



## Welcome to Stony Brook!

Congratulations on your new role! We've designed this guide to help answer some of the more common questions new employees have during their first few days. If you have any additional questions, please don't hesitate to reach out to us at [hrs\\_info@stonybrook.edu](mailto:hrs_info@stonybrook.edu) or visit our [New Employee Welcome](#) page.

## COVID-19 GUIDELINES AND INFO

### VACCINATION MANDATES

#### Department of Health (NYSDOH) Mandate

In accordance with the **New York State Department of Health (NYSDOH)** order that all hospitals and nursing homes "continuously require all personnel to be fully vaccinated against COVID-19, candidates who are not already vaccinated must obtain the first dose of the vaccine within three (3) calendar days of acceptance of conditional job offer and must obtain any subsequent doses in accordance with the vaccine protocol. The order also includes those who may be affiliated with or interact with employees of a hospital or nursing home. The order allows for limited [medical exemptions](#) with reasonable accommodations, consistent with applicable law.

### PROOF OF VACCINATION STATUS

#### Subject to the NYSDOH Vaccine Mandate

As the mandate also requires the campus to ensure compliance, prospective employees subject to the vaccine mandate **must** [provide proof of their vaccination status to Human Resources](#) within three (3) calendar days of acceptance of a conditional job offer. An employee is considered fully vaccinated for COVID-19 two weeks after receiving the second dose in a two-dose vaccine series, or two weeks after receiving a single-dose vaccine.

#### NOT Subject to NYSDOH Vaccine Mandate

Prospective employees not subject to the vaccine mandate have an opportunity to [provide proof](#) of their vaccination status to Human Resources.

### HOW TO PROVIDE PROOF:

**Clinical Employees and those with Hospital Access:** [submit proof](#) to Employee Health and Wellness either [by email](#) using your Stony Brook Medicine email address, which is secure for these types of emails, or confidential **fax** at **(631) 444-6199**.

**All other employees:** submit proof either by **fax** at **(631) 632-6621** or bring a copy in person Monday through Friday 9:00am to 4:00pm to the Administration Building, Room 390 OR the Renaissance School of Medicine, Faculty Personnel Office in the Health Sciences, Level 4, Room 197.

## A BRIEF GUIDE FOR NEW EMPLOYEES

### Acceptable Forms of Proof

Acceptable proof includes a copy of the CDC COVID-19 Vaccination Record Card, the pharmacy record or a printout from an Excelsior Pass Plus that includes the date and type of vaccination.

### MASK MANDATES

While masking is not required on West Campus (except at the Student Health and Counseling Center), the [CDC's mask guidelines](#) state that individuals may "wear a mask based on your personal preference, informed by your personal level of risk." On East Campus, masking in classrooms, including lecture halls, is optional. However, masks fully covering your nose and mouth will otherwise be required at all times in all facilities, buildings and hallways throughout Stony Brook Medicine, unless in a private office or when actively eating or drinking.

### WORKPLACE AFFIRMATION

Within three business days of arriving on campus, New York State requires that all State employees affirm that they have read and understand their obligation to follow the current guidance and its provisions. Log into [SOLAR](#) > COVID-19 > COVID-19 Affirmation Document.

### HEALTH INFORMATION LINE (HIL)

Please do not come to campus if you don't feel well, and contact the **Health Information Line (HIL)** at **(631) 632-5000, Option #1** with any COVID-related concerns or positive test results.

### TRAVEL

All travelers, [domestic](#) and [international](#), should continue to follow all CDC travel requirements.

### PPE ON CAMPUS

Personal Protective Equipment (PPE) on campus vending machines located throughout campus offer face masks and hand sanitizer. Dedicated vending machines with additional PPE and sundries are located in the Student Health Center, the Student Activities Center (SAC) and Stony Brook Union.

### #CAMPUSCLEAR

At present, individuals are no longer required to complete daily health self-screener **#CampusClear** before coming to their campus worksite. However, please complete the **#CampusClear** if you do not feel well or want to monitor for any symptoms before you leave to work on campus. Please do not come to campus if you don't feel well, and contact the Health Information Line (HIL) at **(631) 632-5000, Option #1** with any COVID-related concerns or positive test results. [How to Use #CampusClear](#).

### LATEST GUIDANCE

#### Stronger Together

For the most recent COVID-19 related updates on campus, visit our continuously updated website, [Stronger Together](#).

#### CDC Guidelines

For CDC guidance on COVID-19, visit [How to Protect Yourself & Others](#).

## A BRIEF GUIDE FOR NEW EMPLOYEES

### SYSTEMS

**Employee ID:** Also known as your Stony Brook ID or SOLAR ID, the Employee ID is your 9-digit unique identifier used for our system of records. If you do not remember it, you can perform a lookup [using this tool](#). It can also be found on your Stony Brook ID Card.

#### DUO

Duo Security 2-Step Login is used to protect your account. One time set-up; added security every time you log into our internal systems. Register your 1st device with Duo from the NetID Single Sign On (SSO) page. [Duo Setup](#)

#### NetID vs. SOLAR ID

Your NetID is different from your SOLAR ID. Your NetID is made up of only letters – it is a combination of your first and last name. Your SOLAR ID is made up of only numbers, no letters.

#### NetID

Every active employee is assigned a NetID, which is used to access various computing resources. For help logging in for the first time, visit [Password Reset Tool](#).

#### SOLAR

SOLAR is the primary administrative system used by faculty and staff to update personal information, view vacation/sick accruals, print class rosters, submit grades and more. For help logging in for the first time, visit [SOLAR](#).

#### Google Mail

Google Mail is the preferred email system at Stony Brook University for students, faculty and staff on West Campus, Southampton, New York City and select departments on the Health Sciences campus. For more information, visit [Google Mail](#).

#### Office Phone

If you are provided a direct phone line, you'll need to submit an [IT Service Portal](#) ticket to set up the Voice-over-Internet Protocol (VoIP) phone. You will be asked to provide your NetID and office phone extension to support your application. For more information, visit [VoIP](#).

#### WolfieNet

For information on how to access WolfieNet-Secure – Stony Brook University's recommended wireless network available to all faculty, students and staff – visit [WolfieNet](#).

### PAYROLL

#### STATE EMPLOYEES

##### Paycheck

State Employees are paid on a biweekly, two-week-lag payroll. Payday is every other Wednesday – see [Payroll Calendar](#). To view your paycheck, go to [NYS Payroll Online](#).

##### Direct Deposit

To sign up for Direct Deposit, you can either submit the completed State Employee Direct Deposit Form during New Employee Orientation or email it directly to [state\\_payroll@stonybrook.edu](mailto:state_payroll@stonybrook.edu).

## A BRIEF GUIDE FOR NEW EMPLOYEES

### RESEARCH FOUNDATION (RF) EMPLOYEES

**Paycheck RF Employees\*** are paid on a biweekly, paid-to-date payroll. Payday is every other Friday – see [Payroll Calendar](#). To view your paycheck, go to [RF Employee Self-Service](#).

*\*Hourly RF Employees and overtime payments are paid on a lag.*

#### Direct Deposit

Go to [RF Employee Direct Deposit](#) for instructions on how to sign up for Direct Deposit.

### PARKING

#### Parking Permit

If you park anywhere on campus, your vehicle must be registered and display a valid parking permit, which allows you to park in Faculty/Staff surface lots. For more information, including how to apply for a permit, visit [Parking Permits](#).

#### Metered Parking

Visit [Where to Park](#) to find out which surface lots are metered.

#### Garage Parking

You may also be eligible to purchase a monthly pass to park in one of our three multitiered parking garages. For more information, go to [Parking Garages](#).

### TRANSPORTATION

#### Campus Bus and SBU Shuttle

For information on the campus bus schedule and the SBU Shuttle, visit [Transportation](#).

#### Connecting Transportation

For information on additional connecting transportation services, such as the Suffolk County Transit Bus or the Long Island Rail Road, visit [Connecting Transportation](#).

### WHERE TO EAT?

To view the wide variety of dining locations, convenience stores and retail restaurants available on all campuses, visit [Campus Dining](#).

### CAMPUS CARD

#### Employee Campus Card

To obtain an Employee Campus Card, contact the Campus Card Office at [CampusCard@stonybrook.edu](mailto:CampusCard@stonybrook.edu).

#### Library Access

Libraries (including the [Melville Library](#) and [HSC Library](#)) will accept your Employee Campus Card as your patron identification.

#### Additional Features

For more information on the additional features available on the Employee Campus Card, such as Wolfie Wallet or the Meal Plan, visit [Campus Card](#).

## A BRIEF GUIDE FOR NEW EMPLOYEES

### CONNECTING WITH THE CAMPUS

#### Brookology

[Brookology](#) is the Stony Brook University social interaction platform. Through Brookology, you can connect with members of Stony Brook University, the Hospital, Long Island State Veterans Home and Southampton Campus community for fun, social and engaging activities.

#### Banking and ATMs

For more information on Island Federal Credit Union (IFCU) campus banking services, as well as ATMs on campus, visit [Campus Banking](#).

#### Campus Maps

Stony Brook University is situated on a 1,039-acre site (see campus maps) on the North Shore of Long Island in southeastern New York. We are approximately 60 miles east of New York City. Visit [Campus Maps](#).

#### Child Care Services

The Center serves University, Health Sciences and Hospital students, faculty and staff as well as nonaffiliated community families. Affiliated families pay tuition according to a sliding scale based on gross family income. For more information, visit [Child Care Services](#).

#### Employee Assistance Program (EAP)

The Employee Assistance Program at Stony Brook University is a confidential assessment, referral and consultation service available at no cost to faculty, staff, graduate student employees, retirees and their dependents. For more information, visit [EAP](#).

#### SB Alert

Stay informed on developing situations: Sign up for SB Alert, a comprehensive emergency notification system used to make members of the campus community aware of major emergencies, immediate threats or impending situations that can pose harm to individuals, disrupt classes or impact facilities, activities or other operations. To sign up, visit [SB Alert](#).

#### SB Guardian

SB Guardian is frequently referred to as a "personal blue light phone" in your pocket. With this feature, users can program the Guardian phone number into a designated speed dial, allowing a one-touch call that will automatically notify University Police. To sign up, visit [SB Guardian](#).

#### Healthier U

Healthier U is Stony Brook University's exciting wellness initiative for employees. It's a program designed to address your total well-being — mind, body and spirit. Navigate their [Healthier U](#) website to see the many health and wellness opportunities we have here on campus.

## A BRIEF GUIDE FOR NEW EMPLOYEES

### EXPLORING THE COMMUNITY

#### **Beyond the Brook**

[Beyond the Brook](#) is the “what to do, where to go outside of SBU” website. Stony Brook is located at the geographic midpoint of Long Island. The campus lies about 60 miles east of New York City and 60 miles west of Montauk Point. It is only a short distance to the beaches of Fire Island and the historic monuments and museums of New York City.

### HUMAN RESOURCE SERVICES

For help with any employment or payroll questions, visit [Contact Us](#). To find out more about the total rewards we offer, visit [Why Work Here?](#)

**We are here to help you – please don’t hesitate to contact us at [hrs\\_info@stonybrook.edu](mailto:hrs_info@stonybrook.edu).**