***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.***

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*, <https://provost.yale.edu/faculty-handbook>, is an important resource for policies regarding faculty appointments. The faculty portal, <https://www.yale.edu/faculty>, provides links to several useful sites from academic calendars to teaching resources and benefits. And, finally, the Provost’s Office provides essential information for new faculty on their Faculty Development and Diversity page online at <https://faculty.yale.edu/resources/new-faculty>.

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 NetID**

**NetID:**

**Password: To Be Sent Under Separate Cover**

Your Yale NetID 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 systems.

**DUO Multifactor Authentication Activation**

Upon activating your NetID at [yale.edu/netid](https://yale.edu/netid) you will be prompted to set up devices in DUO Everywhere. Once your NetID has been activated, set up your Duo device by clicking "DUO Everywhere" in the “Check Your DUO Everywhere Status” section. Follow the steps prompted to choose your device setup. It is recommended to set up a minimum of two devices. You can manage devices at any time by going to <https://mfa.its.yale.edu>. To learn more about DUO Everywhere, including devices, authentication, and more, review the [DUO Everywhere Frequently Asked Questions](https://yale.service-now.com/it?id=support_article&sys_id=84a416f31b0f04108024da83cd4bcbd1).

Note: If you need to access secure servers on Yale’s network from off campus, you will need to use Yale VPN (Virtual Private Network). For information on obtaining the software, go to <https://its.yale.edu/services/accounts-and-access/campus-access-vpn>.

**Payroll forms**

You will be paid monthly on the last working day of the month. The forms located in Yale’s system of record, Workday, are required to activate your payroll record. Access Workday at <https://www.myworkday.com/yale>, and click on the link to Go to Inbox on the left side of the screen to access many of the forms and tasks required to onboard you as a Yale employee. You will need your Yale NetID and password to log into Workday, and, if you are logging in from off campus, you will need to use Yale VPN. If you are unable to log into Workday, please contact Employee Services by phone at 203-432-5552 from 8:30am – 5:00pm, Monday through Friday, or by email at [employee.services@yale.edu](mailto:employee.services@yale.edu).

**I-9**

The [Immigration Reform and Control Act of 1986](https://www.uscis.gov/i-9-central/about-form-i-9/statutes-and-regulations) (IRCA) prohibits employers from hiring individuals without completing the employment eligibility verification process. As a Yale employee, to be authorized to work, you must complete an I-9 any time before the end of your first day of employment. It must be reviewed and approved no later than the third day of employment (e.g. end of day Thursday if you started work on a Monday). You may complete the form in Workday. Then, for instructions on presenting the supporting documentation, go to <https://your.yale.edu/work-yale/support/employee-services/submitting-your-i-9-form>. Please know that Yale is an E-verify employer and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

**Benefits**

Information regarding faculty benefits is online at <https://your.yale.edu/work-yale/benefits>. If you have any questions, please contact Employee Services by phone at 203-432-5552 from 8:30am – 5:00pm, Monday through Friday, or by email at [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 your hire date**. For faculty with multi-year appointments, the start date is usually July 1. If you are unsure of your hire date, please contact me. To enroll, you will need your Yale NetID and pin to access Workday at <https://www.myworkday.com/yale>.

**[IF NEW APPOINTMENT 50% OR GREATER]** As a new faculty member, you will be automatically enrolled in the Yale University Retirement Account Plan (YURAP). It is advisable that you review the information online at <https://your.yale.edu/work-yale/benefits/financial-wellness> to understand the terms of this plan.  
**[IF REAPPOINTMENT OR REHIRE 50% OR GREATER]** As a returning faculty member, you may need to re-enroll in the Yale University Retirement Account Plan (YURAP). It is advisable that you review the information online at <https://your.yale.edu/work-yale/benefits/financial-wellness> to understand the terms of this plan.

**[IF THIS APPLIES] International Faculty**

The website for the [Office of International Students and Scholars (OISS)](https://oiss.yale.edu/coming-to-yale) contains a great deal of useful information to aid you with your 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 <https://facultyadmin.yale.edu/international-faculty-onboarding-checklist> ).

In addition, the International Tax office provides guidance and responds to questions concerning federal tax withholding and reporting of payments made to individuals who are neither U.S. citizens nor U.S. permanent residents. This is a service offered by the Yale Tax Department for the benefit of international students, scholars and visitors of Yale University. Once you have your Yale email, send an email to [internationaltax@yale.edu](mailto:internationaltax@yale.edu) to request a link to the [Foreign National Information System (FNIS)](https://oiss.yale.edu/employment-taxes/us-taxes/foreign-national-information-system-fnis).

**Orientation**

The Provost’s Office will hold faculty orientation prior to the start of classes. More information will be posted on the Provost’s Office website at <https://faculty.yale.edu/resources/new-faculty> .

**[IF THIS APPLIES] Moving to New Haven**

Contact Diane Brown, Transportation Manager, at [diane.brown@yale.edu](mailto:diane.brown@yale.edu) or 203-432-9961.

**[IF THIS APPLIES] Department webpage**

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 locations and hours of the ID Centers are online at <https://idcenter.yale.edu/#location> . Among other things, your Yale ID card 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, which is especially useful after 5:00pm 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]** Your office assignment has not been made at this time, but I will let you know when it is ready. If you have any 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 special office furniture needs, please let me know. I can help you with creating your voicemail when you arrive on campus.

**[IF THIS APPLIES] Computer**

As a member of the Faculty of Yale University, you will be provided with a computer to be used for teaching purposes. The Faculty Support (FASIT) program subsidizes $2000 of the computer purchase every four (4) years to ensure that you are using a computer which is up-to-date and under warranty. We suggest that the computer should be chosen from the Faculty Computer Recommendations which is updated frequently, but subject to change based on availability. Although we have included desktop computers in the list of recommended hardware, since the onset of Covid, we are strongly suggesting that these subsidies be used to purchase a laptop to provide you with the most flexibility; desktop computers can be purchased with research funds. Please understand that supply chain issues are restricting our ability to obtain customized configurations in a timely manner. This computer is the property of Yale University and must be returned to the IT Department either when it is replaced or when you leave the University."

**Parking and Transportation**

Parking permits can be obtained from the Parking Office at 221 Whitney Avenue. 1st floor. The application form and more specific information can be found at <https://to.yale.edu/>.

There is a Yale shuttle providing transportation throughout campus, with limited service to surrounding areas, that is free with your Yale ID card. More information is online at <https://your.yale.edu/community/getting-around-yale/shuttle>.