



KEAN
OFFICE OF HUMAN RESOURCES

New Employee Integration Guide

*Important information regarding your
employment at Kean University*



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Welcome to Kean University!

Kean University is committed to excellence and access in developing, maintaining and strengthening interactive ties with the community. Kean University takes pride in its continuous efforts to build a multicultural professional community poised to serve a richly diversified student population of almost 19,000.

Mission Statement

Through strategic partnerships and collaboration, the Office of Human Resources recruits, develops, and retains a high performing diverse workforce and fosters a healthy, safe, and productive work environment for students, employees, and the public in order to maximize intellectual, cultural, and personal/professional growth for all.

Office Hours & Contact Information

Our team is here at any time if you have any questions or concerns.

Note: The Office of Human Resources will close for lunch between 12:30-1:30pm daily. Please call the main phone line if you require urgent assistance during lunch hour. Appointments can also be made during this period by request.

Location: Administration Building, 2nd Floor | [Click for a Campus Map](#)

Office Hours:

- May 18 – August 14, 2026, Summer Hours: M-Th, 8:15 AM – 5:30 PM
- Regular Hours starting August 17: M-F, 8 AM – 5 PM

Phone: 908-737-3300

General HR Email: hr@kean.edu

For specific unit questions:

- [Explore our Human Resources Employee Directory.](#)

EEO/AA Statement

Kean University is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer

Questions? Please contact the Benefits team at benefits@kean.edu



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General Information for your Employment at Kean University

- [Human Resources Forms & Policies](#)
- [Drug Free Workplace Policy](#)

Verifications of Employment

Employment verifications may be submitted to the Office of Human Resources via our dedicated email account at hrVOE@kean.edu or by fax at 908-737-3305.

Please note that a signed release will be required to process all employment verifications. Specific questions regarding verifications should be directed to Megan Robinson -- please contact her via phone at 908-737-3315 or via email at hrVOE@kean.edu.

Onboarding & I-9 Verification Process

Please view [here](#) for a list of acceptable I-9 Documents
→ [Accepted I-9 Documents](#)

You **cannot** begin working until you have completed all Workday onboarding steps and brought in accepted I-9 Documentation in person to the Office of Human Resources.



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Benefits & Well-Being



New Employee Integration Guide Benefits & Well-Being

Benefit Offerings

Benefits that remain consistent with your current offerings:

The following programs are State administered and will remain in effect when you begin working with us. You will continue your deductions and coverage at Kean University effective as of your transition date, July 1, 2026.

→ **State Health Benefits Plan (SHBP) Medical and Dental Plans***

- Additional Work Life Benefits for Employees in the SHBP
- **Reminder** - Plan changes due to the 2026 April Open Enrollment will become effective as of July 1, 2026 and new cards will be issued.

→ **Tax\$ave Flexible Spending Accounts (FSA's)**

→ **Commuter Tax\$ave**

→ **Retirement Savings - PERS & ABP****

→ **Supplemental Retirement Savings (403b and Deferred Compensation)**

→ **NJWELL Program** for those in the State Health Benefits Program (SHBP)

→ **Vision Care Reimbursement Program**

*If you are currently in a NJCU CWA Health plan and transitioning to a non-CWA title at Kean, your health plan will change based on your Kean title and new medical cards will be issued.

**If you are transitioning to Kean in a different title than you previously held title at NJCU, the Kean University Benefits Team will schedule a meeting with you to discuss any retirement plan enrollment options and actions that may be required on your part. If this is your situation, your retirement plan deductions will not start July 1. They will start at a later date to be determined by the Division of Pensions and Benefits.

For specific questions related to the transition of your benefits, please contact benefits@kean.edu.



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Benefits & Well-Being

New Voluntary Benefit Offerings

Benefit	Enroll By	Effective Date	Plan Overview & Contacts	How to Enroll
MetLife Vision	10-month faculty hired 7/1: Enroll prior to 9/1 to avoid back deductions, but no later than 9/18. All other employees: 30 days from date of hire	10 Mos Faculty: 9/1 All other employees: 60 days from date of hire	Available here	1- Navigate to the Workday homepage 2- Select "Benefits & Pay" 3 - Select "Change Benefits" 4- Select "New Hire - Enroll in Vision or Legal Plan" 5 - Follow through the guided prompts; starting with Date of Hire 6 - Select & confirm the benefit and coverage desired.
MetLife Legal			Available here	
Lincoln Financial Group Voluntary Life Insurance	30 days from date of hire	60 days from date of hire	Available here	Paper Enrollment Form
Lincoln Financial Group Voluntary AD&D Insurance	30 days from date of hire	60 days from date of hire	Available here	Paper Enrollment Form
Aflac Voluntary Insurance	Rolling enrollment	60 days from date of hire	Available here	Contact AFLAC Directly

Certain benefit programs may be *entirely new or different* to what you had in the past. Please review the following programs so that you are familiar with these benefits as they exist at Kean University.

- **Tuition Waiver Program**
 - Time served as a full-time NJCU employee (for both faculty and staff titles) will count towards the one (1) year of continuous service eligibility requirement for Dependent Tuition Waiver and/or for the three (3) years of continuous service eligibility requirement for Spouses/Civil Union Partners of Employees Tuition Waiver.
- **Tuition Exchange Scholarship Program**
 - Time served as a full-time NJCU employee (for both faculty and staff titles) will count towards the two (2) years of continuous service eligibility requirement.
- **New Jersey Employees Charitable Campaign (NJ ECC)**



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Leave of Absence, Accommodations, Workers Compensation

Leave of Absence & Accommodations

- [Leave of Absence Policy](#)
- [Leave of Absence Definitions](#)
- [Reasonable Accommodations Policy and Procedures](#)
- [Request for Accommodation Form](#)
- [Accommodation Request Form: Designated Location for Expressing Breastmilk](#)
- [Accommodations for Pregnancy, Childbirth, and Related Medical Conditions](#)

Additional Resources

- [Family Friendly Resources - Supporting Working Parents & Parents-to-be](#)
- [Accessible Parking Procedure & Information](#)

More information and additional resources on Leave of Absence and Accommodations

Workers Compensation

- [Forms, resources and information here](#)

For questions on these areas, please contact Lorice Thompson-Greer at lgreer@kean.edu or 908-737-3309



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Well-Being at Kean & Additional Benefits

Well-Being at Kean Program

On campus and virtual events to support and bolster your mental, physical, social, and financial well-being
→ Well-Being at Kean Programming for Employees



Personify Health



Healthy Habit Tracking Program

- Track your health, steps, sleep, and more to expand on your healthy habits - all while gaining points that can be redeemed for cash value
- Participate in University wide employee step challenges to face off against your colleagues to be the winner!

AllOne Health Employee Assistance Program

Offers mental health and life coaching sessions at no cost for you and your dependents. Also offers legal, financial, work-life resources and referrals, medical advocacy, and more.



Other Benefits on Campus

- On Campus Fitness Centers
- Professional Development
- Child Care & Development Center
- Meal Plans for Faculty & Staff
- On Campus Dining
- On Campus Performances and Shows
- Employee Discounts



Questions? Please contact the Benefits team at benefits@kean.edu



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Workday, Payroll & Time & Attendance



New Employee Integration Guide Workday, Payroll, and Time & Attendance

Workday Information

Kean University's Office of Human Resources utilizes Workday for its Payroll and HR record keeping needs. The system offers dynamic self-service options, allowing employees to view and manage their employment and personal information from one place anytime, anywhere.



Workday Guides

Navigate to the [Workday Page](#) to review in depth guides on Training Materials, Resources, Employee Self Service, Benefits Information, Payroll Information, Time & Attendance Information, Information for Supervisors and Timekeepers, Recruiting information, Managerial Evaluation Information, Supervisory/Cost Center Change Requests, Outside Activities Questionnaire, Faculty/Staff Meal Plans, and Tuition Waiver Information.

→ **[NJCU Employee Integration: Workday Guide on Completing your Onboarding Tasks pre 7/1](#)**

General Workday Navigation & User Basics

- This guide will demonstrate general navigation through the Workday platform

Workday Basics Video: [Part 1](#) & [Part 2](#)



New Employee Integration Guide

Workday, Payroll, and Time & Attendance

Payroll Information

General Information

2026 Payroll Schedule - for all employees

Pay Slips

Pay slips can be viewed in Workday - please select Payslips from the Pay applet on the Workday landing page.

→ [Accessing & Viewing your Payslip](#)

[View more Payroll information here.](#)

Helpful User & Instructional Guides

Accessing Your W-2 in Workday.

- Information to come on accessing your W2.

Employee Self-Service Guide

- This comprehensive guide will demonstrate directions on utilizing Workday to review and edit employee information. This includes, managing payment elections, direct deposit, and updating personal information.

Payment Elections Guide

- This guide will demonstrate where to navigate in Workday to make changes to financial institutions for direct deposit and make payment elections.

Tax Elections Guide

- This guide will demonstrate how to manage tax withholding elections in Workday; including federal and state withholding elections.



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Workday, Payroll, and Time & Attendance

Time & Attendance

All Kean University employees' time & attendance needs are managed in Workday. You can access the Workday system by clicking [here](#). Please see our [Workday webpage](#) for more information.

Quick Links:

- [Guide to view your time off balances](#)
- [Guide to requesting time off](#)
- [State Holidays 2026](#)
- [HR Compensatory Time Form - Holidays](#) > *Note: This is for Columbus Day and Veterans Day, where applicable*
- [Bereavement Information for Full Time & Unionized Part Time Employees](#)
- [Historical Edit Request Form>>](#) - *Note this form should be used when a revision to an employee's time and attendance record is required after the pay period has closed.*
- [New Jersey Earned Sick Leave information](#)

[More information on Time & Attendance here](#)

Any questions pertaining to Time & Attendance should be directed to Linnette Guardamino at (908) 737-3268 (lguardam@kean.edu) or Megan Robinson at (908) 737-3315 (merobins@kean.edu)



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Employee Relations & Performance Management



New Employee Integration Guide Employee Relations & Performance Management

Evaluations & Performance Management

electronic Performance Assessment Review (ePAR) for Classified Staff

- [Information on ePAR, evaluation cycles, and process here](#)

Questions? Contact Jonathan Alamo (jonathan.alamo@kean.edu; 7-3266)

American Federation of Teachers (AFT) Professional Staff Evaluations

- [Information on AFT, evaluation cycles, and process here](#)

Questions? Contact Lisa Lyle (lisa.lyle@kean.edu; 7-3303)

Managerial Staff Evaluations

- [Information on managerial, evaluation cycles, and process here](#)

Questions? Contact Meaghan Lenahan (meaghan.lenahan@kean.edu; 7-3295)

Performance Management & Progressive Discipline

- [1:1 Basics](#)
- [1:1 Interactive Form](#)
- [Corrective Action Form](#)
- [Referral for Disciplinary Action Form](#)

Questions? Please contact the Employee Relations team



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Disclaimer

This guidebook has been designed as a reference tool regarding employment at Kean. It is subject to review, modification, and change. This is to be used for guidance only. This version supersedes all other versions which are now void.

Revised June 2026