NYU Arts and Science

Part-time Clerical and Technical New Hire Timeline

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

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Month 2

• Complete OEO 101: Preventing Discrimination and Harassment on Campus within 60 days of start date

- Probation Review
- Medical benefits available (part-time staff pay 100% of the cost of medical coverage)

Month 3

• Sick and personal time available (personal time may be listed in your time and absence bank, but may not be used until after 3 months of employment)

Month 6

• Vacation time available

• NYU begins contributing to Staff Pension Plan, provided you work at least 1,000 hours during your first year. Vested on 5 year anniversary

1 Year

