



# Rowan University **New Employee Orientation**

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	<ul style="list-style-type: none"> <li>• TODAY</li> </ul>
<input type="checkbox"/> Health Benefits Application * note: If married & electing spouse/family coverage, you must bring a copy of your marriage certificate.	<ul style="list-style-type: none"> <li>• Within 2 weeks of hire</li> </ul>
<input type="checkbox"/> Dental Application * note: If married & electing spouse/family coverage, you must bring a copy of your marriage certificate.	<ul style="list-style-type: none"> <li>• Within 2 weeks of hire</li> </ul>
<input type="checkbox"/> NJ Division of Pensions and Benefits Affidavit of Dependency ( if applicable)	<ul style="list-style-type: none"> <li>• Within 2 weeks of hire</li> </ul>
<input type="checkbox"/> State of NJ Pension Enrollment Application	<ul style="list-style-type: none"> <li>• Within 2 weeks of hire</li> </ul>
<input type="checkbox"/> Alternate Benefit Program (ABP) Salary Reduction Agreement	<ul style="list-style-type: none"> <li>• Within 2 weeks of hire</li> </ul>
<input type="checkbox"/> Parking Sticker (Bole Hall Annex) (http://www.rowan.edu/safety/services/parking/permit.html (note: you must have your Banner ID to complete)	<ul style="list-style-type: none"> <li>• ASAP</li> </ul>
<input type="checkbox"/> Rowan ID Card (Student Center) (note: you must have your Banner ID to obtain card)	<ul style="list-style-type: none"> <li>• ASAP</li> </ul>
<input type="checkbox"/> Mandatory Discrimination Training <a href="http://training.newmedialearning.com/ped/rowanu">http://training.newmedialearning.com/ped/rowanu</a>	<ul style="list-style-type: none"> <li>• Within 30 days of hire</li> </ul>