

## New Adjunct Faculty Checklist

The following is intended to guide you through the new hire process

### I. Onboarding Documentation

- Create a profile in Taleo-** A representative will send you a link which you will click in order to apply to your adjunct faculty position. If you have done so already proceed to the next step.
  - Initiate a background check through Sterling Talent Solutions-** The link will be sent by the Office of Human Resources to the email address you have provided.
  - Complete Section I of your I9-** The “From” email address is Sterling Talent Solutions, and will be emailed after your background check is launched.
  - Sign your contract-** The contract will be sent to the email that you listed in your Taleo profile. This must be signed electronically.
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### II. Pension and Benefit Forms

- Affidavit of Pension form-** You are required to indicate if you are participating, or have participated in a mandatory pension plan, and whether you own an active annuity contract. With the information provided, we make the determination of your eligibility to participate in a mandatory pension plan and the waiting period prior to vesting in employer contributions.
- Alternate Benefit Program (ABP) enrollment form-** You are required to participate in a mandatory pension plan. ABP deductions will be 5% of your base earnings. Please find the fact sheet attached for more information on the ABP plan.
- ABP Provider and Allocation form-** Please elect one or more investment carriers. There are 7 designated service providers available for your ABP plan contributions. Please find link below in regards to comparison of the designated service providers:  
<https://www.state.nj.us/treasury/pensions/documents/pdf/dspcompguide.pdf>
- Designation of Beneficiary form-** The original, signed, hard copy document must be submitted to the Office of Human Resources. Alternately, you may mail the form directly to the New Jersey Division of Pensions and Benefits at the address on top of the form.
- TCNJ Mandatory Salary Reduction Agreement-** The TCNJ Salary Reduction Agreement must be completed with the same information you enter on the ABP Provider and Allocation form. The ABP Provider and Allocation form is sent to the New Jersey Division of Pensions and Benefits, while the TCNJ Mandatory Salary Reduction Agreement is retained by TCNJ.

**Health Benefits-** Enrollment in health insurance is voluntary and must be completed via the Benefits Solver website. Please note that this step must be completed even if you are electing **not to enroll** in the medical insurance plan (also known as waiving coverage). Instructions on accessing Benefits Solver are found [here](#).

**Voluntary Defined Contribution Retirement Plans-** You have the option to enroll in a voluntary defined contribution retirement plan. They include the 403b and 457b plans. Link to fact sheets are below:

403b: <https://www.state.nj.us/treasury/pensions/documents/factsheets/fact34.pdf>

457: <https://www.state.nj.us/treasury/pensions/documents/factsheets/fact32.pdf>

Please fill out the following forms if you decide to participate:

**TCNJ Supplemental Voluntary Salary Reduction Agreement**

**457 Deferred Compensation Enrollment Form** (only if you opt to enroll in the Deferred Compensation plan)

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### III. Accessing your TCNJ Email

*Once all of the requirements in Section I are met, HR will send you your email address.*

Go to [account.tcnj.edu](http://account.tcnj.edu) and use the account lookup tool to retrieve your username and initial password.

Once you have your password, you can go to [today.tcnj.edu](http://today.tcnj.edu) to log into your email (click the Google Apps link) by entering your username and password.

### IV. Direct Deposit and Payroll Information

The pay schedule, instructions for viewing and updating your Form W-4 tax withholding status, and enrolling for direct deposit of your payroll earnings are located at [payroll.tcnj.edu/supplemental-payments](http://payroll.tcnj.edu/supplemental-payments). You will need to log into the Oracle, HMC Cloud to enter your W-4 election and direct deposit banking information. Failure to elect direct deposit of your payroll earnings will result in your earnings being added to a Wisely Card (similar to a debit card). The Wisely Card would be mailed to your address of record. Please contact payroll at [payroll@tcnj.edu](mailto:payroll@tcnj.edu) with questions or concerns regarding payroll matters.

### V. Obtaining an ID Card and Parking Decal

[Visit the parking's web page](#) for further instructions.