Welcome to Yale University!

Here is a quick To Do list for you as a new employee. Please review all of these items today, as some are time sensitive. Thank you.

Take Me There
General Announcements

Welcome! We are so pleased that you have joined us! We hope you are excited about beginning your career with us. Your first 30 days on campus will be crucial to ensuring your success at the University. This orientation will provide procedural information and links to the tools you will need within your first few weeks as you begin your experience with us.

Yale’s Employee Service Center is your primary resource for employee benefits, payroll and personal information. We deliver superior human resources support so that faculty and staff can focus more of their efforts on their core mission and goals.

Email: employee_services@yale.edu
Phone: 203-432-5552
Fax: 203-432-5153
Campus Location: 221 Whitney Avenue, New Haven, CT 06511
Hours: Monday - Friday, 8:30 am to 5:00 pm

(2 minute video narrated by President Salovey)

Belonging at Yale
As of June 2021

Your Onboarding Checklist

Inbox

<table>
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<tr>
<th>Actions</th>
<th>Archive</th>
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<tr>
<td>Viewing: All</td>
<td>Sort By: Newest</td>
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Complete Form I-9: [Redacted]
23 day(s) ago • Due 04/28/2021; Effective 07/01/2021

Verify Personal Information: [Redacted] Professor (Position Fill:07/01/2021; [Redacted])
23 day(s) ago • Effective 07/01/2021

Benefit Change - New Hire: [Redacted] on 07/01/2021
23 day(s) ago • Effective 07/01/2021

Set Up Direct Deposit: [Redacted] Professor (Position Fill:07/01/2021; [Redacted])
23 day(s) ago

Federal Tax Election for Onboarding: [Redacted]
23 day(s) ago • Effective 07/01/2021

State Tax Election for Onboarding: [Redacted]
23 day(s) ago • Effective 07/01/2021
As of June 2021

Consent to Receive Your W-2 Electronically: Onboarding for [Name]
23 day(s) ago - Effective 07/01/2021

Complete your Compliance Assessment: Onboarding for [Name]
23 day(s) ago - Effective 07/01/2021

Obtain University ID: Onboarding for [Name]
23 day(s) ago - Effective 07/01/2021

Review Commuter Options: Onboarding for [Name]
23 day(s) ago - Effective 07/01/2021

Review Pregnancy Discrimination Notice: P297513 Professor (Position Fill: 07/01/2021, [Name])
23 day(s) ago - Effective 07/01/2021

Review ACA Benefit Notices: P297513 Professor (Position Fill: 07/01/2021, [Name])
23 day(s) ago - Effective 07/01/2021

Verify Home Contact Information: P297513 Professor (Position Fill: 07/01/2021, [Name])
23 day(s) ago - Effective 07/01/2021

Change Emergency Contacts for Onboarding:
23 day(s) ago

Review Faculty Handbook: Onboarding for [Name]
23 day(s) ago - Effective 07/01/2021

Complete your Training Requirements: Onboarding for [Name]
23 day(s) ago - Effective 07/01/2021

As of June 2021