

# Salem State University: New Adjunct Orientation

Facilitated by Joanna Nandi & Deborah Melnick

# TODAY'S OBJECTIVES & AGENDA

To provide new employees with important knowledge and skills to swiftly acclimate to Salem State University

## AGENDA

Human Resources: *Contacts, Check-List, Payroll, Policies*  
Campus Tips: *IT, ClipperCard, Polaris, Faculty Resource Center*

# CONTACTS, UNIONS & CONTRACTS

## HR CONTACTS

Teaching at the DAY School:

Joanna Nandi: [jnandi@saalemstate.edu](mailto:jnandi@saalemstate.edu)

(978) 542-6077

Teaching for Graduate, Continuing Education (DGCE):

Nicole Lefavour: [nlefavou@saalemstate.edu](mailto:nlefavou@saalemstate.edu)

(978) 542-6312

## UNIONS

Click [here](#) to find recent MSCA and DGCE union contracts

## EMPLOYMENT CONTRACTS

DAY and DGCE contracts will be emailed to your SSU account 1/11 or 1/12

# BEFORE CLASSES START:

- Be sure HR paperwork is complete (e-hiring forms, I-9, CORI)
- You're able to log-on to Polaris & Email
- You've obtained your ClipperCard
- You've obtained your Parking Permit
  - You know where to [park](#)
- You receive a contract via SSU email
  - For DAY contracts – it comes from Academic Affairs
  - For Grad/Continuing Ed contracts – it comes from DGCE

# PAYROLL

- You'll receive 8 bi-weekly payments over 16 weeks
- Your first pay day is Friday, February 9<sup>th</sup>
  - To see your pre-tax amount, log onto MassHR (employee self-service)
  - Multiply your pre-tax amount x 8 = the total amount on your contract(s)

## Pay Dates

- 1/21 – 2/3 pay period, **2/9** pay day
- 2/4 – 2/17 pay period, **2/23** pay day
- 2/18 – 3/3 pay period, **3/9** pay day
- 3/4 – 3/17 pay period, **3/23** pay day
- 3/18 – 3/31 pay period, **4/6** pay day
- 4/1 – 4/14 pay period, **4/20** pay day
- 4/15 – 4/28 pay day, **5/4** pay day
- 4/29 – 5/12 pay period, **5/18** pay day

# EMPLOYEE SELF-SERVICE

**The only way to access bi-weekly paystub**

- 1) [www.mass.gov/masshr](http://www.mass.gov/masshr)
- 2) Log-In: Employee ID #
- 3) Default Password: Capital first name initial, lower-case last name initial, Employee ID # + Last 4 of SSN (i.e. Jn1234560000)

If you're ever logged out, you can reset password by emailing:  
[ssta@salemstate.edu](mailto:ssta@salemstate.edu)

Other purposes:

- Edit W-4, Direct Deposit, Address, Phone/Email and Emergency Contacts
- Access W-2

# HANDBOOKS

## Electronic Employee Handbook

- <https://polaris.salemstate.edu/post/259/employee-handbook>

## Adjunct Survival Guide

- *Created by Deborah Melnick*

# Policies

FMLA and Worker's Compensation

## **Equal Opportunity, Diversity and Affirmative Action Plan**

Policies for Reasonable Accommodation for Persons with Disabilities

Policy Statement on Affirmative Action, Non-Discrimination and Diversity

Policy Against Discrimination, Discriminatory Harassment, and Retaliation

Policy Against Sexual Harassment

Title IX and VAWA/Campus SaVE Act

Conflict of Interest

Acceptable Use Policy

Drug-Free Workplace Policy & Tobacco-Free Campus



# HR POLICY CONTACTS

Worker's Compensation, Accommodations, FMLA

Ezekiel Holt, Leave Coordinator

Title IX Coordinator

Siobhain Feeney, Assistant Director of Labor Relations

Discrimination, Harassment, Sexual Harassment & Retaliation

Mark Quigley, Assistant VP of HR

Siobhain Feeney, Assistant Director of Labor Relations

<https://records.salemstate.edu/> - View All SSU Policies

# CAMPUS TIPS



# IT & FACILITIES

If you'll be using a laptop or other electronic device for teaching, stop by our media services department for security check & upgrades (#14 on the map: [www.salemstate.edu/maps](http://www.salemstate.edu/maps))

IT difficulties? Please request help at:

- it-helpdesk@salemstate.edu or extension 2036 (978-542-2036)
- Be as specific as possible when describing your issue

Maintenance difficulties? Please request help through our online work order system:

- salemstate.edu/facilities/ or Facilities Work Orders – School Dude accessed from Polaris Launchpad
- Emergency conditions please call 978-542-4357 (HELP)
- After hours emergencies contact the university police at extension 6111 (978-542-6111)

# EMERGENCY PROCEDURES

- If an emergency arises and you need IMMEDIATE help please contact University Police @ X6111 (978-542-6111)
- Please refer to the SSU website for further information on [emergency procedures](#)
- Sign up for emergency alert information on the Polaris Launchpad

# 10% CASHBACK with CLIPPERCARD

Obtain a ClipperCard at the Student Navigation Center  
(#16 on the map: [www.salemstate.edu/maps](http://www.salemstate.edu/maps))

To add \$ to your card: [www.salemstate.edu/get](http://www.salemstate.edu/get)

- Your log-in and password is the same as Polaris

Can be used at local businesses with a ClipperCard logo:

- CVS (Canal St & Paradise Road)
- Dina's Roast Beef
- Five Guys (Paradise Road)
- Okea Grill & Sushi
- [Full list is on the website](#)

# CAMPUS RESOURCES ARE YOURS!

Being a SSU Employee provides you with a variety of benefits:

- Membership to the new Gassett Fitness Center
- Access to the new Frederick E. Berry Library and Learning Commons

There are a number of events, concerts, plays, and games that staff can attend!



# COMMUNICATION TOOLS & RESOURCES

- Email
  - What's New at SSU?
  - Employee Contracts
  - HR Updates
- [Polaris](#)
  - Username: first name initial + last name (jnandi)
  - Default Password:SSU + first initial first name, first initial last name + last 4 of SSN
  - For example, SSUjnXXXX (last 4 of SSN)

# CHECKLIST!

- Be sure HR paperwork is complete (I-9, CORI)
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