

# Employee Orientation

## Welcome New Employees!

Welcome to New Employee Orientation. Hopefully, you've had the opportunity to find your way around the University. Now, we welcome you to sit back and listen to all of the benefits both the State of NJ and Rowan University provides for its employees.

Attached is a checklist of items you need to complete and return as indicated.

FORM	DUE DATE
<input type="checkbox"/> Acknowledgement of Receipt of Training and Documents	TODAY
<input type="checkbox"/> Health Benefits Application Note: If married and selecting spouse/family coverage, you must bring a copy of your marriage certificate.	Within two weeks of hire
<input type="checkbox"/> Dental Application Note: If married and selecting spouse/family coverage, you must bring a copy of your marriage certificate.	Within two weeks of hire
<input type="checkbox"/> NJ Division of Pensions and Benefits Affidavit of Dependency (if applicable)	Within two weeks of hire
<input type="checkbox"/> State of NJ Pension Enrollment Application	Within two weeks of hire
<input type="checkbox"/> Alternate Benefit Program (ABP) Salary Reduction Agreement	No due date
<input type="checkbox"/> Parking Sticker Bole Hall Annex <a href="http://www.rowan.edu/safety/services/parking/permit.html">http://www.rowan.edu/safety/services/parking/permit.html</a> Note: you must have your Banner ID to complete	ASAP
<input type="checkbox"/> Rowan ID Card Student Center Note: you must have your Banner ID to obtain card	ASAP
<input type="checkbox"/> Mandatory Discrimination Training <a href="http://training.newmedialearning.com/ped/rowanu">http://training.newmedialearning.com/ped/rowanu</a>	Within 30 days of hire
<input type="checkbox"/> Mandatory Ethics Training <a href="http://www.state.nj.us/ethics/training/online/index.html">http://www.state.nj.us/ethics/training/online/index.html</a>	Within 30 days of hire