty Development • Post-Doctoral Dev. 	<p>Visit: https://www.linkedin.com/learning/me Free to all Employees and Students use your official Rutgers email, NetID and password.</p> <p>Visit: Academicaffairs.rutgers.edu/faculty-development</p> <p>Visit: Postdocs.rutgers.edu</p>

Required Actions for New Faculty and Staff

Required Reading/Actions for <u>All</u> New Employees	
Employee Rights and Responsibilities (mandatory for all)	Please take time to review these important laws. <input type="checkbox"/> Right to be Free of Gender Inequity law <input type="checkbox"/> Employer Obligation to Maintain and Report Records <input type="checkbox"/> Family Medical Leave Act http://uhr.rutgers.edu/policies-resources/policies-procedures/employee-rights-and-responsibilities
Title IX and Workplace Harassment Prevention (mandatory for all)	<input type="checkbox"/> SkillSoft Compliance is providing the required university-wide online training. Please use https://rutgersu.percipio.com and enter your NetID and Password. Please complete the training within 30 days. If you are interrupted, it will save your spot. If you have questions, call the Office of Employment Equity at 848-932-3973 . UHR Legal also requested you watch the 4-minute video at: https://uec.rutgers.edu/
Ethics (mandatory for all)	<input type="checkbox"/> Rutgers Ethics Armor Program provides a streamlined ethics reporting system where employees access the Plain Language Guide, policies, and FAQ's on certain requirements and access the required forms on the system and complete each one electronically. http://ethics.rutgers.edu questions contact 732-743-3344
Defensive Driving (mandatory for certain positions)	<input type="checkbox"/> Employees using a university vehicle must register on website, see details. Free to all employees, (non-members of Rutgers \$20) http://rues.rutgers.edu/defense.php
Protection of Minors (mandatory for certain positions)	<input type="checkbox"/> All employees who regularly supervise minors (not including matriculated students), must complete the online training. Consult your supervisor. protectminors.rutgers.edu
Right to Know or Lab Safety (mandatory for certain positions)	<input type="checkbox"/> All employees working in research laboratories and/or with hazardous materials, must attend classroom training. This includes those in <u>IP&O, Dining Services, Athletics, CRM, teaching laboratories, and farms and extension stations</u> . Consult your supervisor. Call 848-445-2550 to schedule.
Clinical Health & Safety Training (mandatory for clinical personnel)	<input type="checkbox"/> Rutgers Clinicians and employees who work in clinical areas are required to complete the online Clinical Health and Safety Training at https://myrehs.rutgers.edu . Consult your supervisor and/or REHS at 848-445-2550.
Unit Orientations	<input type="checkbox"/> Check with your supervisor.

Required Actions for New Employees in RBHS Units and Identified Rutgers Units <i>This applies to all Units who interact with protected health information (ex. some GSAPP, General Counsel, etc.)</i>	
Healthstream – Mandatory Compliance Training allows Rutgers to meet Federal and State regulatory requirements: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> HIPAA <input type="checkbox"/> Human Trafficking </div> <div> <input type="checkbox"/> General Ethics and Compliance Training <input type="checkbox"/> Professional Compliance and/or EMTALA. </div> </div> Please be sure to complete all requirements that pertain to your particular employee classification as soon as possible.	
Healthstream - Compliance Training Directions	Within a few days of your employment being entered into the payroll system, new employees are sent an automated email from HS-Alerts@healthstream.com You will have 30 days to complete your trainings. The system will ask questions to confirm your actual job duties and will assign the training based on your role. <u>If after waiting, if you have not received the link and believe you should, contact 732-235-2880 or try to log into the site at: http://healthstream.com/hlc/rbhs</u>

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