



EMPLOYEE QUICK REFERENCE SHEET

Phone Numbers:

University Main Number: 908-852-1400

Computer Help Desk	x2000	Facilities/Maintenance	x2301
Library	x2345	Security	x0
Registrar	x2214	Academic Success Center	x2168
Payroll	x2364	Student Life Office	x4291
Welcome Center/Mailroom	x2316	Academic Affairs Office	x2420
Human Resources	x2332	Print Shop	x2222

Email Addresses:

Academic Success: AcademicSuccessCenter@centenaryuniversity.edu

Admissions: CentUAdmissions@centenaryuniversity.edu

Computer Help Desk: helpdesk@centenaryuniversity.edu

Financial Aid: finaid@centenaryuniversity.edu

Human Resources: hrdept@centenaryuniversity.edu

Library: library@centenaryuniversity.edu

Print Shop: printshop@centenaryuniversity.edu

Registrar: registrar@centenaryuniversity.edu

Security: campussecurity@centenaryuniversity.edu

Student Accounts/Bursar: studentaccounts@centenaryuniversity.edu

Student Life: studentlife@centenaryuniversity.edu

Information Technology: The link below provides information to assist you with the University's IT processes, policies and programs. For additional questions, contact the IT Help Desk at 908-852-1400 x2000 or helpdesk@centenaryuniversity.edu. Visit: <http://www.centenaryuniversity.edu/information-technology/>

Mailboxes: Department mailboxes are located in the Welcome Center, 1st Floor of Seay building.

Payroll / ADP: It is highly recommended that you enroll in direct deposit. Please note that after enrolling in direct deposit, it may take one payroll cycle for your banking information to process. If you do not see your first paycheck deposited via direct deposit, that means a paper paycheck has been issued to you. All subsequent payments would then be by direct deposit. Paper paychecks will be mailed to the home address on file in ADP.

It is necessary that you register on the ADP Workforce Now site. By doing so you will have access to your pay statements, annual W-2 statements, be able to make changes to tax withholdings, submit direct deposit information, change your address, and view your paid time off and benefits (if applicable). At the end of the year, hardcopy W-2's will not be mailed to you, and you will need to be registered in ADP to retrieve them electronically. To register, go to www.workforcenow.adp.com. If you need assistance with ADP, please contact Human Resources.

Pay dates are the 15th and the last day of each month. Should either of these days fall on a weekend, the pay date will be the prior business day.

ID Badge: All employees are issued a photo identification card when hired (Centenary University employee ID badge). In some cases, your ID badge will unlock your office door and will allow access to classrooms. Please note: Your employee ID badge needs to be revalidated every August to maintain key access.

Print Shop / Copy Requests: Photocopying may be completed by request to the Print Shop x2222, located in the lower level of the Library. You can drop off your request or email it to printshop@centenaryuniversity.edu.

Parking: All individuals who park on campus are required to register their vehicle with Human Resources and obtain a valid parking placard to be always displayed, and a parking decal which allows access to the Faculty/Staff parking lot (see campus map). Human Resources will provide all new employees with the registration form. The placard and decal can be obtained in Human Resources located in the Seay Building, Room 207. Your employee ID badge must be presented when requesting parking placards and decals. Limited parking is available on the streets surrounding the campus. Please obey local parking regulations.

Tuition Program: A tuition discount for courses taken at Centenary is available following satisfactory completion of 90 days of employment. Current doctorate, graduate and undergraduate tuition policies and application forms are available on the [Tuition Program](#) webpage. Any questions regarding this program should be directed to Human Resources at x2364.

Library: Your Centenary University employee ID badge is also your library card. You must activate your library account online at: <http://opac.centenaryuniversity.edu> in order to use all available services. The library has computers available for your use. There are 8 PCs and 1 Mac in the library quiet room.

To access library databases from off-campus, please use your Centenary email login and password when prompted. A full list of available resources and services can be found at <http://libguides.centenaryuniversity.edu>.

Inclement Weather: If the University officially closes and classes are canceled, it will be posted on the Centenary University website and a message will be recorded on the University's main telephone line (908-852-1400). Our Security Department urges you to register for the Omnilert alert system at <https://centenary.omnilert.net/> so you can receive text messages and emails announcing emergencies, delayed openings, or closings.

Centenary Emergency Alert Notification System: In the event of a University closure or other emergency, notification will be sent via the University's mass notification system, Omnilert. Each employee must register to receive Omnilert notifications and must continue to do so every two years. Omnilert will send text messages as well as an email message if one elects to do so. For Omnilert user account creation or updating, please visit: <https://centenary.omnilert.net/>

Fitness Center: As an employee, you may use the fitness center and weight room. Visit our [athletics webpage](#) for more information.

Dining: You must present your employee ID badge at Dining Services located in Lackland Center to receive your employee meal discount. You can pay cash/credit card at the register or put money on your employee ID badge ("Cyclone Card"). Instructions for putting money on your employee ID badge can be found [here](#). You may also purchase an employee meal plan for the academic year.

Facilities Maintenance Request: Visit <https://login.myschoolbuilding.com/msb?acctNum=874590208&productID=MD> to submit a maintenance request (enter CU123 to submit your request).

Bookstore (virtual): Visit <https://www.centenaryuniversity.edu/student-life/bookstore/>

Human Resources: Visit <https://www.centenaryuniversity.edu/human-resources/>

Information for New Employees: Visit <https://www.centenaryuniversity.edu/human-resources/hr-new-hires/>