NEW EMPLOYEE GUIDE

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HR.003 – New Employee Guide

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# New Employee Guide

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OFFICE ACCESS AND SERVICES:

Office Location:
Contact your department director or chairperson or department secretary for the location of your office.

Office Keys:
Obtain a key request card from your department secretary. This card must be signed by your department director or chairperson and sent to the Public Safety Office, Room L2.61.00NB. Your key(s) will be ready within 3 business days from submission of the key request. A $5.00 deposit is required.

College ID Card:
The Public Safety Office issues photo ID cards on Tuesdays and Wednesdays between the hours of 11:00 am to 2:00 pm and 5:00 pm to 7:00 pm in Room L2.61.01NB. You must present a pay stub, letter of appointment or a letter from the Personnel Department to obtain your ID card.

Building Hours:
All John Jay buildings are open to Faculty members from 6:00 am to midnight, 7 days per week. Please check with Public Safety for all other hours all John Jay Buildings are open. For emergency, dial extension 8888 from any college telephone.

Departmental Mailbox:
Contact your department secretary for the location of departmental mailboxes and to have a mailbox established for you.
**Furniture/Supplies/Non-Computer Equipment:**
See your department director, chairperson or secretary. They will contact the appropriate office to assist you.

**Copy/Duplicating:**
See your departmental secretary for local copying. The College also has a copy center located in the cellar level of the 899 Tenth Avenue Building.

**INFORMATION TECHNOLOGY:**

**Department of Information Technology (DoIT):**
Please contact the DoIT Help Desk at extension 8200 and provide department, room number, position (full-time faculty, adjunct, staff, etc.) and telephone extension (if already assigned by your director or chairperson). DoIT will arrange for the following:

**Telephone:**
Your telephone will be activated. Your name and extension will be added to the College telephone directory.

**Computer:**
If you do not have a computer, complete a "Computer Equipment Request Form". Your department secretary can assist you or you may download the form by going to http://johnjay.cuny.edu/doit/cerf2.asp. Print the request form, obtain your department director or chairperson's authorization on the form and forward to Joseph Laub, DoIT, Room L2.63.18NB. If you have a computer, contact the Help Desk at extension 8200 to schedule an appointment to have your personal profile configured and the computer maintained.

**E-Mail:**
An email account will be automatically set up for you once you are officially on payroll at the college. Your user identification code is the first initial of your first name followed by your last name followed by @jjay.cuny.edu (e.g. dgray@jjay.cuny.edu). Your user password is set by default to the last four digits of your social security number. To begin using email simply go to the college homepage (www.jjay.cuny.edu) click the drop down menu under section headed “Faculty & Staff”, select “email access” and follow the directions presented. If you encounter a problem, call the DOIT help desk at extension 8200.

**E-Learning:**
Contact Diana Lopez, Human Resources, at extension 8514 to obtain a free user license for the College's in-house web based training library. Hundreds of self paced tutorials are available for your professional development.
**John Jay Website:**
We encourage you to visit the John Jay Website early on. This website is filled with valuable information, policies, procedures, downloadable forms and other information about the College. Visit the website at [www.jjay.cuny.edu](http://www.jjay.cuny.edu).

**The CUNY Portal:**
The CUNY portal [www.cuny.edu](http://www.cuny.edu) is the gateway to all things CUNY: College Websites, links to information for Prospective and Current Students, Faculty and Staff, Alumni and Visitors, and much more. And if you register on the portal, you will have the ability to customize your view and make future visits to the portal more productive.

**How do I register/login on the CUNY portal?**
Open your web browser and access [www.cuny.edu](http://www.cuny.edu) and click on the Log-in link at the bottom of the left column of CUNY’s portal page. If you have previously registered on CUNY’s portal, type in your Username and Password and click on the Log-in button.
If you have never registered on CUNY’s portal, select the "Register Now!" link. A new page will display six categories for registration: student, faculty, staff, alumni, applicant, or visitor. Select the appropriate link. Students, faculty and staff must enter their last name, social security number and birth date in order to validate their connection with the university.
If you experience any problems registering for the Portal call the John Jay College Help Desk at 212-237-8212 or email us at helpdesk@jjay.cuny.edu and we will assist you.

**Services Currently Available:**
- Online registration - eSIMS
- Library resources
- Job postings
- Civil Service Exams
- FAS/FIS flat files
- CUNY News
- Admissions & Financial Aid information
- College Events
- Taking course outside the home college - ePermit
- Customized personal portal page with links to college services
- Online courses - Blackboard
- New Centralized email system

**Wireless Network Access:**
Wireless Network Access for laptop computers is now available in North Hall, Westport and in the Lloyd Sealy Library in Harren Hall, (the remainder of the Harren Hall will be made wireless during the FALL 2005 semester).
To make use of this facility and to obtain the necessary instructions you must have a John Jay email account. If you are a faculty, staff member or student, an account is automatically assigned to you. If you experience trouble accessing an account call the DOIT Help Desk at X8200.
In order to access the wireless network, you must configure your laptop. The only technical prerequisite is a wireless adapter that is Wi-Fi (802.11 b compliant) that supports 40 bit WEP encryption. To obtain this information and instructions on how to configure your laptop and access the John Jay College wireless network, open the DoIT home page at http://johnjay.jjay.cuny.edu/doit/, and click on “Wireless Instructions”.

**BENEFITS INFORMATION:**

You will be provided with an overview of all benefits for which you are eligible. It is important that you select your health plan immediately and your pension plan within the first 29 days of employment. (Beyond the 29th day, all employees default to the TRS pension system and that assignment is irrevocable). Please feel free to contact Ms. Carrie Dehls (X8504) or Sibby Tower (X8479), if you have any questions regarding employee benefits.