Joining the Princeton University community as an employee offers individuals a unique set of possibilities and challenges, in an atmosphere of academic excellence and rich diversity, with opportunities for professional achievement and growth. The first few days and weeks in a new work environment can be overwhelming as employees learn about their new jobs and become acquainted with their co-workers, supervisors, and the University. In addition, there are forms to complete; important decisions to be made about benefits; and work guidelines, policies, and procedures to be learned.

Supervisors are expected to provide new employees with detailed information regarding their positions as well as departmental and University operating procedures. New employees are encouraged to ask questions—open communication and exchange of information from the start foster good employee-supervisor relationships and can ensure that the initial period of employment is both positive and productive. Employees can call the Office of Human Resources at (609) 258-3300 if they need information or guidance on a specific issue.

Prior to the first day of work, new employees receive a folder of information from the Office of Human Resources. Both administrative and support staff members attend a half-day New Hire Orientation session, usually scheduled on the first Monday morning they are at work.

**New Employee Paperwork**

The Form I-9, W-4, and Personal Data Sheet are critical for getting new employees onto the payroll. Federal regulations require that all new employees complete a Form I-9 within three days of being hired or they must be discharged. Forms that must be completed immediately include:

<table>
<thead>
<tr>
<th>Form</th>
<th>If Not Completed Immediately</th>
</tr>
</thead>
<tbody>
<tr>
<td>I-9</td>
<td>Discharged if not completed within three days of starting work</td>
</tr>
<tr>
<td>W-4</td>
<td>Defaulted to higher income tax withholding</td>
</tr>
<tr>
<td>Personal Data Sheet</td>
<td>Enrollment in benefit programs cannot be completed</td>
</tr>
</tbody>
</table>

**Benefits and Work Life**

Newly hired benefits-eligible employees select and enroll in most University benefit plans online through HR Self Service within 31 days of hire or during the annual Open Enrollment period. For more detailed information about eligibility, enrollment, or plan information, refer to [www.princeton.edu/hr/benefits](http://www.princeton.edu/hr/benefits) or the publication *My Benefits*.

In addition, Princeton is committed to providing faculty and staff with an environment and a range of resources to assist in achieving a balance of work, personal, and family commitments. For more detailed information about the many programs and services that are designed to support employees in attaining work life balance, refer to [www.princeton.edu/hr/benefits/worklife](http://www.princeton.edu/hr/benefits/worklife) or the publication *My Guide to Work Life Balance*.

**Payroll**

Employees are strongly encouraged to Go Paperless and have their paychecks deposited directly into their bank accounts. Using Payroll Self Service (e-Pay) through HR Self Service at [www.princeton.edu/selfservice](http://www.princeton.edu/selfservice), you can enroll in direct deposit, view your pay statements, change your tax filing status, and get duplicate W-2 forms for current and previous years as well as duplicate pay statements. If you do not choose direct deposit, your paycheck will be delivered to your department and distributed on payday.
Identification Cards

All full-time and part-time regular or term benefits-eligible employees may obtain a Princeton University TigerCard from the TigerCard Office when they begin work. The TigerCard is the all-in-one campus card that establishes employees’ affiliations with Princeton and serves as a photo ID. With the TigerCard individuals can access their buildings, buy food, purchase tickets, access athletic facilities, use copiers, make purchases, check out books, attend athletic events, and more. Refer to www.princeton.edu/tigercard.

Parking Permits

Members of the campus community who need to park on campus must obtain a permit from Transportation and Parking Services or they may register online at www.princeton.edu/transportation.

New employees will receive a parking registration form and additional information during their Human Resources New Hire Orientation. Refer to www.princeton.edu/transportation or call (609) 258-3157.

Employment at Princeton

Employment Classifications

The following designations describe classifications of HR employees (other academic employee classifications may exist under the Office of the Dean of the Faculty or the Plasma Physics Laboratory):

**Full-time regular employees** are benefits-eligible biweekly- or monthly-paid staff who fill approved, budgeted positions on the regular payroll and work 100 percent of the normal workweek schedule (36.25 or 40 hours, depending upon the position) for 12 months of the year.

**Part-time regular employees** are benefits-eligible biweekly- or monthly-paid staff who fill approved, budgeted positions on the regular payroll and work 50 percent or more of the normal workweek schedule (36.25 or 40 hours, depending on the position) for five months or more of the year. Part-time employees with a 50 percent or greater work schedule receive all applicable University benefits.

**Term employees** are benefits-eligible biweekly- or monthly-paid staff who are appointed to an approved, budgeted position for a fixed period with a known or expected date of termination of employment and work at least 50 percent duty time for five months or more.

**Temporary employees** are individuals who work in non-budgeted positions on an as-needed-basis in either exempt or nonexempt positions. Refer to policy 2.1.1 Temporary Employees.

Payroll Classifications

**Exempt employees** have administrative or professional responsibilities and are paid on a monthly schedule on the last workday of the month. Exempt employees can be full- or part-time, regular or term, benefits-eligible or non-benefits eligible temporary staff (short-term professionals) and are not eligible for overtime.

**Nonexempt employees** have support responsibilities in the following areas:

» Office and clerical (including library support staff), often referred to as the Biweekly B staff

» Laboratory and technical support, maintenance and service (including trades), or public safety, library, and museum security, often referred to as the Biweekly A staff

Nonexempt employees are paid on a biweekly schedule on the 10th day, Wednesday, following the end of the last pay period and are eligible for overtime. Payroll information, including payroll schedules, can be found at http://finance.princeton.edu/how-to/payroll.
Probationary Periods

For all regular and term biweekly-paid employees, the first 90 calendar days of employment are a probationary period as they become familiar with the basic requirements and expectations of the job. The probationary period is intended to be utilized by a supervisor to determine if the new employee’s performance is satisfactory. It is also the time for supervisors to assess the employee’s skills, determine if the employee’s job performance meets the expected standards, and decide whether employment should be continued. The probationary period is a time for open communication by both parties; however, either party is free to terminate the relationship at any time.

Monthly-paid employees do not have a formal probationary period. However, their continuing employment at the University is generally contingent on their successfully carrying out their responsibilities, complying with University policies, available funding, and meeting the job performance expectations of their supervisors.

Extending the Probationary Period for Biweekly-Paid Employees

There may be occasions when it is appropriate to extend the probationary period beyond 90 days. This may occur when it is interrupted by a short-term disability or the employee is hired into a less-than-12-month schedule toward the end of the academic year or under other circumstances determined by the supervisor in consultation with Human Resources.

Biweekly-paid employees dismissed during the probationary period are not eligible to access the University’s Fairness Review grievance system. Those who do not successfully complete the probationary period because of poor performance may be given one week’s pay in lieu of notice. If the individual is terminated for misconduct, notice of one week is at the discretion of the supervisor and after consultation with Human Resources.

Union employees should refer to their union contract for specific information regarding probationary periods and paid time-off guidelines. They can contact the Office of Human Resources with any questions.

General Information

Princeton University Home Page
The University’s home page at www.princeton.edu is a good source of information on a broad range of University programs, services, and resources.

Campus Maps
A copy of the campus map is included in the new employee packet. Some campus buildings are not identified by signs. Interactive maps, accessibility maps that designates accessible buildings and paths, and other maps are available on the University website.

Campus Directory
The online campus directory on the main Princeton University home page is a useful source for locating people and their work locations, telephone extensions, fax numbers, and e-mail addresses.

Undergraduate and Graduate Information
Publications available online at www.princeton.edu/ua and http://gradschool.princeton.edu/about/catalog, respectively, list all classes taught at Princeton and the names of faculty who teach in each academic department. They also provide an overview of the academic rules and procedures of the University.

Rights, Rules, Responsibilities
This publication, available at www.princeton.edu/rrr, provides a concise reference for all members of the Princeton University community regarding the rules and guidelines for acceptable behavior at the University. All individuals are expected to comply with these University-wide regulations. A printed copy is included in the new employee packet.
Policy Website
The University’s policy website is a resource for the Princeton University community. It serves as a central repository of University policies that govern a wide range of University activities in support of Princeton University’s core teaching and research mission. Refer to http://policy.princeton.edu.

Accidents and Emergencies
When immediate first aid is needed, call the Department of Public Safety (DPS) at 9-1-1 when using a campus phone or (609) 258-3333 when calling from off campus or with a cell phone. DPS will provide first aid and arrange for transport to McCosh Health Center or the Princeton Medical Center, depending on the severity of the injury. For injuries or medical conditions while working that require immediate medical attention but are not deemed a medical emergency, employees should notify their supervisor and seek medical attention at the Office of Employee Health in the McCosh Health Center on Washington Road.