

Important HR Reminders

Employment Verification via the Electronic I-9

All new employees at Rutgers University must verify their employment eligibility as required by U.S. Citizenship and Immigration Services. This process establishes a new employee’s identity and eligibility to work in the U.S. Rutgers University is required to maintain compliance with federal regulations and must complete employment eligibility verification for all new employees within 3 days of their first day of employment. New employees must meet (in-person) with a representative from Human Resources to provide [original, unexpired identification](#) and complete the online I-9 form.

All new Rutgers University–Camden employees complete the I-9 form with Jennifer Williams in Human Resources. They can do so without an appointment on Mondays between 10:00am and 1:00pm or on Wednesdays between 12:00pm and 4:00pm. New employees (including all student employees) should be encouraged to visit Human Resources during these “drop-in” hours. New employees who cannot come to Human Resources during these times should reach out to Jennifer directly to schedule an appointment via [email](#) or at ext. 6475.

Hiring Student Employees

Departments that wish to hire student workers should review the [Class 5 Talent Acquisition Process](#) posted on the Human Resources website. Hiring student employees involves submitting a [Class 5 Student Employment Information form](#), which must be completed for all student employee hires. Questions regarding hiring student employees can be referred to [Jennifer Williams](#).

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IMPORTANT HR REMINDERS

BULLETIN BOARD

UPCOMING EVENTS

July 10

New Employee Orientation

- * Campus Center, Viewing Room
- * 9:30am – 12:00pm
- * Register at ext. 6475

July 24

New Employee Orientation

- * Campus Center, Viewing Room
- * 9:30am – 12:00pm
- * Register at ext. 6475

BULLETIN BOARD

Fiscal Year 2018 – Working Days Change

Salaried employees will notice a change on their bi-weekly pay for fiscal year 2017-18 as the number of working days will reduce to 260 (from 261 working days in 2016-2017). In order to calculate bi-weekly pay, employees should divide their annual salary by 260 (the number of working days) to determine their daily pay. This daily pay rate should be multiplied by 10 (the number of working days in a pay period) to result in the bi-weekly pay. Questions regarding changes in working days can be referred to Payroll Services at 848-445-2113.

Blood Drive

Rutgers University–Camden and the American Red Cross will host a blood drive on Monday, July 17, 2017 from 9:30am-2:30pm in the South Conference Room of the Campus Center. [Make an appointment](#) using Sponsor Code: Rutgers Camden. Visit www.redcrossblood.org for more information on the Red Cross and making donations.

Attention Parents of Children Ages 6 to 11

Carol Byrd-Bredbenner, Extension Specialist in Nutritional Science in New Brunswick, is looking for participants across the state who are willing to take part in a focus group. Please see the accompanying flyer if you are interested.

Rutgers University-Camden

Blood Drive

Monday July 17th 2017
9:30am-2:30pm

Multipurpose Room
Campus Center
326 Penn Street
Camden, NJ

MAKE YOUR APPOINTMENT TODAY: [CLICK HERE](#)
visit www.redcrossblood.org and use Sponsor
Code: **Rutgers Camden**

Red Cross work impacts lives every day: Real impact. Saving lives.

- **190** times a day we help a family affected by a **disaster**.
- **5,600** times a day someone receives a Red Cross unit of **blood**.
- **1,000** times a day we provide services to **military** members, veterans and their families.

Area hospital patients are counting on you!
Remember to **HYDRATE- drink plenty of water.** Please remember your ID.

Parents of School-Aged Children

Researchers at Rutgers University, University of Florida, and West Virginia University are developing a program to help parents of **kids 6 to 11** raise happier, healthier kids!

We need your input!

We are inviting parents to read materials and participate in a discussion about how parents can make small, simple changes at home to help their kids grow up happier and healthier. Your input will help us improve these materials and make them more useful. This should take about 60 minutes.

Parents who participate in the discussion will receive **\$25.**

There are opportunities for your child to participate, too!

Interested?

To see if you and/or your child are eligible, please complete a short survey at:

Tinyurl.com/HomeStyles2017

If you have any questions, please contact us at homestyles@aesop.rutgers.edu.

HOMESTYLES