

## NEW EMPLOYEE RESOURCE GUIDE

Resource	Location/Description		
<b>New York University/ Global Network University</b>	<a href="http://www.nyu.edu">www.nyu.edu</a> <ul style="list-style-type: none"> <li>• About NYU</li> <li>• Leadership &amp; University Administration</li> <li>• Global/Global Academic Centers</li> <li>• All NYU Programs</li> <li>• NYU Public Safety – For assistance (emergency and non-emergency situations) Call: 212-998-2222 (open 24 hours, 7 days a week)</li> </ul>		
<b>Policies &amp; Guidelines</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <a href="http://www.nyu.edu">www.nyu.edu</a> (Administrators and Professionals) <ul style="list-style-type: none"> <li>• About NYU</li> <li>• Policies &amp; Guidelines</li> <li>• University Policies &amp; Guidelines</li> <li>• Human Resources</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <a href="http://www.nyu.edu">www.nyu.edu</a> (Clerical and Technical Staff) <ul style="list-style-type: none"> <li>• About NYU</li> <li>• Policies &amp; Guidelines</li> <li>• University Policies &amp; Guidelines</li> <li>• Human Resources</li> <li>• Select Union contract (Local 3882)</li> </ul> </td> </tr> </table>	<a href="http://www.nyu.edu">www.nyu.edu</a> (Administrators and Professionals) <ul style="list-style-type: none"> <li>• About NYU</li> <li>• Policies &amp; Guidelines</li> <li>• University Policies &amp; Guidelines</li> <li>• Human Resources</li> </ul>	<a href="http://www.nyu.edu">www.nyu.edu</a> (Clerical and Technical Staff) <ul style="list-style-type: none"> <li>• About NYU</li> <li>• Policies &amp; Guidelines</li> <li>• University Policies &amp; Guidelines</li> <li>• Human Resources</li> <li>• Select Union contract (Local 3882)</li> </ul>
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<b>NYU Home</b>	<a href="http://home.nyu.edu">home.nyu.edu</a> <ul style="list-style-type: none"> <li>• Log in using NetID and Password</li> <li>• Home Tab – Email and Calendar</li> <li>• Work Tab <ul style="list-style-type: none"> <li>- PeopleSync Login (Employee Self-Service – Pay, Personal Information, etc.)</li> <li>- Benefits Resource Center Login (Must make benefit selection within 31 days of hire)</li> <li>- NYU myTime Login (track &amp; request time off)</li> <li>- NYU iLearn Login (NYU Course catalog)</li> </ul> </li> </ul> <p style="color: purple; margin-top: 10px;"><input type="checkbox"/> <b>Action Item-Log into PeopleSync to complete Onboarding Tasks (ex. Complete I9, Direct deposit)</b></p>		
<b>Employee</b>	<a href="http://www.nyu.edu/employees">www.nyu.edu/employees</a> <ul style="list-style-type: none"> <li>• Resources &amp; Services: Administrative Services, FinanceLink, IT, Operations, etc.</li> <li>• Benefits – Select Full or Part-time status, as appropriate, for access to Benefit guide</li> <li>• HR @ Your Service: Your Benefits, Your Career, Your Work-Life, Your Tools, Your Network</li> <li>• Career Development: Job Seekers, NYU Refer, Career Guide, Professional Development, etc.</li> <li>• Life &amp; Wellness: LiveSmart, Child/Elder Care, Employee Assistance Program, Spiritual Life</li> </ul>		
<b>Employee Benefits</b>	<a href="http://www.nyu.edu/employees/benefit">www.nyu.edu/employees/benefit</a> <ul style="list-style-type: none"> <li>• Benefits Overview Guide: Full-Time employees, Part-time Employees</li> <li>• Vendor Links: UnitedHealthcare, Aetna, Oxford, MetLife (Dental), VSP (vision), etc.</li> <li>• Long term Disability, Life Insurance &amp; ADD, Commuter/Flexible Spending Accounts (WageWorks)</li> <li>• Tuition Assistance: Employee, Dependent Child, Spouse/Domestic Partner</li> <li>• Retirement Plans : NYU Supplemental Tax Deferred Annuity (STDA), Vanguard, TIAA-CREF</li> <li>• Other/Voluntary: Health Advocate (assistance program), Auto Insurance, Home and Pet Insurance</li> <li>• Employee discounts: NYU Health-Related, NYU Facilities, NYU Entertainment, Off-Campus discounts <a href="http://bit.ly/1Z7SsZN">http://bit.ly/1Z7SsZN</a></li> </ul>		
<b>General Questions- HR/Benefits/Payroll</b>	<p><b>HR Questions (Administrators and Staff)</b> – Arts and Science HR (<a href="mailto:fas.hr@nyu.edu">fas.hr@nyu.edu</a>; 212-998-8011)</p> <p><b>HR Questions (Faculty and Researchers)</b> – FAS Academic Appointments (<a href="mailto:fas.academic.hr@nyu.edu">fas.academic.hr@nyu.edu</a>; 212-998-8011)</p> <p><b>Benefits/Payroll Questions</b> - PeopleLink Service Center – 212-992-LINK (5464); <a href="mailto:askpeoplelink@nyu.edu">askpeoplelink@nyu.edu</a></p> <p><b>Retirement Questions</b> – NYU Retirement Plans Helpline at TIAA – 844-NYU-TIAA or visit <a href="http://TIAA.org/schedulenow">TIAA.org/schedulenow</a> to schedule a one-on-one consultation</p>		
<b>NYU Card Center</b>	<p>7 Washington Place (between Washington &amp; Waverly Place) Mon-Fri, 8am-8pm, 212-443-CARD (2273)</p>		