PeopleSync for New Hires

Introduction

PeopleSync is the system used to manage HR and Payroll information for NYU. Employees can access their personal information, position details, and pay slips here. As a newly hired employee, you must complete the steps listed below in PeopleSync. This tip sheet will help you complete these tasks.

- Review your contact and personal information
- Complete your I-9 form
- Add your emergency contacts
- Make direct deposit payment elections (if desired)
- Add your Federal Income Tax withholding elections (Form W-4)
- Complete State and Local Withholding Elections
- Review benefits information
- Review Policy and Other Documents

Note: Some of the tasks may require approval by HR or Payroll team members. You will receive a notification in the system after completing a task if additional approvals are required.

Activate NetID

To access PeopleSync, you must first activate your NYU NetID. You will receive instructions to your personal email address on how to do this. If you would like assistance, contact PeopleLink.

ENROLL IN MULTI-FACTOR AUTHENTICATION

To enhance the security of employees' information, NYU requires the use of Multi-Factor Authentication (MFA) to access PeopleSync. Follow the steps below or watch this video for instructions on how to enroll in MFA.

1. Log into the NYU Start page at start.nyu.edu with your NetID and password
2. Click "NYU Multi-Factor Authentication Registration & Update" and provide the requested information.
3. Sign into PeopleSync via NYU Home with your NetID and password
4. Use a physical device such as a smartphone, tablet, or landline phone to confirm your identity

More information is available at www.nyu.edu/it/netid/mfa. If you have any questions about Multi-Factor Authentication, please contact the IT Service Desk open 24x7 at 212-998-3333 or AskIT@nyu.edu

Login To PeopleSync

There are two ways you can access PeopleSync:

- The **first** way is through your Work tab on NYU Home, found at home.nyu.edu/work
- The **second** way is through notifications you may have received in your nyu.edu email account, which indicate you have tasks to complete.
- When you log in to PeopleSync for the first time, you will see navigation hints.

When you log in, click the green "**Let's get started**!" button. You will see a Welcome message and various icons with tasks you can complete. Click on the icon in the upper right-hand corner of the page to access your **Inbox** and assigned onboarding tasks.

The following pages give instructions on how to complete each onboarding task. Please complete the tasks in the order listed in this tip sheet.

Task #1: Review Your Contact Information

In PeopleSync, you can review and update Personal Contact information. Your Work Contact information, including building and primary nyu.edu email address, will be populated automatically and <u>cannot be changed</u>.

For more information on changing your contact information after completing onboarding, please reference the *Manage Your Contact Information* sheet.

Please follow the steps below to review and update your Personal Contact information.

Steps
1. In your PeopleSync inbox, locate the **Review Your Contact Information** task. ***Note:*** This task may not appear at the top of your Inbox, but should be completed first.
2. You will be able to edit the following Primary and Additional values for: • Personal Address • Home Phone • Home Email Use the edit icon to make changes to existing information and the plus (+) icon to add new information.
3. Click the **[Submit]** button once the changes are complete.

Task #2: Review Personal Information

Please review your personal information to make sure it is correct and up to date. You can enter or change the **Gender**, **Race/Ethnicity**, **Disability**, and **Military Service** fields.

Note: Only HROs can update **Date of Birth** and **Citizenship**.

Please follow the steps below to update your Personal Information.

Steps
1. In your PeopleSync Inbox, locate the **Change Personal Information** task.
2. On the Change Personal Information page, review the following and change if necessary: • Race/Ethnicity (a maximum of two ethnicities can be chosen) • Disability • Military Service Use the edit icon to make changes to existing information and the plus (+) icon to add new information.
3. Click the **[Submit]** button.

Task #3: Complete your I-9 Form

As a new employee, you are required to complete an I-9 form to verify employment eligibility. NYU uses PeopleSync I-9 forms to capture this information.

What is the I-9 Form? The I-9 Form is a United States Citizenship and Immigration Services form used by employers to verify employees' identities and to establish that workers are eligible to accept employment in the United States. It is officially known as the Employment Eligibility Verification Form. Employers are legally required to have employees complete the I-9 Form, including providing required original supporting documents to establish the identity and eligibility of any individual hired to perform work for an employer in the United States.

Process Overview: To complete your I-9 Form in PeopleSync, you will fill in the following information in Section 1 (step-by-step instructions are included in following pages):

- Full legal name
- Other names used, if applicable (e.g., maiden name)
- Current address, including street name and number (no P.O. Box), city, state and ZIP code
- Date of birth

- Indicate whether you are a U.S. citizen or national, lawful permanent resident of the United States, or an alien authorized to work in the United States.
- Alien Registration/USCIS or Form I-94 Admission number and the date employment authorization expires (if applicable)
- Electronic Signature and date

Additionally, you may also provide the following optional information:

- Social Security number
- Telephone Number
- E-mail Address

Note: Information may be pre-populated when you open your I-9 form in PeopleSync, including Name, Address, Date of Birth and Social Security Number. If the information is incorrect, please contact PeopleLink or your HR Department before proceeding.

You must complete Section 1 of I-9 form on or before your start date. After completing Section 1 as outlined below, you must provide acceptable verification documentation to HR or your Department for approval. This documentation **must be provided within 3 days of your start date**.

Only signed, original documents are accepted. Photocopies are NOT accepted.

Note: *If you need remote verification or translator assistance, please contact PeopleLink for support.*

<table>
<tr><th>Steps</th></tr>
<tr><td>1. In your PeopleSync inbox, locate the Complete I-9 Form task</td></tr>
<tr><td>2. The Complete I-9 Form page displays. Read the form carefully and follow instructions to fill out Section 1. Some information may pre-populate in this section. If the information is incorrect, contact PeopleLink or your Department before proceeding.
Note: Fields marked with a red asterisk are required in PeopleSync:
• First/ Last Name*
• Address*,City*, State*, Zip Code*
• DOB*
You can also enter Social Security Number, Email Address, and Phone Number.</td></tr>
<tr><td>3. Identify yourself in one of the following categories. Please check the appropriate box.
• US citizen
• Noncitizen national
• Lawful permanent resident
• Alien authorized to work until a specific date</td></tr>
<tr><td>4. Scroll to the bottom of the page and provide your electronic signature by checking I Agree. Click the [Submit] button</td></tr>
<tr><td>5. To complete your I-9 Form, you must provide acceptable forms of personal identification to HR or your Department for approval. Only signed, original documents are accepted. Photocopies are NOT accepted.
Note: Student employees are required to bring supporting documentation of their I-9 to Wasserman.</td></tr>
</table>

Task #4: Change Emergency Contacts Information

As a new employee at NYU, it is important to provide emergency contact information should an urgent situation arise. You have the ability to enter various details for emergency contacts, but please ensure you enter at least **Name**, **Relationship to the Contact** and a **Phone Number** for each person added.

For more information on updating your emergency contact information after completing onboarding, please reference the *Manage Your Emergency Contacts tip sheet*.

Please follow the steps below to update your Emergency Contact information.

Steps
1. In your PeopleSync Inbox, locate the **Change Emergency Contacts** task.
2. On the Change Emergency Contacts page, enter the following: • Relationship • First and Last Name • Phone Number **Note:** Additional contact information can be entered but a phone number is preferred to ensure quick contact. Do NOT populate the Preferred Language and Instant Messenger fields.
3. Click the **[Submit]** button.

Task #5: Enroll in Direct Deposit by Adding a Payment Election

As an NYU employee, you have the option to receive your NYU paycheck through Direct Deposit (known as Payment Elections in PeopleSync.) Using PeopleSync, you may add up to five Direct Deposit accounts to your record. In order to add/update an account, you need a Bank Name, Routing Number and Account Number.

Note: Direct Deposit changes may take 1-2 weeks to take effect.

For more information on updating your Direct Deposit information after completing onboarding, please reference the Manage Your Payment Elections tip sheet.

Please follow the steps below to update your Direct Deposit information.

Steps
1. In your PeopleSync inbox, locate the Add Payment Elections task. Click the green **[Add Payment Elections]** button to get started. **Note:** If you do NOT wish to add Direct Deposit, click Submit on the task to remove it from your Inbox. You will then be paid via a paper check; accounts can be added at a later time, if desired.
2. On the Payment Election Option page, enter the following information: • Account Nickname (optional) • Account Type* • Bank Name* • Routing Transit Number* • Account Number* **Do NOT** change the Payment Type (defaults to Direct Deposit) or the “Use for Pay Type” checkboxes.
3. Click the **[Change Account]** or **[Delete Account]** buttons to adjust account details.
4. Click the **[Change Election]** button to update the distribution of payments across accounts.
5. On the new Payment Election page add or remove payment election rows
6. In each payment election row, add the following information: • Country* • Currency* • Payment Type* • Balance /Amount / Percent* **Note**: Under Payment Type, Direct Deposit should be selected. You must use a Balance distribution type for the last election if the combined Percent does not equal 100%.
7. Click the **[OK]** button.

Task #6: Add Federal Withholding Elections (W-4)

You can make Federal Withholding Elections by completing an electronic W-4 form to indicate the amount of federal income tax withheld from your pay. **If you do not complete this task, you will default to "Single, 0 Exemptions".** For more details and an example worksheet to help you complete the form, visit the IRS website at https://www.irs.gov/forms-pubs/about-form-w4.

Note: If you are a Non-Resident Alien, do **not** complete this step in PeopleSync until directed by your HR Department. Documentation in the NYU Glacier system must be completed first.

Please follow the steps below to update your Federal Withholding Elections (W-4) information.

For more information on updating your W-4 after completing onboarding, please review the Complete Your W-4 Form tip sheet.

Steps
1. In your PeopleSync inbox, locate the **Complete Federal Withholding Elections task**
2. Information at the top of the form populates based on your employee record.
3. Complete the form to note your elections
4. Check I Agree and click the **[Submit]** button
5. If you do not wish to make elections, select Skip This Task
6. Add a comment and click the **[OK]** button to complete the task

Task #7: Complete State and Local Withholding Elections

You will receive a task reminding you to complete states and local withholding elections.

Steps
1. In your PeopleSync inbox, locate the **Complete State and Local Withholding Elections**
2. This task allows you to update your state and local tax withholding elections. Refer to this tip sheet for steps.

Task #8: NYU Benefits Information

You will receive a task reminding you to review NYU Benefits Information.

Steps
1. In your PeopleSync inbox, locate the **NYU Benefits Information** task. **Note**: This is a "*To-Do*". This means it is simply a reminder to review information on benefits. Once you select the Submit button, this reminder will be removed.
2. This *To-Do* provides a link to the NYU Benefits Guides. Please review the benefits available to you. The site also provides steps on enrolling in Benefits (if applicable). Additionally if you are a member of the NYU FT Faculty, Professional Research staff, administration or Local 153 and eligible for the NYU Retirement Plan, review the information on non-elective contributions.

Task #9: Disability Self-Identification

You will receive a task requesting voluntary self-identification of disability. Please review the tasks instructions in your Inbox for a description of the statuses and usage of this data.

Steps
1. In your PeopleSync inbox, locate the **Disability Self Identification for Onboarding** task. Note this is a voluntary task.
2. Read the form carefully and follow instructions to select your status: - Yes, I have a disability (or previously has a disability). - No, I don't have a disability. - I don't wish to answer.

Task #10: Veteran Status Self Identification

You will receive a task requesting voluntary self-identification of veteran status. Please review the tasks instructions in your Inbox for a description of the statues and usage of this data.

Steps
1. In your PeopleSync inbox, locate the **Voluntary Self-Identification of Veteran Status** task. Note this is a voluntary task.
2. Read the form carefully and follow instructions to select your status: - I am not a Veteran. - Identify as a Veteran, just not a protected veteran. - Identify as one of more of the classifications of protected Veterans. - I do not wish to self-identify.

Task #11: Review Policy and Other Documents

You will receive a task requesting that you review various policies. These include:

- Stop Sexual Harassment Act Fact Sheet
- Non-Discrimination and Anti-Harassment Policy and Complaint Procedures for Employees
- Pregnancy Accommodations at Work Notice
- Know Your Title IX Rights
- Lactation Policy

Steps
1. In your PeopleSync inbox, locate the **Review Policy and Other Documents task.** **Note that these are voluntary tasks.**
2. Read the factsheet carefully and select the checkbox next to "*I Agree*" to acknowledge that you have received and read the documents.

Task #12: Review Documents for Wage Theft Prevention Notice

You will receive a task requesting that you review and sign a notice concerning your pay rate and frequency.

Steps
1. In your PeopleSync inbox, locate the **Review Documents for Wage Theft Prevention Notice task.**
2. Review and follow the instructions. Click on the eSign by DocuSign button and follow the prompts to sign off on the document. Click submit on the task once you have eSigned the document.
3. To save a copy of the signed document, navigate to the PeopleSync home page, click on the Personal Information button, and under View, select Worker Documents. Once processed, the signed copy is found as the Uploaded Document within the Reviewed Documents section.

For additional information please contact PeopleLink at (212) 992-LINK [5465] or *AskPeopleLink@nyu.edu*.