

## New Staff Checklist

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

### I. Onboarding Documentation

- Verbal offer accepted**
  - 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 Form I-9-** The “From” email address is Sterling Talent Solutions, and will be emailed after your background check is launched.
  - Sign your offer-** The offer 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- *A member from the benefits team will send the 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 and the College matches 8%. Please find link to factsheet below for more information on the ABP plan:

<https://www.state.nj.us/treasury/pensions/documents/factsheets/fact38.pdf>

- 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 medical and dental 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 to *waive* coverage. Instructions on accessing Benefits Solver are found [here](#).

**Flexible Spending Accounts (FSA)-** Enrollment in unreimbursed medical and/or dependent care flexible spending account is voluntary. Information and instructions on how to enroll in a flexible spending account are found [here](#).

**Commuter Benefit-** Enrollment in commuter benefits is voluntary. Commuter benefits allow eligible employees to set aside before-tax dollars to pay for mass transit and commuter parking expenses. The link to the Commuter Tax\$ave Program fact sheet with instructions on how to enroll is below:

<https://www.state.nj.us/treasury/pensions/documents/factsheets/fact67.pdf>

**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, direct deposit requirements 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.