NEW HIRE ASSISTANCE GUIDE

Welcome to William Paterson University. We hope the information provided below will be helpful to you at the start of your employment. Please view our website, www.wpunj.edu, as an additional tool for information about the University. Best wishes in your new position.

Hospitality: University Identification Card
> To request an ID form, please login to WPconnect.

Public Safety: Parking Decal
- Please have your license plate number and VIN number accessible.
- To gain access to the online vehicle registration form and obtain your parking pass, log on to the following link: https://webapps.wpunj.edu/misc/campus_police.
- You will need to accept the parking rules and regulations of the University. Once you have acknowledged the rules, you will be linked to the registration form.

Information Technology: Email Address, Overview of WPU Network Systems, Blackboard Access
- This information will be sent to your personal e-mail account that you provided on the Personal Information form.

Telephone Services: Telephone Activation/Voice Mail, Emergency Notification System
- Telephone extension number, voicemail setup, web access to voicemail and IP Change extension instructions will be sent to your University email. Your Departmental Administrative Support staff member can also provide this information.
- Emergency Notification Signup   - you can sign up for this through WP Connect
- For questions email Telecom@wpunj.edu or visit www.wpunj.edu/telecomm

Blackboard Training: (Applicable to Faculty)
- Contact Instruction, Research & Technology at ext. 2659 for Blackboard training schedule. Visit http://www.wpunj.edu/it/user-services/contacts.html for additional Blackboard information.
- Monday through Friday 8:30 am to 4:30 pm

Payroll & Benefits: Payroll Inquiries, Direct Deposit, Benefits Information

- Visit https://wpunj.edu/human-resources/total-rewards/
- Email: payroll@wpunj.edu

Key Departments:

Campus Police	**ext. 2300**	**Purchasing**	**ext. 2101**
Human Resources	**ext. 2605**	**Travel**	**ext. 2670**
Provost's Office	**ext. 2121**	**Budget**	**ext. 2843**
President's Office	**ext. 2222**	**Maintenance**	**ext. 2142**