

NEW HIRE ONBOARDING PACKET



LAST UPDATED: MARCH 2022



Welcome to Bentley University!

We are excited you are here...

As a new member of the Bentley community, your onboarding experience should be as smooth and effective as it can be. This Welcome packet is designed to provide you with some of the navigational information you may need to help you get acclimated. Starting a new job is not always easy. This information is intended to get you up to speed quickly and efficiently, so you can spend less time looking for things, and more time enjoying your new role.

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Bentley Email & Account Set Up

01

If you have not already, you will be receiving an email from the Bentley Helpdesk with your Workday login credentials. Workday is our central employee portal. If you have not received this email, please contact the Bentley Helpdesk at 781-891-2854. They will be able to help provide you with your login information.

IT & Equipment

02



Equipment- Prior to your start date your department works with IT to determine what you will need in terms of equipment. If you are working remotely, a laptop will be shipped to you. If you are working on campus, please consult with your manager. *Please note this process may vary depending on the position.



Cybersecurity- Cybersecurity is everyone's responsibility at Bentley! Check out the [IT Cybersecurity page](#) to learn more.



Need Assistance?- Having problems with your Bentley computer or connecting to the Bentley network? Have questions about how to use Office 365 apps or Workday? Want to know more about the IT services available to you? [This is the place to start!](#)



Contact Information-

FACULTY/STAFF – Phone: 781-891-2854 or email HELPDESK@BENTLEY.EDU.

Workday Tasks & HR Paperwork

Once you are logged into Workday please review & complete the list of tasks located in your queue. It is important that you complete all of these electronic tasks in a timely manner.

- Direct Deposit
- Benefits
- Visa & Passport Information
- Personal Information (DOB, Address, etc.)
- Emergency contact Information
- Federal Tax Elections
- State Tax Elections
- Rights under Massachusetts Family and Medical Leave Law
- Confidentiality agreement
- I-9 form
- SSN
- Prior Service Credit Form

03

Click [here](#) to access a step-by-step guide on how to complete each Workday task

Benefits



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For more information
check out our Benefits
[website!](#)

Bentley offers a “Total Rewards” package designed to attract, motivate, retain, and reward our employees. Our Total Rewards approach includes fair and competitive compensation, comprehensive benefits, career development and opportunities, generous paid time off, flexibility and work-life balance, a positive, engaging work environment and employee experience, and a wide array of resources and facilities.

Don't forget! You have 30 days from your start date to make your elections!

For any benefit related questions please contact Sandy Smith, Senior Benefits Specialist, and schedule a time to meet with her: ssmith@bentley.edu

Parking Permit & ID Badge

Parking Permit

To register your vehicle, log in to the [Bentley Community Engagement site](#). You can also do this through your Workday account. Log into Workday, click on the benefits tab it will take you to the BCE site. At the top of that page login with your Bentley email and password then select "Request Parking Permit" in the menu. Fill out the form, print the page and wait 24 hours for your information to be entered into our system.

Once you have registered your vehicle online, you can pick up your parking decal at the University Police station. Bring the registration form that you printed, your valid driver's license, your valid motor vehicle registration, and Bentley ID card.

*Please note that if you are unable to register your vehicle online you can stop by the Card Office with your vehicle registration in hand and they will issue you a parking permit in person.

Working Virtually For the Foreseeable Future?- Please only register your vehicle and pick up your pass when you are scheduled to come back to work on campus.

ID Badge

The process to get a Bentley ID is simple. One day after your date of hire come to the [Card Office](#). The helpful staff will take your photo and quickly print you an ID. The one-day wait is to allow for your information to be populated into our system.

***The card office is open Monday-Friday, 7am-3pm.
No appointment is needed.**

New Hire Orientation



New Hire Orientation is hosted by our [HR Learning & Development](#) team. The sessions occur six times per year (once every other month).

The sessions cover Bentley's history, programs, policies and services. In addition to an Executive Welcome by a member of the President's Cabinet, presenters also cover key information on campus safety, diversity and inclusion, sustainability, cyber security, and others. New Staff Orientation is also a great way for new employees to meet other new members of the Bentley community.

Due to COVID-19 our programming has changed from its regular format.

Return To Campus Updates



The health and safety of our students, faculty and staff remain paramount in our decision-making process on reopening the campus. We believe it is important to support creative and flexible work arrangements for our community. Therefore, faculty and staff will be given flexibility in their work arrangements, where possible, as part of our goal to provide a safe working and learning environment for all members of our community.

Be sure to continue to check the [Back to Bentley website](#) for additional new content and updates

Employment Policies & Practices



Respect, fairness and consistency are the hallmark of a Bentley career. We maintain a comprehensive set of employment policies and procedures to ensure that employees know what to expect—both for their own behavior and from the university. This is the foundation of fair and consistent treatment for all, and thus all employees should review/familiarize themselves with these policies as a part of their onboarding.

To review the following policies please visit the HR Site: [Policies & Practices](#)

- Discrimination, Harassment, and ADA Policies
- Employee Development
- Employee Relations
- General Administrative Policies
- Leaves of Absence
- Safety in the Workplace
- Separation from Employment
- Status and Pay
- Time Away From Work
- Links to Other University Policies

How To Guides, Tips & Tricks, & More



- **Business Partners-** Employees should direct all inquiries initially to their assigned HR Business Partner (except for benefits-related questions). The HR Business Partner will be able to resolve most issues and, when necessary, will consult with the appropriate specialist on one of the other teams.
- **Bentley's Administrative Go-to Guide-** is intended to make doing business at Bentley easier by bringing together in one resource all the contacts, links, forms, and other tools used by administrative staff on a regular basis.
- **Staff & Faculty Resources-** Human Resources supports Bentley's educational mission by supporting our most important resource--our faculty and staff. Our welcoming, professional team provides services and solutions to meet the varied needs of all employees, from employment, compensation and benefits, to professional development, employee/labor relations and more. Click [here](#) to explore what's offered.
- **Conversations about performance (CAP)-** Bentley is dedicated to ensuring each employee is empowered to bring their best self to the work they do. It's because of this dedication that we recognize the value of conversations about performance as part of employee development and performance management.

Looking For More?

There is so much to explore at Bentley! Click on the links below to learn more about different departments, services, events & more.

Continued...

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- [Athletics](#)
 - [Facilities](#)
 - [Falcon Funds](#)
 - [Holiday Schedule](#)
 - [Library](#)
 - [Payroll Schedule](#)
 - [Purchasing](#)
 - [Racial Justice Task Force](#)
 - [Safety & Security](#)
 - [Strategic Plan](#)
 - [Student Affairs](#)
 - [University Events Calendar](#)
 - [University News](#)

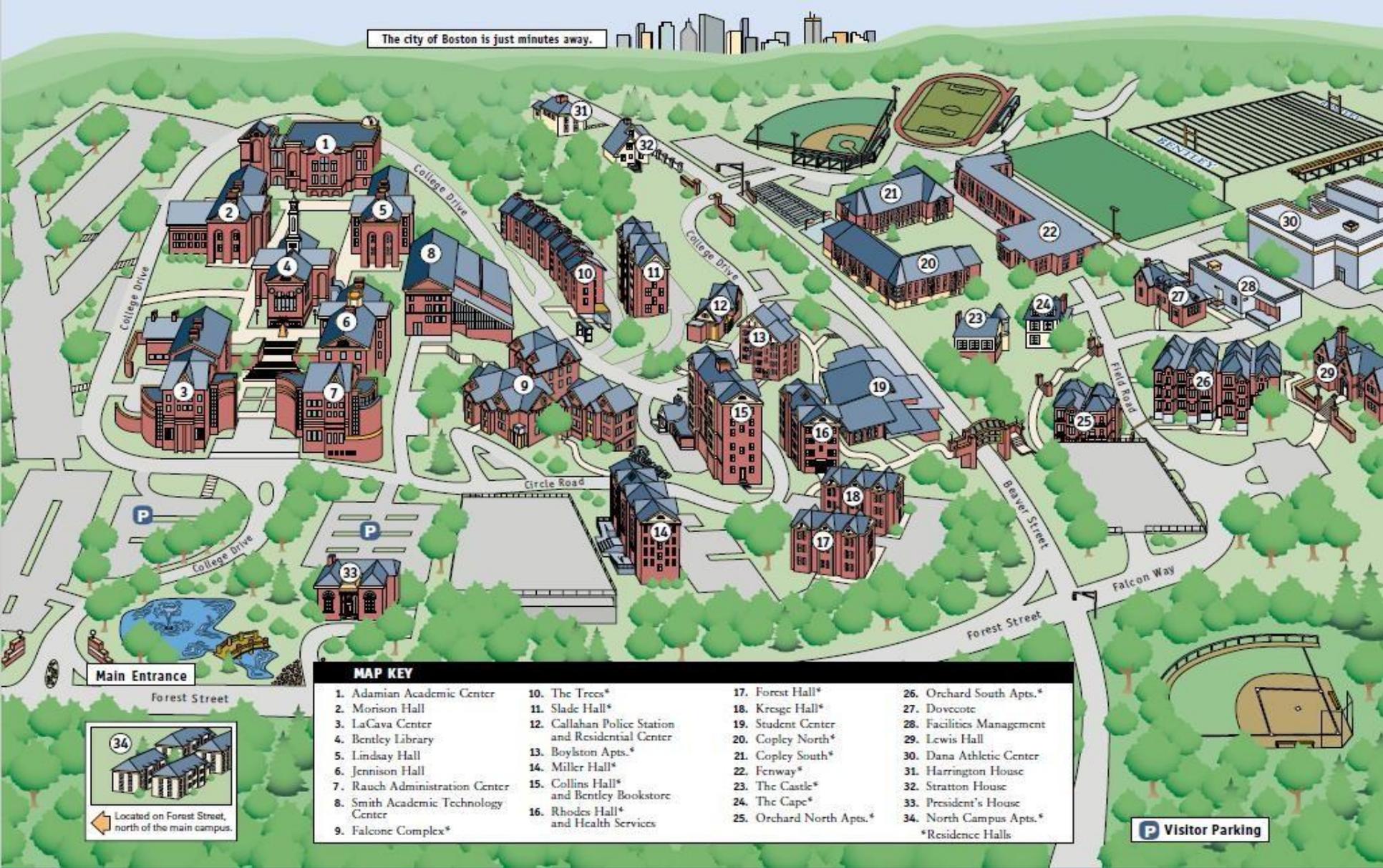
Important Contact Information



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- **Human Resources-** 781.891.3427
 - **IT Helpdesk-** 781.891.2854
 - **Payroll-** 781.891.2154
 - **Police (business line)-** 781.891.2202
 - **Police (emergency line)-** 781.891.3131

The city of Boston is just minutes away.



MAP KEY		
1. Adamian Academic Center	10. The Trees*	17. Forest Hall*
2. Morison Hall	11. Slade Hall*	18. Kresge Hall*
3. LaCava Center	12. Callahan Police Station and Residential Center	19. Student Center
4. Bentley Library	13. Boylston Apts.*	20. Copley North*
5. Lindsay Hall	14. Miller Hall*	21. Copley South*
6. Jennison Hall	15. Collins Hall* and Bentley Bookstore	22. Fenway*
7. Rauch Administration Center	16. Rhodes Hall* and Health Services	23. The Castle*
8. Smith Academic Technology Center		24. The Cape*
9. Falcone Complex*		25. Orchard North Apts.*
		26. Orchard South Apts.*
		27. Dovecote
		28. Facilities Management
		29. Lewis Hall
		30. Dana Athletic Center
		31. Harrington House
		32. Stratton House
		33. President's House
		34. North Campus Apts.*

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 Located on Forest Street, north of the main campus.

Bentley University Campus Map

The Human Resources Department is located in Rauch 201 (Building #7 on Map)

[Click here for directions to Bentley.](#)



BE A FORCE.

To be a force is to make a difference, big or small. It's about accountability, recognizing the need for positive change, and acting on it. It's about understanding others, challenging the status quo, and making an impact that doesn't just move business forward but that moves us all forward.

