***This template serves as a guide of the kind of information you may want to communicate to new faculty. You should tailor it to your needs and the needs of the individual faculty member. Read it carefully. Some information needs to be replaced with either your or the department information. Some paragraphs should be removed if they do not apply to the faculty member. If they do apply, be sure to remove the red text. (Updated May 2016)***

Dear FACULTY NAME HERE,

Welcome to Yale! We are pleased that you have decided to join the Yale community. I am writing with details about getting started at Yale. This memo contains a great deal of information as well as important actions you may need to take and some you may have already taken. Although it is quite lengthy, please read it carefully and in its entirety.

The *Yale University Faculty Handbook*, <http://www.yale.edu/provost/handbook/>, is an important resource for policies regarding faculty appointments. The Faculty Gateway, <http://www.yale.edu/gateways/faculty.html>, provides links to a number of useful sites from academic calendars to teaching resources and benefits.

We look forward to meeting you and working with you in the months to come. Let us know if there is anything we can do to ease your transition to Yale.

Best wishes,

ADMIN NAME HERE

203-XXX-XXXX

Admin\_email@yale.edu

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**Yale Net ID**

**Net ID:**

**Password:**

Your Yale Net ID and password grant access to the campus network and many University systems, such as email, library resources, wifi, secure access through the virtual private network (VPN), and the course management system (ClassesV2). Note: If you need to access secure servers on Yale’s network from off campus, you will need to use Yale’s Virtual Private Network (VPN). For information on obtaining the software go to <http://its.yale.edu/services/internet-phones-and-television/campus-access/vpn/vpn>.

**Payroll forms**

You will be paid monthly on the last working day of the month. The forms below are required in order to activate your payroll record. You may complete them online by going to Workday, <https://www.myworkday.com/yale>, and clicking on the link to your Inbox in the upper right corner. You will need your Yale netid and password in order to log into Workday, and, if you are logging in from off campus, you will need to use Yale’s VPN. Links to the paper form versions are provided in the event that you are unable to log into Workday. The paper forms can be submitted to [employee.services@yale.edu](mailto:employee.services@yale.edu).

* **W-4** (paper form online at <http://www.irs.gov/pub/irs-pdf/fw4.pdf>)
* **CT-W4** (paper form online at <http://www.ct.gov/drs/lib/drs/forms/2008withholding/ct-w4.pdf>)
* **I-9** (paper form online at <http://www.uscis.gov/files/form/i-9.pdf>
  + Please bring the necessary documentation as indicated on the form as soon as you are on campus to a Yale I-9 Center (<http://www.yale.edu/hronline/employeeservices/documents/yale-i-9-centers.pdf>)
* Direct deposit election – Only if you would like to have your pay deposited directly to your savings or checking account(s). (paper form onlin at <http://policy.yale.edu/sites/default/files/directdeposit.pdf>.

**Benefits**

Information regarding faculty benefits is online at <http://www.yale.edu/hronline/benefits/fac.html> . If you have any questions, please contact Employee Services at 203-432-5552, Monday through Friday, between 8:30 a.m. and 5:00 p.m. You may also send an e-mail to [employee.services@yale.edu](mailto:employee.services@yale.edu).

**[IF APPOINTMENT 50% OR GREATER]** Your appointment entitles you to enroll in one of the health plans offered by Yale. **Note:** If you wish to enroll in a health plan, you must do so **within 30 days of the start of your appointment**. For faculty with multi-year appointments, the start date is usually July 1. If you are unsure of your appointment start date, please contact me. To enroll, you will need your Yale netid and pin. Then, you will go online to <https://www.myworkday.com/yale>.

**[IF APPOINTMENT 50% OR GREATER]** In addition, you will be automatically enrolled in the Yale University Retirement Account Plan (YURAP). The [**YURAP letter**](http://facultyadmin.yale.edu/sites/default/files/new_faculty_auto_enroll_04_20_2015_final.pdf) provides instructions for changing your enrollment status, amount, and other plan details (online at <http://facultyadmin.yale.edu/sites/default/files/new_faculty_auto_enroll_04_20_2015_final.pdf>).

**[IF THIS APPLIES] International Faculty**

Upon arriving at Yale, you will need to meet with a representative from the Office of International Students and Scholars (OISS). The OISS website contains contact information as well as a plethora of useful information for making the transition. The [**International Faculty Onboarding Checklist**](http://facultyadmin.yale.edu/international-faculty-onboarding-checklist) provides a brief list of items to consider for your move (online at <http://facultyadmin.yale.edu/international-faculty-onboarding-checklist>).

You will also need to schedule an appointment with Yale’s International Tax Office. For information regarding appointments visit <http://tax.yale.edu/appointments>.

**Orientation**

The Provost’s Office will hold faculty orientation beginning on **Wednesday, August 24, 2016 through** **Thursday, August 25, 2016**. More information will be posted on the Provost’s Office website at <http://provost.yale.edu>. The Provost’s Office requests that you send a small photo and brief single paragraph bio to [faculty.dev@yale.edu](mailto:faculty.dev@yale.edu) to be posted on their webpage of new faculty.

**Moving to New Haven**

**[IF THIS APPLIES]** Contact Diane Brown, Transportation Manager, diane.brown@yale.edu or 203-432-9961.

**Department webpage**

**[IF THIS APPLIES]** All faculty members have their own webpage on our department website. Please see our current website, DEPT WEBSITE for bio examples. Some of the information requested will be a current CV without home address, picture, and links to articles you may have published (or pdf versions we can upload).

Once you are in the area, you can address the following items which can only go into effect on or after your official start date.

**Yale ID card**

You will need to go in person to the ID Center with some form of photo identification (i.e. passport, US driver’s license) to obtain your Yale ID card. The ID Center is located at 246 Church St., room 101: <http://www.yale.edu/sfas/idcard/index.html#location>. Among other things, your Yale ID provides the following:

* **Library Access –** You will have access to many of Yale’s libraries as well as free circulation privileges.
* **Building Access –** Your Yale ID card is used for building access across campus, this is especially useful after 5:00 PM on weekdays and on weekends. INCLUDE LIST OF OTHER ACCESS POINTS FOR YOUR DEPARTMENT OR FOR THIS FACULTY MEMBER.
* **Yale Shuttle Service –** There are several shuttle routes providing access to the entire New Haven and West Haven campuses.
* **Discounted or free entrance to Yale’s Museums.**

**Office assignment & telephone**

**[IF NOT YET KNOWN]** Office assignments have not been made at this time, but I will let you know when it is ready. If you have any additional special office furniture needs please let me know. I will be in touch about your office and telephone.

**[IF KNOWN]** Your office will be located in room XXX, and your campus phone number is 203-XXX-XXXX. If you have any additional special office furniture needs please let me know. I can help you with creating your voicemail when you arrive on campus.

**Parking**

Parking permits can be obtained from the Parking Office at 221 Whitney Avenue. The application form and more specific information can be found at <http://to.yale.edu/> . An alternative to parking is the Yale shuttle system, free with your Yale ID card. More information at <http://to.yale.edu/shuttle> .