

Rutgers Cancer Institute New Hire Worksheet

Congratulations on your new hire! This worksheet has been designed to assist you in ensuring that your new hire's first week is pleasant and productive. All forms associated with the start-up process are included in this worksheet. This packet is updated regularly to reflect changes in University policies and procedures. Please email Jeremy Wesztergom at Jeremy.Wesztergom@Rutgers.edu or Lori Girtanner at Lori.Girtanner@Rutgers.edu with any questions or concerns.

Employee Name: _____

Title: _____ **Start Date:** _____

Department: _____ **Space Assignment:** _____

Most links in this document route to internal Rutgers Cancer Institute websites. You may need to be logged onto VPN for the links to work.

STEP 1: Space Management

4-6 weeks prior to hire date

Put a ticket into the Facilities Queue in order to request a space assignment for the new employee by accessing the link here: <https://cinjweb.cinj.rutgers.edu/queue/ticketreqfacilities.php>

STEP 2: Computer Order

2-3 weeks prior to hire date

Put a ticket into the IST Queue to request equipment for the new employee by accessing the link here: [Rutgers Cancer Institute Information Services & Technology](#) The standard set up may include a laptop, docking station, monitor, keyboard, and mouse.

STEP 3: Cell Phone Order

7-10 days prior to hire date

1. Send RUware an email request for Verizon/AT&T consulting, plans, international service, or accessories: mobile@oit.rutgers.edu.
2. RUware receives your request. Staff will provide you with the appropriate form needed.
3. If requesting a phone or accessories, complete the required form/process instructed by staff. Then provide Chart of Accounts/GL String or Project String.
4. RUware will process your order with the carrier. After processing, your order will be sent out for delivery. For Rutgers Health units: All cell phone/accessory orders will go to IST for implementation.

In case of issues or changes, the website for Cell Phone Ordering can be found here:

<https://it.rutgers.edu/mobile-device-purchasing/>

STEP 4: Keys

7-10 days prior to hire date

If keys need to be ordered, put a ticket in the Facilities queue by following the link below. Select “locksmith” and enter your NetID and password. The form that populates should be completed in full and signed off by the hiring manager.

<https://cinjweb.cinj.rutgers.edu/queue/ticketreqfacilities.php>

STEP 5: Employee ID Card, Net ID, and Email Account

1-2 days prior to hire date

Employee ID (Emp ID) numbers will be supplied by Workforce Planning and Performance once the new hire is entered into PeopleSoft. Please contact Jeremey Wesztergom

((jgw61@cinj.rutgers.edu) for all staff hires. For all students and postdocs, please get in touch with Ilana Shamain (ibs19@cinj.rutgers.edu).

Before arrival, the UHR Generalist will distribute a detailed sheet to the new hire on how to activate their Net ID and Email Account. The link is also supplied here.

<https://netid.rutgers.edu/index.htm>

STEP 6: Shared Drive / Folder Access

1-2 days prior to hire date

The hiring manager or administrative team should submit a ticket into the IST Queue with the following information: employee name, employee ID number, employee title, and list of appropriate folders to have access to. The IST ticket queue can be found by accessing the link here: <https://ist.cinj.rutgers.edu/>

STEP 7: System Access

1-2 days prior to hire date

PeopleSoft Timekeeping or Absence Reporting Access (ARS):

The hiring manager or department admin should reach out to Lori Girtanner

(Lori.Girtanner@Rutgers.edu) to determine the new hire’s role in the department and what access levels are required. The employee will receive an email notification once access has been granted. Workforce Planning can meet with the new hire to provide a walkthrough on using the system(s).

Market Place:

New hires should have the ability to access and use Market Place upon hire; training is no longer a prerequisite. Training guides and the helpdesk is available here:

<https://procurementservices.rutgers.edu/resources/training-support>

Rutgers Online Recruitment System (ROCS):

The ROCS system is used by hiring managers to view their applicants for their posted positions. Staff or Faculty who will need this access should reach out to Lori Girtanner (Lori.Girtanner@Rutgers.edu) for instructions and access to this system.

STEP 8: Parking*1-2 days prior to hire date*

There are two options for staff to utilize based on their work location and personal preference: Rutgers parking or public parking.

Rutgers Parking: The hiring manager or administrative team can request a temporary parking permit for new hires through the below link, under the section “New Employee.” [Faculty/Staff Parking Permits | Institutional Planning and Operations](#)

Once the new hire has received their first paycheck, they can use the same link above to register for an annual Faculty and Staff Parking Permit. Passes are renewed annually. The link also includes access to the Rutgers Parking Portal (to register vehicles and plate information) and a map of available lots.

Public Parking: Employees may search for public parking decks and pay out of pocket. [Parking Locator | New Brunswick Parking Authority](#)

STEP 9: Lab Coats*During new hire's first week*

Staff researchers are able to obtain lab coats as they are needed. A rack of coats is located on each floor. There is also a bin where they can return dirty coats next to each rack. Questions or concerns can be directed to: <https://cinjweb.cinj.rutgers.edu/queue/ticketreqfacilities.php>

For the Office of Human Research Services (OHRS) department, please contact Estuardo Alvarez (alvareea@cinj.rutgers.edu)

For the Biospecimen Repository (BRS) department, please contact Joseph Rosenberg (rosenbj@cinj.rutgers.edu)

Any clinical staff needing a lab coat can reach out to Rhena Powell at RWJBH (powellrh@cinj.rutgers.edu)

Step 10: Essential Employees*During new hire's first week*

Hiring managers or administrative staff should contact Lori Girtanner (lg645@cinj.rutgers.edu) if an employee should be deemed essential so a formal notification can be sent out. If an employee has received an essential letter already, it will remain in effect unless they are informed otherwise.

Rutgers Cancer Institute EMPLOYEE PROPERTY AGREEMENT

As an employee of Rutgers Cancer Institute and as a user of items (see next page) on loan to me for the purpose of fulfilling the responsibilities of my position, I agree to observe all policies of Rutgers University which pertain to this property and will follow all Rutgers Cancer Institute rules and regulations governing the use of this property.

All property assigned and on loan to me while in the employment of Rutgers Cancer Institute shall be used under the following rules and regulations:

Employee Name: _____ Employee ID: _____

Date of Hire: _____ Last Day: _____

1. I understand that, to the best of my ability, I have the responsibility to protect the safety of said property, taking care to provide a secure location at all times.
2. I shall use the property assigned to me for the conduct of Rutgers Cancer Institute business purposes for which I am authorized, and understand that no other uses are permitted.
3. All material stored on any of the electronic equipment, belonging to Rutgers Cancer Institute, and created or saved as relating to my position, shall be considered the property of Rutgers Cancer Institute and shall remain with Rutgers Cancer Institute when I leave employment.
4. In the instance that any of the property assigned for my use is either believed lost or stolen, I shall report such occurrence without delay to my supervisor and Workforce Planning & Performance.
5. My signature on this document shall serve as my agreement that I will comply with any rules and regulations and policies of Rutgers Cancer Institute or Rutgers that may pertain to the items listed below, on loan for my use.
6. I agree that under the circumstances that my employment is ended, either voluntarily or involuntarily, I shall immediately return all items as listed below in good condition with usual wear and tear taken into consideration.

This document does not need to be returned but should kept within the department files until such time the employee is leaving the University.

	Date of Issue	Date of return	Received by
Mobile Phone & Passcode			
Parking Deck Card			
PC Computer			
Laptop & Charger			
ID Card			
Flash Drive (s)			
Key Wands or Keys			
Keyboard / Mouse			
Docking Station / Speaker / Microphone			

Date

Employee Name

Employee Signature

Manager/Supervisor Name

Manager/Supervisor Signature