

# Welcome!

Onboarding Information and  
Checklist document

# RUTGERS

Institute for Health, Health Care  
Policy and Aging Research





## Welcome to IFH

Rutgers Institute for Health (IFH) is a hub for multidisciplinary and translational research focused on improving population health.

The Institute fosters rigorous theory-based research and innovative training and supports collaborative opportunities for investigators across New Jersey and beyond. The Institute is focused on advancing the translation of knowledge to impact policy and practice, with an emphasis on sustainable engagement and reciprocal relationships with community partners to better understand the ubiquitous issues that affect health outcomes.

## The Centers

IFH consists of centers that each specialize in a different area of health. Click the following links to learn more about each center

[Center for Health Services Research \(CHSR\)](#)

[Center for Population Behavioral Health \(CPBH\)](#)

[Center for Healthy Aging \(CHA\)](#)

[Center for State Health Policy \(CSHP\)](#)

[Center for Pharmacoepidemiology and Treatment Science \(PETS\)](#)

[Center for Population Level Bioethics \(CPLB\)](#)

[Herbert and Jacqueline Krieger Klein Alzheimer's and Dementia Clinical Research and Treatment Center](#)

# Our Story

1985

Inauguration of the Institute

David Mechanic Becomes Founding Director

1986

Opening of 30 College Ave Location

1989

Center for Research Org/Financing of Care for the Severely Mentally ill Founding

1991

Project L/EARN Founding

1999

Center for State Health Policy Founding

2001

New Jersey Health Initiatives Joins IFH

2002

Center on Behavioral Health and Criminal Justice Founding

2005

Center for Health Services Research Founding

2010

IFH moves to 112 Paterson Street location

2012

New Jersey Medical & Health Sciences Restructuring Act

2013

David Mechanic Retires, Allan Horwitz becomes Interim Director

Creation of Rutgers Biomedical and Health Sciences

2016

Deborah Carr becomes Interim Director

2017

Joel Cantor becomes Interim Director

2017

Pharmacoepidemiology and Treatment Science Center Founding

2018

XinQi Dong becomes Director

2019

Center for Population Level Bioethics Founding

2021

Center for Population Behavioral Health Founding

2021

New Jersey Practice Based Research Network Established

2023

Tobias Gerhard becomes Director

## Cores and Administration Leadership



**TOBIAS GERHARD**

IFH Director & Director, Center for  
Pharmacoepidemiology and Treatment Science



**STACEY PACHECO**

CFO



**NICOLE SWENARTON**

Director, Communications



**JOHN DIVUOLO**

Director, Information Technology

## Center Leadership



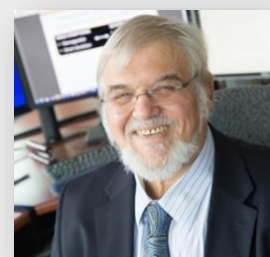
**JOEL CANTOR**

Director, Center for State Health Policy



**WILLIAM HU**

Interim Director, Center for Healthy Aging



**STEPHEN CRYSTAL**

Director, Center for Health Services  
Research



**TAMMY CHUNG**

Director, Center for  
Population Behavioral Health



**NIR EYAL**

Director, Center for  
Population-Level Bioethics



**MICHAL BEERI**

Director, Herbert and Jacqueline Krieger Klein  
Alzheimer's and Dementia Clinical Research and  
Treatment Center

## Who's Who at Business Dept.



**STACEY PACHECO**  
CFO

**Karen Connaughton**  
Business Department, Manager/Supervisor

**Eileen Aleo**  
Business Specialist, Grants

**Staci Baylor**  
Business Specialist, Grants

**Cindy Mihalenko**  
Financial Analyst

**Colin Coakley**  
Business Manager, Grants

**Lisa Adams**  
Business Specialist, Grants

**Quadir Bruce**  
HR Associate

**Avi Darshan**  
Department Admin, Purchasing

**Mia Galbraith**  
Business Specialist

## Who Handles What

**IFH Timesheets** – [timesheets@ifh.rutgers.edu](mailto:timesheets@ifh.rutgers.edu) – hourly timesheets for payroll and monthly absence records: **Staff** – Avi Darshan, Eileen Aleo, Karen Connaughton and Stacey Pacheco

**IFH Grants** – [ifhgrants@ifh.rutgers.edu](mailto:ifhgrants@ifh.rutgers.edu) – grant related emails: **Staff** – Stacey Pacheco, Karen Connaughton, Colin Coakley, Eileen Aleo, Staci Nelson-Baylor, Lisa Adams, Mia Galbraith and Cindy Mihalenko

**IFH Business Office** – [ifhbusinessoffice@ifh.rutgers.edu](mailto:ifhbusinessoffice@ifh.rutgers.edu) – general business questions not related to grants, HR, travel or procurement/expenses: **Staff** – All Business Department Staff

**IFH Purchases** – [ifhpurchases@ifh.rutgers.edu](mailto:ifhpurchases@ifh.rutgers.edu) – all procurement purchases, purchase orders, check requests, expense reports and travel inquiries: **Staff** – Avi Darshan, Karen Connaughton and Stacey Pacheco

**IFH HR** – [ifhhr@ifh.rutgers.edu](mailto:ifhhr@ifh.rutgers.edu) – requests to add a position, extend and/or HR related questions: **Staff** – Quadir Bruce, Paula Pajaro (Temp), Avi Darshan, Karen Connaughton and Stacey Pacheco

**IFH ECI** – [ifheci@ifh.rutgers.edu](mailto:ifheci@ifh.rutgers.edu) – employee charging instructions and updates; ECCRT questions: **Staff** – All Business Department Staff



## Net ID

All faculty, staff, and students are assigned a unique Rutgers identifier known as a NetID. To access most electronic services at Rutgers, you must activate your Rutgers NetID. Your NetID activation request will be issued to your personal e-mail address. If you have not received it by your start date, please go to <https://netid.rutgers.edu> to attempt to activate your NetID. You will need a NetID to obtain your e-mail address/gain access to the computer system, obtain your Rutgers University ID (RUID) card, and purchase your parking permit. You may also need to sign up for two factor authentication with Duo to access university resources while logging in. Directions are found [here](#)

## MyRuPortal

[Please sign into your myRutgers portal](#) with your netID and password to set up payroll deductions and direct deposit. It will also give you access to Rutgers Connect. Rutgers Connect is a cloud-based office system, including not only email and calendar, but the full Office 365 suite and file storage. You can also access the following within your portal:

- Payroll
- HR
- Marketplace
- Libraries
- Software downloads
- University Map
- Zoom

## RU Photo ID

New hires at the University are asked to upload an ID card photo prior to requesting a RUID card. The new photo upload process – made available via desktop computer or mobile device – will allow new employees to use their favorite business- appropriate photo on their Rutgers ID. More information on how to upload your ID photo can be found [here](#)

After you have uploaded your photo to the Identity and Access Management system (and your employee record has been created), you will be able to stop by University Human Resources (UHR) to pick up your new RUID card. When arriving at UHR, you will have to show a valid form of government-issued photo identification before you are presented with your RUID card. For additional information about the RUID Card, please visit the ID Card website at <http://iam-ipo.rutgers.edu>, or email [IDquestions@aps.rutgers.edu](mailto:IDquestions@aps.rutgers.edu).

### **New Brunswick Campus Location:**

Administrative Services Building (ASB) II, 57 US Highway 1 848-932-3020

# Checklist

## Benefits (Must be done within 30 days)

For Full-Time Employees - As a new employee at Rutgers, you are afforded a generous benefits package. In order to take advantage of these benefits, attend orientation to learn more and [register for specific programs here](#). Paula Pajaro will schedule your virtual onboarding. Contact her with any questions [ppajaro@ifh.rutgers.edu](mailto:ppajaro@ifh.rutgers.edu).

University Human Resources and Payroll Services operate OneSource service center to support Rutgers community members: [One Source](#) contact info

Once you are set in the system, you will click on “Service Portal Login” on the upper left corner

[Learn more about Faculty Benefits](#)      [Learn more about Staff Benefits](#)  
[Mobile Apps](#) to help find an in-network health provider, view account and submit claims

## Parking

To park within a Rutgers lot or deck, you must purchase a new permit. If you want to purchase a permit, go to <http://go.rutgers.edu/parking> \*Please note, there are waiting lists for many lots and garages in the surrounding area.

Daily parking at 124 Paterson Street is normally available (about \$16 per day)

For additional information and inquiries, please visit the [RUDOTS website](#)

## FlexWork Application

Please review the **FlexWork@RU Pilot Program** arrangement options and discuss with your manager <https://uhr.rutgers.edu/future-of-work/flexwork-pilot-program-guidelines>

## Connect with IFH

Interested in instant messaging? Join our [free Slack channel](#), or our [Microsoft Teams channel!](#)

Follow us on social media:

- [Twitter](#)
- [Instagram](#)
- [Facebook](#)
- [LinkedIn](#)

## Submit headshot and bio

Send to Comms Director for Website at [nswenarton@ifh.rutgers.edu](mailto:nswenarton@ifh.rutgers.edu)

## Institute for Health IT Team

- IFH Computing Office: [computing@ifh.rutgers.edu](mailto:computing@ifh.rutgers.edu)
- Phone: (848) 932-6581
- [RU Wireless for laptops and mobile devices](#)

## For Faculty

- [NIH Writing Guidelines](#)
- [IFH Branding Guidelines Box Folder](#)
- [Faculty Resources](#)
- [Learn more about Faculty Benefits](#)

## For Staff

- [Staff Resources](#)
- [Learn more about Staff Benefits](#)

## Public Transportation

- Rutgers bus system- ADA accessible buses on multiple routes across campus, providing safe and reliable service to the Rutgers University community for free. Information on the Rutgers Bus system can be found at [RUDOT Website](#)
- NJ Transit Rail and Bus service- NB train station is only a 5 min (0.2 mile) walk to IFH. Depending on which line there are also multiple NJ Transit bus stops. For more information on schedules, stops, and fares or to plan your trip visit [NJ Transit's Website](#)
- Rutgers employees may also request a security escort to and from any Rutgers location (including NB train station) 24/7 by calling the RUPD non-emergency number (732) 932 7211







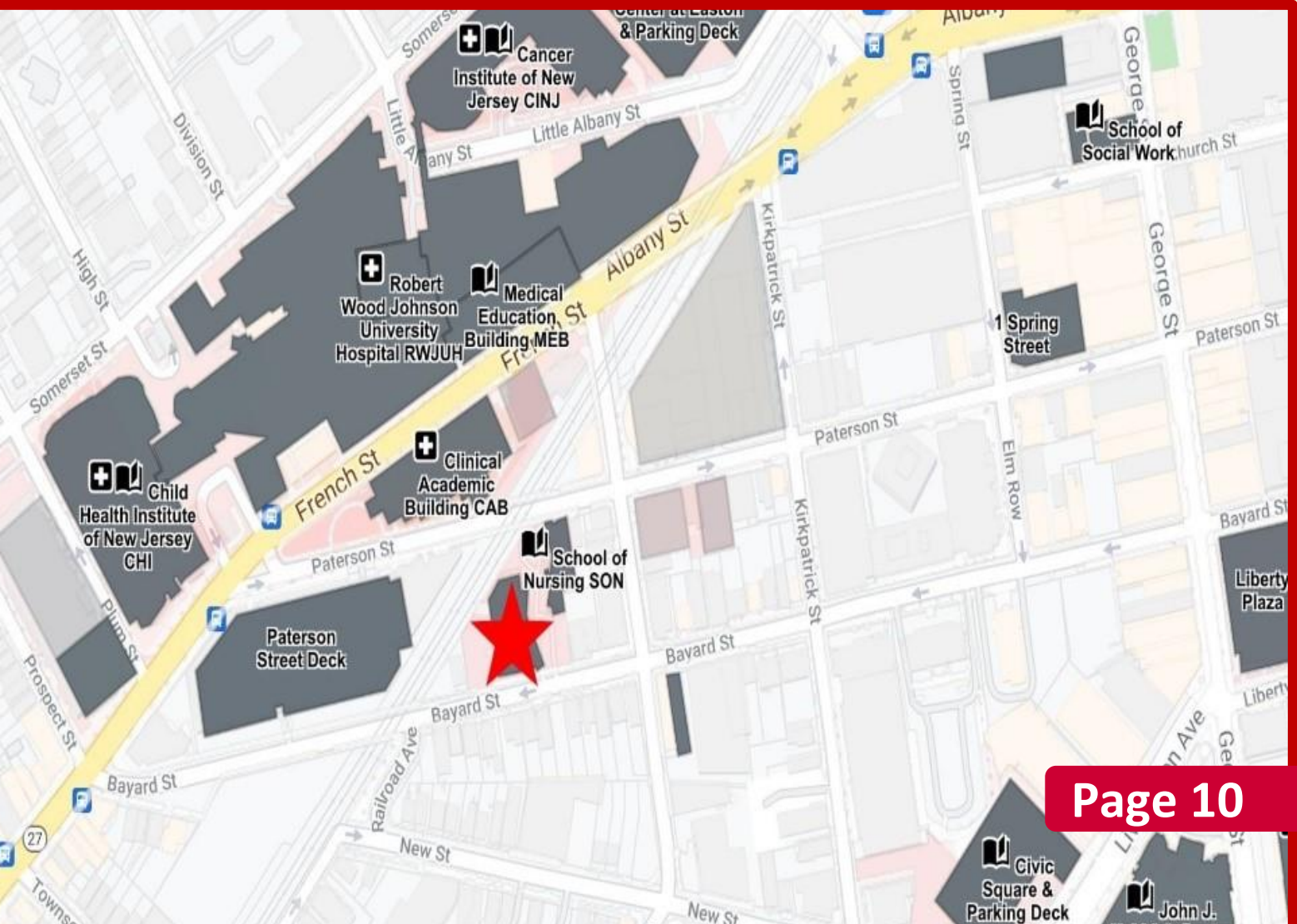
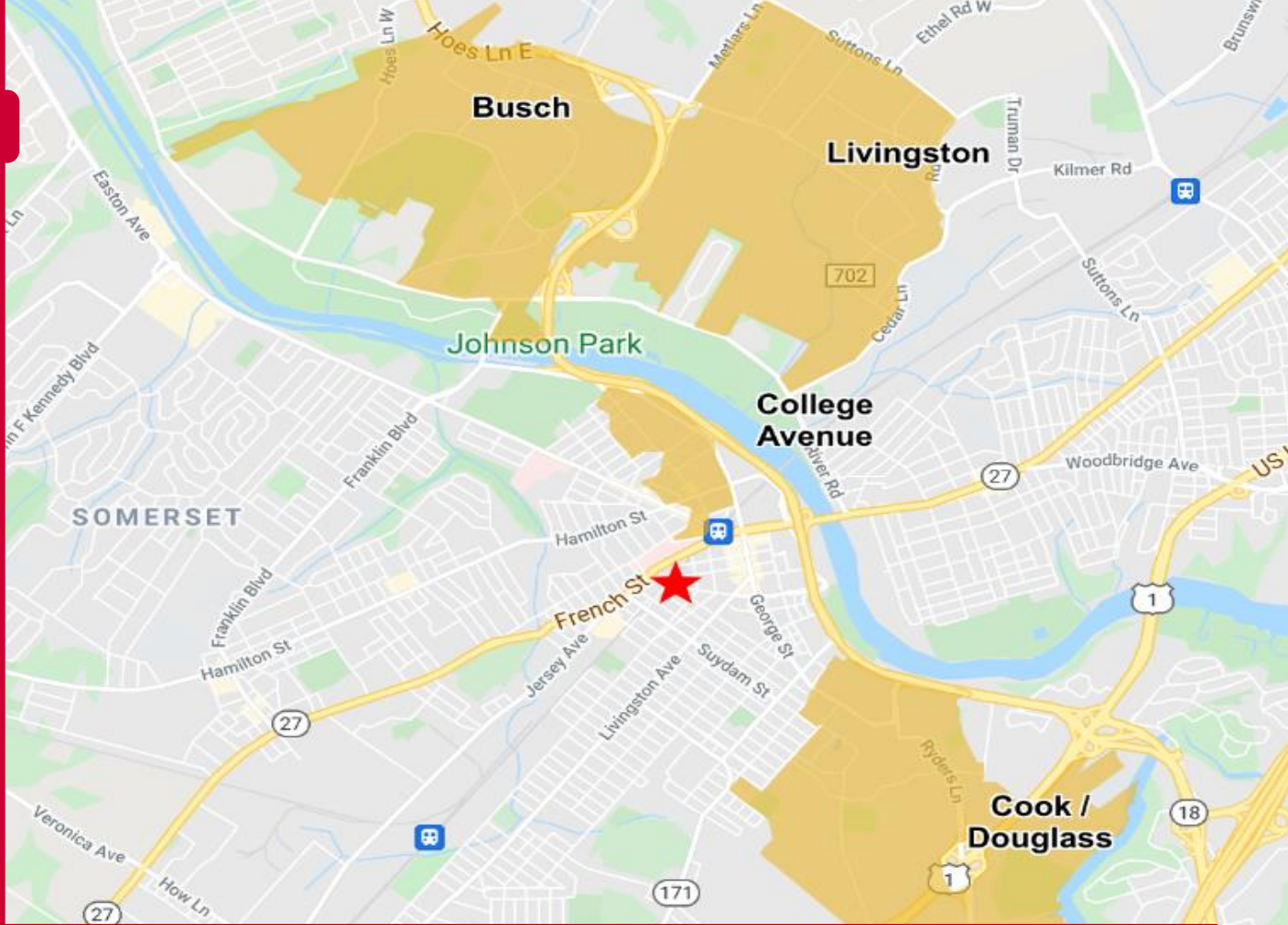
## Policies

- [Gift Policy](#)
- [Travel Policy](#)
- [Relocation Policy](#)

## More Links

- [RBHS Organization Chart](#)
- [Academic Calendar](#)
- [IFH Event Calendar](#)
- [Campus Safety Numbers](#)
- [Food in the area](#)
- [Additional Information](#)
- [Covid-19 Information/Resources](#)

# Maps





# Commonly Used Acronyms

<b>IFH</b>	Institute for Health (Dr. Tobias Gerhard, Interim Director)
<b>CHSR</b>	Center for Health Services Research (Stephen Crystal, Director; Natalia Herman)
<b>CSHP</b>	Center for State Health Policy (Joel Cantor, Director; Margaret Koller, Ex Director/COO; Patty; Kate; Oliver Lontok, Sr Research Manager; Jose Nova; Sana Ahmad; Bram Poquette; Michael Yedidia)
<b>PETS</b>	Center for Pharmacoepidemiology and Treatment Science (Tobias "Tobi" Gerhard, Director; Soko Setoguchi; Matt; Haoqian Chen; Daniel Horton)
<b>CPLB</b>	Center for Population Level Bioethics (Nir Eyal, Director; Monica)
<b>CPBH</b>	Center for Population Behavioral Health (Tammy Chung, Director)
<b>CHA</b>	Center for Healthy Aging (William Hu, Interim Director)
<b>RCMAR</b>	Rutgers Asian Resource Center for Minority Aging Research (P30 Grant) (William Hu, PI)
<b>CAHPE</b>	Center for Asian Health Promotion and Equity (P50 Grant)
<b>GHI</b>	Global Health Institute (Ric Marlink, Director) – DOESN'T REPORT TO IFH DIRECTOR
<b>CHAO</b>	Community Health & Aging Outcomes Lab (Olga Jarrin Montaner)

<b>ASB</b>	Administrative Service Building
<b>CAS</b>	Central Authentication Service
<b>COA</b>	Chart of Accounts
<b>COI</b>	Conflict of Interest
<b>DART</b>	Finance Data Analytics and Reporting Team
<b>DUA</b>	Data Use Agreement
<b>ECI</b>	Employee Charging Instructions
<b>ECRT</b>	Effort Certification and Reporting Technology System
<b>F&amp;A</b>	Facilities and Administrative costs (also known as Indirect Costs or Burden Costs)

<b>FMS</b>	Financial Management System
<b>GCA</b>	Grant and Contract Accounting (Andrew Doong, Accountant a/k/a Teh-li Doong)
<b>HCM</b>	Human Capital Management (part of PeopleSoft)
<b>IRB</b>	Institutional Review Board
<b>JIT</b>	Just in Time
<b>MOA</b>	Memo of Agreement (or MOU – Memo of Understanding)
<b>NIH</b>	National Institutes of Health
<b>NOA</b>	Notice of Award
<b>NOP</b>	Notice of Project
<b>OCC</b>	Office of Corporate Contracts (Thomas Zabito; (848) 932-4461; tzambito@ored.rutgers.edu)
<b>OIT</b>	Office of Information Technology
<b>ORED</b>	Office of Research and Economic Development (Grant and Contract Accounting) (848) 932-4080
<b>ORSP</b>	Office of Research and Sponsored Programs (Colin Coakley; (848) 932-4080; cc1609@rutgers.edu)
<b>PI</b>	Principal Investigator
<b>PO</b>	Purchase Order
<b>RAPSS</b>	Research Administration and Proposal Submission System (RAPSS is mandatory for all new submissions of research proposals)
<b>RFA</b>	Request for Application
<b>RBHS</b>	Rutgers Biomedical and Health Sciences
<b>SWRJ</b>	Salary and Wage Redistribution and Justification
<b>TLT</b>	Teaching and Learning with Technology
<b>TOF</b>	Travel Order Form
<b>UCO</b>	Office of the University Controller
<b>UDO</b>	Unit-Division-Organization (part of COA)



# Definitions-to-Know

<b>Exempt Positions</b>	Applies to positions that are not eligible to receive overtime compensation according to the rules and regulations of the Fair Labor Standards Act (FLSA). The workweek for exempt positions is not fixed.
<b>Non Exempt Positions</b>	Applies to positions that are eligible to receive overtime compensation according to the rules and regulation of the Fair Labor Standards Act (FLSA). Nonexempt positions have a fixed workweek (NE-35, 37 1/2, 40) and are eligible to receive compensation for hours worked beyond the maximum hours in the workweek. Consult university policy 60.3.14 and/or the Staff Labor Agreements for additional information.
<b>Union</b>	Employees whose positions are covered by a collective negotiations agreement. Employment terms for unionized employees are governed by the appropriate collective negotiation agreement.
<b>Non-Union</b>	Non-union employees are those faculty and staff whose position are not represented by a labor union and whose terms of employment are not governed by a collective negotiation agreement. This would include all MPSC and Confidential employees.
<b>Aligned Employees</b>	Employees whose positions are covered by a collective negotiations agreement. Employment terms for aligned employees are governed by the appropriate collective negotiation agreement.
<b>Non-Aligned Employees</b>	Faculty and staff whose positions are not represented by a labor union and whose terms of employment are not governed by a collective negotiation agreement. This includes all MPSC employees.
<b>Legacy Rutgers / Legacy UMDNJ</b>	For the purposes of identifying positions within payroll and benefits administration, Rutgers uses the term legacy UMDNJ position to denote a position which, historically, was associated with the former University of Medicine and Dentistry of New Jersey (UMDNJ). Individuals employed in legacy UMDNJ positions are processed through the Banner payroll system. Many of these positions exist at Rutgers Biomedical and Health Sciences (RBHS), though some may exist in Central Administration or other areas within the University. These positions are governed by different negotiated agreements and/or policies, and as such, individuals employed in legacy UMDNJ positions may be eligible for different non-State benefits than those employed in Rutgers University positions.
<b>University holiday vs personal holiday</b>	The university holiday schedule for all regularly appointed staff personnel is as follows: New Year's Day, Martin Luther King's Birthday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day
	If you choose to observe a religious holiday, you may charge that day to other paid time off such as <a href="#">Administrative Leave</a> (AL) or <a href="#">Personal Holiday</a> (PH) time.

# Definitions-to-Know

<p>UHR &amp; OneSource</p>	<p>University Human Resources (UHR) oversees functions that support university employees and promote a positive work environment for faculty and staff.</p> <p>OneSource Faculty and Staff Service center is a service center supporting Rutgers employees with HR and payroll services.</p>
<p>Open Enrollment &amp; Benefit Solver</p>	<p>Open enrollment is your annual opportunity to assess your benefits needs and revise your medical, prescription, dental, and pre-tax flexible spending account selections.</p> <p>Employees can make changes through Benefitsolver, the State’s online Open Enrollment tool, by logging in or creating a <a href="#">MyNewJersey</a> portal account. If you have trouble, creating an account or logging in, please contact <a href="#">New Jersey OIT support</a>. If you have problems with the Benefitsolver tool, please utilize the support service within the application. For more information, please visit the <a href="#">UHR Virtual Fair</a> or the <a href="#">NJ Division of Pensions and Benefits Virtual Fair</a>.</p> <p>ABP: The Alternate Benefit Program (ABP) is a mandatory, state-administered, defined contribution retirement program for regularly appointed faculty, visiting professors, and certain administrative staff. It provides pension benefits, life insurance, and long-term disability insurance for qualifying enrolled members.</p>
<p>IRB</p>	<p>An Institutional Review Board (IRB) ensures the protection of the rights and welfare of human research subjects based on the rules and regulations of the <a href="#">Food and Drug Administration (FDA)</a> and <a href="#">Department of Health and Human Services</a> (specifically <a href="#">Office for Human Research Protections</a>) by approving, requiring modifications in, or disapproving <b>Human Subject</b> Research projects.</p>
<p>NetID (Network Identification)</p>	<p>A unique username/password that permits access to central computing services and departmental services that support it. All members of the university community are required to have a NetID.</p>

Employee Classes	
Class 1 Employee	Regular salaried faculty and staff.
Class 3 Employee	Short-term temporary employees.
Class 4 Employee	Casual hourly employees.
Class 5 Employee	Hourly employees who are university students.
Class 6 Employee	Salaried student employees, primarily teaching and graduate assistants
Class 7 Employee	Part-time lecturers.
Class 8 Employee	Co-adjutant casual employees
Class 9 Employee	No employer/employee relationship and typically includes graduate and post-doctoral fellows.