

NYU Arts and Science

New Hire Timeline - Full-Time Administrators

The **NYU Card Center** is located at 7 Washington Place (at the corner of Mercer Street).

Office hours are Monday to Friday: 8:00 am to 5:00 pm. E-mail: nyucard@nyu.edu; Phone: 212-443-2273

For **Benefits related questions**, please contact the Central HR Office at 212-992-5465 or askpeoplelink@nyu.edu

Day 1

- Obtain NYU ID Card
- Review job description
- Medical, Dental, Vision benefits available (auto-enrolled in medical and dental, unless opt-out)
- Tax-free commuting available via WageWorks
- Sick and Personal time available
- Auto-enrolled in Retirement Plan at 5% of pay – 60 days to opt-out (after 1-year, NYU contributions begin)

Week 1-2

- FAS HR New Hire Orientation
- Sign up for University HR New Hire Orientations
 - NHO 001: NYU New Employee Orientation and NHO 005: New Employee Connection
- Receive Benefits email with plan options and information
- Review personal and work contact information in PeopleSync

Month 1

- Sign up for benefits within 31 days of start date (benefits are retroactive to start date). Auto-enrolled in medical and dental plans unless opt-out.
- Complete [HAS 001A: Preventing Campus Violence](#) within 30 days of start date
- Complete [OEO 150: NYU Sexual Harassment Prevention Training](#) within 30 days of start date
***Must also complete OEO 150 on an annual basis thereafter*

Month 2

- Complete [OEO 101: Preventing Discrimination and Harassment on Campus](#) within 60 days of start date

Month 6

- Probation Review
- Vacation time available

1 Year

- Tuition Remission available
- Retirement Plan match begins (May be eligible to waive 1-year waiting period. Contact PeopleLink)
- At the start of 2nd year of service, receive a bank of sick days on employment anniversary each year