# NEW EMPLOYEE RESOURCE GUIDE

<table>
<thead>
<tr>
<th>Resource</th>
<th>Location/Description</th>
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| **New York University/Global Network University** | [www.nyu.edu](http://www.nyu.edu)  
• About NYU  
• Leadership & University Administration  
• Global/Global Academic Centers  
• All NYU Programs  
• NYU Public Safety – For assistance (emergency and non-emergency situations)  
  Call: 212-998-2222 (open 24 hours, 7 days a week) |
| **Policies & Guidelines** | [www.nyu.edu](http://www.nyu.edu) (Administrators and Professionals)  
• About NYU  
• Policies & Guidelines  
• University Policies & Guidelines  
• Human Resources | [www.nyu.edu](http://www.nyu.edu) (Clerical and Technical Staff)  
• About NYU  
• Policies & Guidelines  
• University Policies & Guidelines  
• Human Resources  
• Select Union contract (Local 3882) |
| **NYU Home** | [home.nyu.edu](http://home.nyu.edu)  
• Log in using NetID and Password  
• Home Tab – Email and Calendar  
• Work Tab  
  - PeopleSync Login (Employee Self-Service – Pay, Personal Information, etc.)  
  - Benefits Resource Center Login (Must make benefit selection within 31 days of hire)  
  - NYU myTime Login (track & request time off)  
  - NYU iLearn Login (NYU Course catalog) | □ Action Item - Log into PeopleSync to complete Onboarding Tasks (ex. Complete I9, Direct deposit) |
| **Employee** | [www.nyu.edu/employees](http://www.nyu.edu/employees)  
• Resources & Services: Administrative Services, FinanceLink, IT, Operations, etc.  
• Benefits – Select Full or Part-time status, as appropriate, for access to Benefit guide  
• HR @ Your Service: Your Benefits, Your Career, Your Work-Life, Your Tools, Your Network  
• Career Development: Job Seekers, NYU Refer, Career Guide, Professional Development, etc.  
• Life & Wellness: LiveSmart, Child/Elder Care, Employee Assistance Program, Spiritual Life |
| **Employee Benefits** | [www.nyu.edu/employees/benefit](http://www.nyu.edu/employees/benefit)  
• Benefits Overview Guide: Full-Time employees, Part-time Employees  
• Vendor Links: UnitedHealthcare, Aetna, Oxford, MetLife (Dental), VSP (vision), etc.  
• Long term Disability, Life Insurance & ADD, Commuter/Flexible Spending Accounts (WageWorks)  
• Tuition Assistance: Employee, Dependent Child, Spouse/Domestic Partner  
• Retirement Plans: NYU Supplemental Tax Deferred Annuity (STDA), Vanguard, TIAA-CREF  
• Other/Voluntary: Health Advocate (assistance program), Auto Insurance, Home and Pet Insurance  
• Employee discounts: NYU Health-Related, NYU Facilities, NYU Entertainment, Off-Campus discounts  
| **General Questions-HR/Benefits/Payroll** | HR Questions (Administrators and Staff) – Arts and Science HR ([fas.hr@nyu.edu](mailto:fas.hr@nyu.edu); 212-998-8011)  
HR Questions (Faculty and Researchers) – FAS Academic Appointments ([fas.academic.hr@nyu.edu](mailto:fas.academic.hr@nyu.edu); 212-998-8011)  
Benefits/Payroll Questions - PeopleLink Service Center – 212-992-LINK (5464); [askpeoplelink@nyu.edu](mailto:askpeoplelink@nyu.edu)  
Retirement Questions – NYU Retirement Plans Helpline at TIAA – 844-NYU-TIAA  
  or visit [TIAA.org/schedulenow](http://TIAA.org/schedulenow) to schedule a one-on-one consultation |
| **NYU Card Center** | 7 Washington Place (between Washington & Waverly Place)  
Mon-Fri, 8am-8pm, 212-443-CARD (2273) |