OFFICE OF HUMAN RESOURCES (OHR)
1650 Bedford Avenue, Brooklyn, NY 11225
(718) 270-6910 (PHONE)
(718) 270-6909 (FAX)

To: **New Employees**

From: **Oswald E. Fraser, Director of the Office of Human Resources**

Date: **12/11/2008**

Re: **New Hire Packet**

Congratulations on your employment at Medgar Evers College. We are excited to have you join us and look forward to building a mutually rewarding relationship.

In order to facilitate your transition into Medgar Evers College we have created the attached New Hire Packet that includes all of the required employment and payroll forms. You must complete the packet then call the Office of Human Resources (OHR) at 718-270-6910 to make an appointment to meet with a Human Resources Specialist. Your department will forward the Personnel Action Form to the OHR to place you on payroll.

It is important to complete the New Hire Packet and bring your required supporting documents **(originals only)** to your appointment with the HR Specialist. This process must be completed before you commence work. Failure would result in delay of your 1st paycheck.

A comprehensive benefits package is available to Executive and Senior Administrative, Faculty and Staff members providing that you meet certain eligibility requirements. Adjunct and part-time staff may be eligible for benefits provided that they meet additional criteria. Additional information regarding benefits can be accessed via our website:

http://www.mec.cuny.edu/human_resources/benefits/default.asp

You should contact the Benefits Coordinator within 30 days of your hiring date if you have any questions about the enrollment procedure or your benefits package.

We look forward to meeting with you and welcome to Medgar Evers College.