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

- **Day 1**
  - Obtain NYU ID Card
  - Review job description
  - Tax-free commuting available via WageWorks
  - Eligible to contribute to Supplemental Tax-Deferred Annuity (STDA) Plan

- **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
  - 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)

- **Month 9**
  - 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**

- **1 Year**
  - NYU begins contributing to Staff Pension Plan (vested on 5 year anniversary) or NYU Retirement Plan, depending on your election