

## 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

### PANDEMIC HEALTH AND SAFETY POLICY

To view our comprehensive policy on COVID-19, please visit [COVID-19 Pandemic Health and Safety Policy](#).

### WORKPLACE AFFIRMATION

Within three business days of arriving on campus, New York State requires that **all 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.

### VACCINATION STATUS

#### Fully Vaccinated

Fully vaccinated employees have the opportunity to share their full vaccination status with us in order to be able to follow the new, more relaxed guidelines as outlined in our [August 11, 2021 Stronger Together Update](#), **including no need to test weekly**. This guidance is in line with the latest New York State and SUNY requirements. To submit your full vaccination status, log onto [SOLAR](#) > COVID-19 > COVID-19 Vaccination Record.

#### Unvaccinated/Unknown Status

Individuals who have a physical presence on campus and have not been fully vaccinated or have not shared their full vaccination status with us need to continue to maintain COVID-19 protocols in accordance with federal (CDC) guidelines.

### SURVEILLANCE TESTING

#### Fully Vaccinated

Individuals who share their full vaccination status with us will only be required to test approximately once a month. This COVID PCR surveillance testing will take place regularly, and you will be randomly assigned and notified by email.

#### Unvaccinated/Unknown Status

Mandatory weekly surveillance testing will continue to be required for any person who has a physical presence on campus and has not been fully vaccinated or has not shared their full vaccination status with us. [See COVID Testing and Screening Information for details](#).

## A BRIEF GUIDE FOR NEW EMPLOYEES

### **MASK MANDATES**

All faculty, staff, students and visitors, regardless of their vaccination status, must wear face coverings while inside University and Hospital buildings. This includes classrooms, hallways, libraries and other common spaces, as well as SBU buses and shuttles. It also includes the Health Sciences and Basic Sciences Towers, offices in Flowerfield, Tech Park, Ronkonkoma and Commack, and administrative areas within outpatient facilities and physician practices. Face coverings are not required inside personal rooms at residence halls, while eating in on-campus dining areas, within personal offices or in non-public-facing personal workstations. Masks are not required outdoors. We will continuously monitor, reassess and adapt to changing data and guidance, keeping you informed as conditions evolve.

### **CAMPUSCLEAR**

At present, individuals are no longer required to complete the daily CampusClear screener before coming to their campus worksite. However, please complete the daily CampusClear screener 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](#).

### **HEALTH INFORMATION LINE (HIL)**

#### **All Employees**

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**

As of June 25, 2021, travelers arriving in New York are no longer required to submit traveler health forms. All travelers, [domestic](#) and [international](#), should continue to follow all CDC travel requirements.

#### **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.

#### **CDC Guidelines**

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

#### **Stronger Together**

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

## A BRIEF GUIDE FOR NEW EMPLOYEES

### 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).

#### 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](#).

## A BRIEF GUIDE FOR NEW EMPLOYEES

### 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](#).

### SYSTEMS

#### NetID vs. SOLAR ID

Your NetID is different from your SOLAR ID.

#### 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](#).

### 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.

## A BRIEF GUIDE FOR NEW EMPLOYEES

### Banking and ATMs

For more information on 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](#).

## 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).**