

New to Rutgers University? Please Follow These Instructions!

After signing and returning your Appointment Letter and submitting all the required information, please allow **10-15 business days** for processing.

Complete Background Check

You will receive an email from noreply@hireright.com to start the background check. Please be sure to reply within 3 business days (it is not SPAM), otherwise the case will be closed and a new case will need to be opened.

Submit Liability Clearance (for Clinical Faculty only)

We need a letter indicating that there have been no claims against you in the past five (5) years from your professional insurance company or current employer. Please see page four (4) below for details. The letter should be emailed to Betty Kingsley kingslbe@sn.rutgers.edu

Complete Medical Clearance - required for all New Hires

You are required to have a pre-employment physical. Please make an appointment for your pre-employment physical based on the location that is applicable to your position. Please bring your offer letter and identification. The office may ask that you bring additional items for your visit. Here are the locations and contacts below:

- Per Diem Faculty (all campuses) and Lecturer (formerly PTL) faculty (teaching in Newark) are required to visit Newark Occupational Medicine.

The link to Occupational Health, pre-fillable forms, and location information is [here](#).

New hires, as a **CLINICAL faculty**, will need to complete the following forms as soon as possible:

- Health History Questionnaire
- Demographic Form
- Acknowledgment of Notice of Privacy Practices
- New hires will also need to provide the job description/offer letter = *Clinical Instructor*, the offer letter will be available once the BG check is complete

Complete the forms and submit them to Occupational Health email:

njms_occmed@njms.rutgers.edu

*In the email, you must let them know that you are a **new Per Diem or Lecturer (formerly PTL) for the School of Nursing.***

- Lecturer (formerly PTL) Faculty, *those teaching in New Brunswick and Blackwood campus* are required to contact/visit these locations:

Sarah Conlon RN

Health Technician II

Rutgers University

Occupational Health Department

Hurtado Health Center

11 Bishop Place

New Brunswick, NJ 08901-1108

Tel. (848) 932-8254

Complete New Hire Form

- Complete, sign and return **AS SOON AS POSSIBLE**
New Employee Hire form located [here](#)

- Submit Recommendation Letter
- Submit copy of highest degree certification/diploma
- Submit a copy of New Jersey RN License
- Submit a copy of any professional certifications
- Submit completed Liability Form - **Please read carefully as you must send in liability documentation from either your previous employer(s) OR professional insurance company indicating no liability claims against you in the past 5 years. Otherwise, you will not be permitted to start working nor will you be placed on Payroll. FIND THIS FORM IS AT THE END OF THIS DOCUMENT!**

Complete I-9 verification

Completion and verification **MUST BE DONE IN THE OFFICE by appointment only at locations below**

- Must present **original Social Security card** (*Copies are **not** accepted*)
- [Here is a List of Acceptable Documents for the I-9 Process](#)

Newark

Betty Kingsley, Personnel Manager

973-353-5228

kingslbe@sn.rutgers.edu

New Brunswick

Blackwood (Camden)

Cindy Hendricks, HR Compliance Coordinator	Jennifer Williams, HR Representative
(848) 932-3893	(856) 225-6475
Cindy.hendricks@rutgers.edu	Jennifer.williams2@rutgers.edu

NOTE: If I-9 verification is done in **New Brunswick or Blackwood**, upon completion please notify Betty at kingslbe@sn.rutgers.edu.

Vaccination Proof Requirement – COVID-19

Employment is contingent upon compliance with the University's COVID-19 vaccination requirements. The University requires all new and returning employees to provide proof that they are fully vaccinated and have received a booster against COVID-19 prior to commencement of employment, unless the University has granted the employee a medical or religious exemption. This requirement is located on the University's website located at <https://coronavirus.rutgers.edu/covid-19-vaccine>. **Returning employees can visit the Return to Rutgers COVID-19 Vaccinations site to upload your proof of vaccine and booster. New employees will receive an email from no-reply@ipo.rutgers.edu with a link to upload your proof of vaccine and booster.**

Vaccination Proof Requirement – Influenza

Employment is also contingent upon compliance with [University Policy 100.3.1-Immunization Policy](#) for “Covered Individuals”. *“Covered Individual: All Health Care Personnel (defined below) and all Rutgers University Public Safety Personnel (defined below), at all locations, regardless of whether they have routine presence in Patient Care Areas (defined below) or have routine contact with patients.”*

Covered Individuals are to be vaccinated against seasonal flu during Flu Season, unless you have a Rutgers-approved medical or religious exemption. Any Covered Individual who fails to comply with Policy 100.3.1 may be subject to discipline, up to and including termination of employment. **Flu vaccination documentation must be uploaded to the Influenza Vaccine Portal via [Influenza Vaccine Portal](#) ASAP or you will be unable to start working.**

Flu shots are already available at local pharmacies and through your primary care provider. Please visit the [State of New Jersey's flu webpage](#) to find a vaccine provider near you. Additionally, Rutgers offers free flu vaccines to faculty and staff with a valid RU ID via the following providers:

Rutgers New Brunswick/Piscataway/Newark/Camden Faculty:

- Flu vaccine Information is available on this [Occupational Health webpage](#).

RBHS Faculty:

- Flu vaccine Information is available on this [Occupational Health webpage](#).

Direct Deposit Instructions

- Rutgers’s University does not mail checks via the United States Postal Service
- Follow the attached instruction for direct deposit [Payroll Direct Deposit](#)

Rutgers BC10

- Please read and retain for your personal records
<https://uhr.rutgers.edu/forms/bc-10>

General Information

Tech Support and Set up an Email Account

Newark Location	New Brunswick
William Noel	Anthony Winston
wnoel@rutgers.edu	winstoam@sn.rutgers.edu

NET ID

Once in payroll you will receive an email from University Human Resources directing you to activate your Net ID. **You will not be able to active your Net ID until 48-72 hours after you have been added to payroll.**

Go to: <http://netid.rutgers.edu> and click on Net ID Activation and follow the instructions.

Rutgers University ID Card

Take a “selfie” then upload the picture. When the picture has been approved you may pick up the ID card at one of the HR or designated buildings.

[Click here is the link for ID cards:](#)

Parking

If you wish to park on one of the University's parking lots, please click on <http://pst.rutgers.edu/locations.php> to learn about lot locations, parking fees, a method of payment and obtain a parking pass for your vehicle.



Please note:

It is the responsibility of the candidate to acquire Liability Claims Information. Rutgers requires from your professional insurance carrier or employer(s) a letter indicating there have been no claims against you in the past five years. Your professional insurance or employer will ask you to send your request in writing in order to release the required information to Rutgers School of Nursing. All clinical faculty whether Full Time, Part Time or Per Diem, must submit this information in order to be cleared to work at Rutgers School of Nursing. You will not be approved by the Office of Academic nor paid until we receive the requested information. This can be emailed to my attention. Please call or email me if you have questions.

Johanna Stephenson, MPA, MLER
Assistant Dean for Faculty and Staff Resources
School of Nursing
180 University Avenue, Suite 312, Newark, NJ, 07102
Office -973-353-5418/848-932-0886
jrosa@sn.rutgers.edu

Betty Kingsley
Personnel Manager
School of Nursing
180 University Avenue, Suite 310, Newark, NJ 07102
Office -973-353-5228
kingslbe@sn.rutgers.edu