



Information for New Appointees

We are excited about your new appointment at Princeton! The following contains important information for new appointees who are joining the Princeton community.

First, contact your home department to let them know of your arrival and to receive any information they may have for you (contact information for departments can be found [here](#)).

While under normal circumstances you would need to visit the following offices listed below in person to complete your sign-up, due to COVID most of the following can only be done virtually.

- 1. Employment Eligibility Form:** It is important that you log into your Princeton email account on the first day of appointment. If you are an employee or fellow being paid either a salary or stipend by Princeton University, you need to complete an I-9 Employment Authorization within three days of your hire or rehire date. You will receive an email from careers@princeton.edu for you to complete Section 1 of the Form I-9 online. You will also receive a separate email with instructions to complete Section 2 of the Form I-9 using a contactless process on campus. Employees working remotely within the tri-state region (New Jersey, New York, Pennsylvania) who are not in quarantine or self-isolation are required to participate in the in-person verification process. Representatives from the Office of Human Resources will be onsite at **Baker Rink** during the month of September to conduct the I-9 verifications:
 - September 1 -3: 9 AM – 12 PM
 - September 7 – 30: 9 AM – 4:30 PMEmail careers@princeton.edu with any questions.

- 2. Benefits:** If benefits eligible, you will also have received an important email message regarding your Princeton health benefits, which includes web links for information as well as our Self-Service site for online enrollment. If you have questions about benefits, contact one of HR's benefits specialists at benefits@princeton.edu.

- 3. TigerCard (Princeton ID Card):** The TigerCard establishes your affiliation with Princeton University and serves as a photo ID. Many University departments will ask to see your TigerCard including: the Library, the Athletics Department, McCosh Health Center, the Housing Office, and the Frist Campus Center Ticket Office. In addition to being your official University ID, the TigerCard is also used as a debit card to buy food or photocopying services and to gain admittance to campus buildings and high security areas that are electronically secured. If you have completed the COVID training and are approved to work on campus, pick up your TigerCard at the TigerCard Office, located within The Service Point Office, New South Building, A Floor. Click [here](#) for an interactive online map. Please contact 609-258-8300 or thepoint@princeton.edu with any questions.

- 4. Parking Permit:** Parking on campus is by permit only between the hours of 8am. and 5pm, Monday through Friday, in assigned numbered lots. The Parking Office provides hangtag/decals for those numbered lots. Complete and submit your vehicle registration at: <https://transportation.princeton.edu/newvehicle>.

OTHER OFFICES YOU MAY NEED TO VISIT OR WISH TO CONTACT (Please note that due to COVID many of these offices are not open for on-campus visits. Please call the numbers provided in advance to determine the individual offices' current protocols for service):

- 5. Davis International Center, Louis A. Simpson International Building, A-Level (20 Washington Rd) (609-258-5006):** If you are in the U.S. in J-1 status, you MUST check in within 30 days of your DS-2019 start date or your immigration record will be terminated. [Check-in](#) can only be completed online, by appointment, or during designated walk-in hours. Other visa holders (e.g., H-1B, F-1 OPT) should schedule an appointment or stop in during walk-in hours to report their arrival. The Center offers support for international scholars, including [information on how to apply for a Social Security Number](#), NJ Driver License, and resources to help adjust to life at Princeton.
- 6. HR Self Service:** Please use [HR Self Service](#) to update your name, marital status, direct deposit, addresses, contact information, or emergency contacts.
- 7. COVID vaccines:** In order to ensure a healthy and safe work environment, Princeton University is requiring all employees to be fully vaccinated and provide proof of their COVID-19 vaccine before their start date. Employees who cannot receive the vaccine because of a disability/medical contraindication or sincerely-held religious belief may request an accommodation (e.g., an exemption) to this requirement. Learn more about the COVID-19 vaccine requirement here: <https://covid.princeton.edu/vaccinations/faculty-and-staff-requirement>.
- 8. Circulation Desk, Firestone Library (609-258-3202):** Bring your TigerCard ID card to activate your patron barcode which will enable you to exercise borrowing privileges at the [Princeton University libraries](#).
- 9. Office of Campus Recreation, Dillon Gymnasium, Rm 103 (email: rec@princeton.edu; Hrs: 9am-5pm, Mon-Fri):** You may purchase a recreational membership at the [online registration website](#).
- 10. Housing, New South Building, 5th floor (609-258-3460):** Please contact the [Housing Office](#) if you have any questions or need information or assistance with University Faculty and Staff Housing.
- 11. Office of Information Technology Help Desk (609-258-4357):** All University faculty and staff have University computing accounts established for them. An "IT Quick Start" guide is available [here](#). If you need further assistance, call the OIT Help Desk at 609-258-4357 (8-HELP) or at helpdesk@princeton.edu. You may also visit the OIT Solutions Center at the Frist Campus Center (100-level, Rooms 111, 112, & 113) Monday-Friday, 9am–5pm.