## **NYU** Arts and Science

## **New Hire Timeline - Full-Time Clerical and Technical Staff**

The NYU Card Center is located at 7 Washington Place (at the corner of Mercer Street) Phone: 212-443-2273

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

- Obtain NYU ID Card
- Review job description
- Tax-free commuting available via WageWorks
- Day 1
- Eligible to contribute to Supplemental Tax-Deferred Annuity (STDA) Plan
- 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 Week 1-2
  - Review personal and work contact information in PeopleSync
  - Local 3882 Union representative to reach out to schedule a meeting

## Month 1

- Sign up for benefits within 31 days of 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 3

- Probation Review
- . Medical, dental, and vision benefits available
- Sick and personal time available (personal time may be listed in myTime bank, but may not be used until after 3 months of employment)
- Tuition remission available

## Month 6

- Vacation time available
- Begin reviewing retirement choice options (Staff Pension Plan or NYU Retirement Plan)

- Eligible to elect retirement choice in PeopleSync during two-week election window (one-time irrevocable choice)
  - \*\*Will default to the Staff Pension Plan if an election is not made

## Month 9

• NYU begins contributing to Staff Pension Plan (vested on 5 year anniversary) or NYU Retirement Plan,

### 1 Year

depending on your election