

Welcoming Our New Employees to RUTGERS

What You Need to Know About Enrolling in Your New Benefits

We are excited to have you join the Rutgers team! This new hire benefits enrollment checklist will help you navigate through your first 7, 14, and 30 days at Rutgers. We encourage you to visit our [New Employee Welcome website](#) and reach out to the [OneSource Faculty & Staff Service Center](#) with any questions.

Your To Do List | First 7 Days

- NetID Activation:** Once your employee record is created in our system, you will receive an email from the Office of Information Technology (OIT) advising you to activate your NetID. The activation of your NetID will also establish your Rutgers email address.
- Direct Deposit:** You can sign up for direct deposit and complete your W-4 forms by logging in with your NetID on the [myRutgers Portal](#) and clicking the Employee Self-Service tab.
- Parking:** Once you have your NetID and you've received your first paycheck, you must register for a parking permit. [Visit the IP&O website](#) to register.
- RUConnection Photo ID Card:** For most Rutgers buildings, you will need to swipe your ID card to obtain access. Visit the [IAM website](#) and follow the on-screen instructions to upload a photo. Once approved, visit your nearest [ID card office](#) to pick up your ID card. *Please note, only the cardholder may pick up their ID.*

Your To Do List | First 14 Days

- Enroll in State Health Benefits Program:** Once you receive the notification from BenefitSolver (info@businessolver.com) to enroll, usually at day 10, [visit the myNewJersey portal](#). First time users must create an account. You will need your SSN and Date of Birth. **Use Company Key: SHBP/SEHBP.**

- Mandatory Retirement Program Enrollment:** Refer to your offer letter to confirm which retirement program you are eligible to enroll in.

ABP Enrollment

1. Open an account by [contacting the investment carrier](#).
2. Complete the [ABP Enrollment Application](#) and the [Salary Reduction Form](#). Select the investment carrier(s) you want your contributions invested with ensuring percentages are whole numbers and total 100%.
3. Submit both forms to [OneSource](#).*
4. Mail [the completed Designation of Beneficiary forms](#) directly to the NJDPB to the address listed on the form after ABP deductions are reflected on your paycheck.

PERS Enrollment

1. Complete sections 1-8 of the [PERS Enrollment application](#).
2. Upload the form using the [Retirement Plan Request](#)*.
3. [Register](#) with Member Benefits Online System (MBOS) after receiving your certification in the mail.

- The Premium Option Plan (POP):** Employees declining pre-tax medical and/or dental insurance must fill out a [Declination of POP form](#). Once complete, submit the form to [OneSource](#)*.

Your To Do List | First 30 Days

- Optional Tax Savings Plan Enrollment:**

[Unreimbursed Medical/Dependent Care Flexible Spending Account](#): Call Further at 866-999-3531 Monday through Friday from 8 a.m. to 9 p.m. ET or visit [the FSA Enrollment website](#).

[Commuter Tax Saving Programs](#): Enroll in the Commuter Tax Saving Program by calling the OneSource Service Center at 732-745-SERV (7378).

Complete Anytime

- Enroll in Optional Investment Plans:**

- [Voluntary 403\(b\) Savings Programs for Employees in ABP](#)
- Voluntary 403(b) Savings Programs for Employees in PERS/PFRS
- [Additional Contributions Tax-Sheltered Programs \(ACTS\)](#)
- [Supplemental Annuity Collective Trust \(SACT\)](#)

- Employees in PERS, PFRS, and ABP**

- [NJ State Employees Deferred Compensation Plan \(457 Plan\)](#)