

NEW HIRE ONBOARDING PACKET





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 before your first day.

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!

Getting Started:

Please take time to review the information and complete the tasks in this packet between now and your first day. The more prepared and aware you are, the more smoothly your start will go.

- 01** Bentley Email & Workday Set Up
- 02** Workday Tasks & Other HR Forms
- 03** IT & Equipment
- 04** Benefits Information
- 05** Parking Permit & ID Badge

- 06** New Hire Orientation
- 07** Employment Policies & Practices
- 08** How To Guides, Tips & Tricks and Other Helpful Information
- 09** Important Contact Information

Bentley Email & Workday Set Up



01

If you have not already, you will be receiving an email from the Bentley Help Desk with your Bentley email and Workday login credentials.

Workday is our central employee portal, where you will complete many employee tasks during your time at Bentley (including onboarding, performance development, time off requests and more!).

If you have not received this email, please contact the Bentley Help Desk at 781-891-2854. They will be able to help provide you with your login information.

Workday Tasks & HR Forms

02



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.

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

- 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

IT & Equipment

03



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.

Benefits Information



For a full breakdown of benefits, 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.

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 Hire Orientation is also a great way for new employees to meet other new members of the Bentley community.

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.
- **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.

Important Contact Information



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

Next Steps...

Here are some of the next steps to ensure a smooth onboarding:

- Your manager will be in touch regarding important details for your first day/week at Bentley!
- Make sure to log into **Workday** and check out your onboarding tasks.
 - **Reminder:** the **Form I-9** must be completed in full **within 3 business days of your hire date**. Please make sure to contact Human Resources to schedule an in-person appointment to complete this in time.
- **New Hire Orientation:** the date of your orientation session was noted on your offer letter. All full-time staff are required to attend orientation and part-time/seasonal staff are encouraged to attend, so mark your calendars now! HR will be in touch 2 weeks before orientation with RSVP and pertinent details.

Looking For More?

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

Continued...

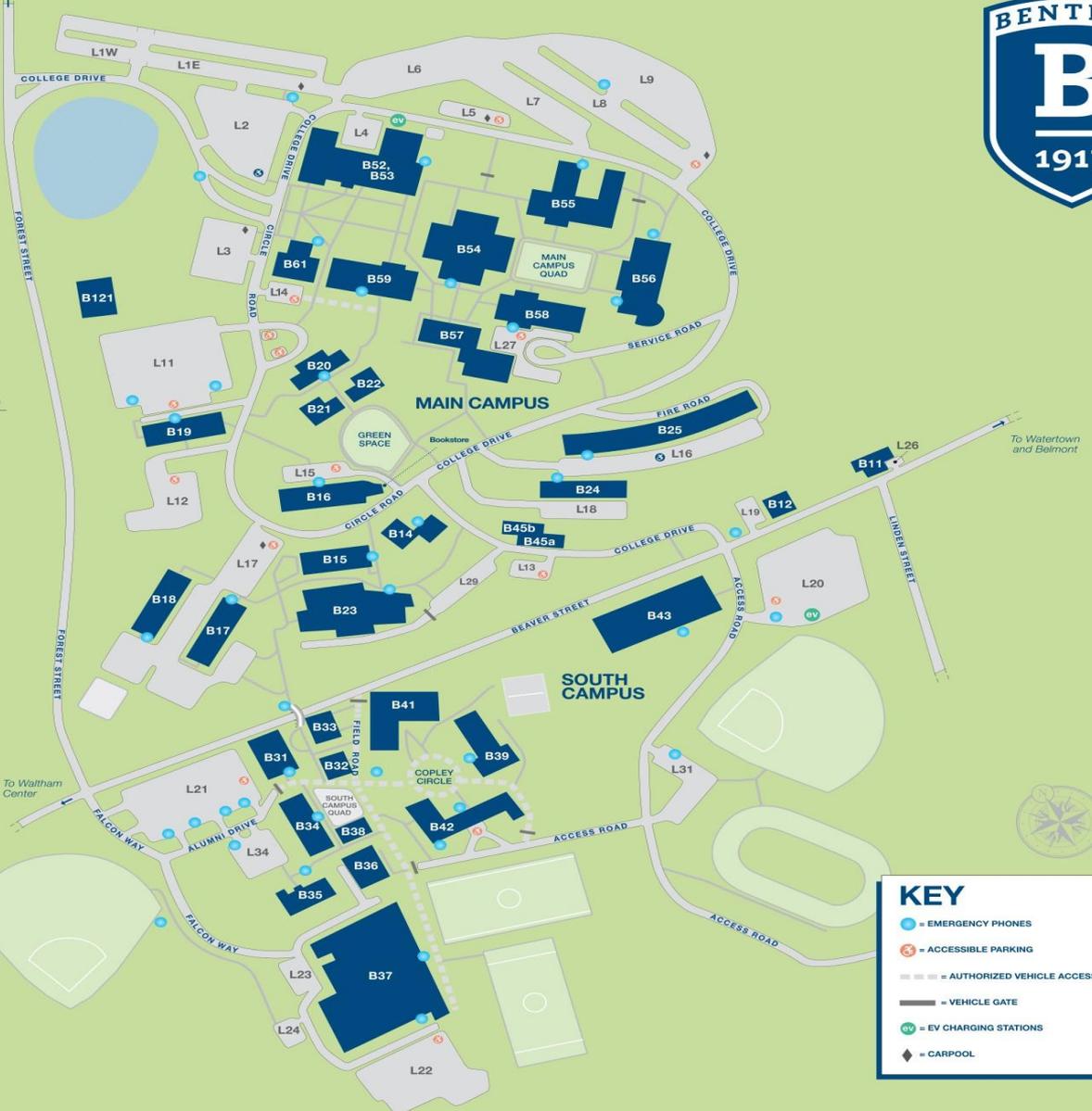
-
- [Athletics](#)
 - [Facilities](#)
 - [Falcon Funds](#)
 - [Holiday Schedule](#)
 - [Library](#)
 - [Payroll](#)
 - [Purchasing](#)
 - [Safety & Security](#)
 - [Strategic Plan](#)
 - [Student Affairs](#)
 - [University Events Calendar](#)
 - [University News](#)

**BENTLEY UNIVERSITY
CAMPUS MAP**



MAIN ENTRANCE

To Trapelo Road and North Campus



- BUILDINGS**
- B11Harrington House
 - B12Stratton House
 - B14Boylston A and B
 - B15Rhodes Hall
 - B16Collins Hall
 - B17Kresge Hall
 - B18Forest Hall
 - B19Miller Hall
 - B20Falcone North
 - B21Falcone West
 - B22Falcone East
 - B23Student Center
 - B24Slade Hall
 - B25Tree Dorms
 - B31Orchard North
 - B32The Castle
 - B33The Cape
 - B34Orchard South
 - B35Lewis Hall
 - B36Facilities/Receiving
 - B37Dana Athletic Center
 - B38Dovecote
 - B39Copley South
 - B41Copley North
 - B42Fenway Hall
 - B43Arena
 - B45aUniversity Police
 - B45bCounseling Center and Wellness
 - B52/B53LaCava Center
 - B54Bentley Library
 - B55Morison Hall
 - B56Adamian Academic Center
 - B57Smith Academic Technology Center
 - B58Lindsay Hall
 - B59Jennison Hall
 - B61Rauch Administration Center
 - B63North Campus A
 - B64North Campus B
 - B65North Campus C
 - B66North Campus D
 - B121President's House

- PARKING GUIDELINES**
- VISITORS**
L1E
L2
- FACULTY AND STAFF**
L3 L8 L22
L5 L9 L23
L6 L13 L29
L7 L18 L34
- COMMUTER STUDENTS**
L1W L8
L6 L9
L7
- FIRST YEAR STUDENTS**
L1W
- 15-MIN PARKING**
L14*
L15*
- SERVICE/VENDORS**
L4 L21
L14 L27
L20
- RESIDENTS**
L11 L19 L46
L12 L22 L47
L15* L31 L48
L16 L44
L17 L45
- *Marked spaces only*

KEY

- = EMERGENCY PHONES
- = ACCESSIBLE PARKING
- = AUTHORIZED VEHICLE ACCESS
- = VEHICLE GATE
- = EV CHARGING STATIONS
- = CARPOOL

Bentley University Campus Map

The Human Resources Department is located in Rauch 201 (Building #B61)

[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.

