***\*\*\*REVISED 9/18/2025\*\*\****

***This template serves as an example of the kind of information you may want to communicate to new faculty. You should tailor it to your department’s needs and the needs of the individual faculty member. Please read it carefully: some information needs to be replaced with either your or the department’s 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 NAME,

Welcome to SCHOOL and to Yale University! To help you get started, we’ve organized this guide into three parts: (1) important tasks to complete before you arrive, (2) important tasks for your first days at Yale, and (3) helpful information and resources to support your transition.

Please contact me if you need assistance or have any questions: ADMIN\_EMAIL@yale.edu.

**Important Things to Do Now (Before You Arrive)**

**1. Set Up Your Yale NetID**

You have been automatically assigned a Yale NetID which allows you access to the campus network and many university systems such as email, Canvas, library resources, Wi-Fi, secure access through VPN, etc.

NetID: XXXXXXXXX

PIN: XXXXXXXXX

Password:Please visit [yale.edu/netid](https://yale.edu/netid) to activate your NetID and create a password using the PIN above.

If you have any questions or difficulty activating your NetID, please call the ITS Help Desk at 203-432-9000.

**2. Activate DUO Multifactor Authentication**

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, go to <https://cybersecurity.yale.edu/mfa>.

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>.

**3. Access Your Yale Email**

Your Yale email address will be XXXXXXXXX@yale.edu.

Emails are assigned and linked to Yale NetIDs, and you will need to wait 20 minutes after activating your NetID to access your email. (Note: it can take up to 3-5 days for the email to be active, but often times it is ready immediately.)

Any questions should be directed to Yale ITS at 203-432-9000.

**4. Complete Workday Tasks and Trainings:**

Once you have activated your NetID, you will have access to Workday – Yale’s system of record found here https://www.myworkday.com/yale. Workday is where you will find all the required employment forms including those for tax information, payroll direct deposit, and I9 Employment Verification.

Workday is a secure site. You will need to either be on campus or access the system via Yale's DUO multi-factor authentication.

After you login to Workday, you will see an inbox icon on the landing page for Workday in the upper right-hand corner. Click on this icon and it will open your inbox. Click on each item in the inbox and follow the instructions for each.

You will also find in Workday notifications asking you to take required trainings through Workday Learning. Please complete all of the training, as we are audited by both Yale and the State of Connecticut to ensure we comply with policies and laws.

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).

**5. Review the I-9 Process and Complete the Workday Portion**

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). 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. You can find more information [here](https://your.yale.edu/work-yale/support/employee-services/submitting-your-i-9-form).

***Please complete the relevant form*** ***in Workday and sign up for an I-9 verification appointment.***

**Important Things to Do in Your First Days at Yale**

**1. Complete the In-Person Portion of Your I-9**

For instructions on presenting the supporting documentation, go to <https://your.yale.edu/work-yale/support/employee-services/submitting-your-i-9-form>.

**2. Obtain Your 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; Building Access; Yale Shuttle Service; and Discounted or free entrance to Yale’s Museums.

**3. Complete 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.

You can find instructions on how to sign up for Direct Deposit at <https://your.yale.edu/financial-resources/paying-people/payroll/payroll-toolkit/direct-deposit>. More information and instructions can be found in the [Payroll Toolkit](https://your.yale.edu/financial-resources/paying-people/payroll/payroll-toolkit).

**Important Information and Resources**

**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 APPOINTMENT 50% OR GREATER]] 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).

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.

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).

**[IF THIS APPLIES (DIANE BROWN IS MENTIONED IN OFFER LETTER)] 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, XXXXXXXXX, for bio examples. Some of the information requested might be a current CV without home address, a picture, and links to articles you have published (or pdf versions we can upload).

**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 XXXXXXXXX, 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 AND COMPUTER IS MENTIONED IN OFFER LETTER] Computer**

As a member of the Faculty of Yale University, you will be provided with a computer to be used for Yale University work, which will be maintained through central Yale IT resources. 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/campus-essentials/getting-around-campus/using-the-shuttle>.

**Map of Campus**

A map of campus can be found at [https://map.yale.edu](https://map.yale.edu/).

**University Policies**

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>.

Please don’t hesitate to reach out to me with any questions you may have or if I can be of assistance. I look forward to meeting and working with you this upcoming academic year.

Best wishes,

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