

## **Human Resources Information for 2025 New Full-Time Fall Faculty**

***Welcome to Binghamton University!***

**PLEASE REVIEW CAREFULLY**

**NEW HIRE EMPLOYMENT FORMS / CAMPUS ID BADGE:** Please visit the Human Resources Office in the main campus Couper Administration Building, 2<sup>nd</sup> Floor, Room 244, weekdays between 8:30 am - 3:30 pm, to complete employment forms. You will also need to have your photo taken and receive your University ID card in the HR office.

**VERY IMPORTANT:** Federal law requires that all new employees complete an I-9 employment authorization form to confirm identity and employment eligibility. Before human resources can place you on the payroll and issue your campus ID, the [I-9 form](#) MUST be completed. Human Resources is required to review the appropriate documentation (refer to I-9 link, page 2, for acceptable documents).

Your I-9 MUST be signed in person at the Human Resources Office within the first three days of employment, ***but preferably prior to August 18, 2025***. Failure to complete timely paperwork will delay University system access and paycheck issuance.

**\*\*ALL DOCUMENTS USED FOR I-9 COMPLETION MUST BE UNEXPIRED ORIGINALS\*\***

**PAYROLL:** The State of New York compensates employees biweekly based on a Thursday to Wednesday work week. The majority of State employees are subject to a “lag” payroll system, which means you are paid two weeks after the end of a two-week pay period. In most cases, new full-time faculty will be placed on the payroll **September 1, 2025**.

- With a September 1 hire date, your first paycheck will be partial and issued Wednesday, September 24, 2025, for the period September 1 - 10, based on our [payroll calendar](#). Your first full paycheck will be issued Wednesday, October 8.
- Please note that 10-Month Faculty have no summer obligation; however, your salary will be spread over 12 months (contract period September 1 - August 31).
- Please call Vicki at (607) 777-6613 if you have questions about your appointment or pay schedule.

**DIRECT DEPOSIT:** We are pleased to offer you the opportunity to participate in the electronic funds deposit program by completing a form included in our new hire forms packet. You may arrange to have your paycheck electronically deposited to either checking and/or savings accounts. With the completion of a simple form and bank verification of account information, direct deposit can begin. For checking account direct deposit, please bring a blank **voided** personal check to Human Resources. For savings account direct deposit, we also require bank verification. Joint accounts require signature of both account holders. Most employees find that electronic deposit is convenient, timely and avoids problems with lost checks, which can take up to eight weeks to replace!

**TAX WITHHOLDING FORMS:** All new employees are required to complete the Federal withholding form (W-4) and New York State withholding form (IT-2104) included in the new hire forms packet in HR. Failure to complete these forms will result in the highest withholding status possible.

**RETIREMENT PLANS:** SUNY offers faculty three primary retirement plans to choose from, and choosing one plan is mandatory for full-time faculty. If you own an employer-sponsored, vested contract with Core Bridge, Fidelity, TIAA or VOYA, or are a member of one of the New York State retirement systems (ERS or TRS), please locate your contract number or membership number. This information will be required when you register your irrevocable retirement plan election online between September 1- 30, 2025. SUNY also offers Voluntary Savings Plans you may participate in on a before-tax or ROTH after-tax basis. More information will be available at the benefits orientation on August 18.

**HEALTH INSURANCE / DENTAL & VISION:** There is a contractually negotiated, 28-calendar day waiting period for health insurance & prescription drug benefits from your obligation date. Even if you decline health coverage, we must collect a transaction form from you. For most fall faculty, these benefits will begin on **September 15, 2025**, after completion of enrollment forms. Dental and vision coverage are administered separately by the United University Professions (UUP) Benefit Fund with the same waiting period, but a separate enrollment form. *Please note that if your hire date is other than September 1, 2025, your coverage effective date will be different.*

Orientation discussion will include description of the four health insurance plans available. Three of them are Health Maintenance Organization (HMO) plans, and the fourth is a Preferred Provider Organization (PPO) plan.

For health insurance enrollment purposes, you will be required to provide copies of each of the following items as applicable (*translated in English if necessary*), along with the completed enrollment form we will provide at orientation:

- Your social security card (you will also need to have eligible dependent's social security numbers)
- Proof of birthdate copies for yourself and all eligible dependents -- birth certificate, unexpired driver's license or passport acceptable
- A copy of your marriage certificate, if applicable
- Copy of current joint ownership/financial obligation if married more than one year (i.e. page one of most recent tax return, savings account or mortgage statement). *The confidential financial information does not need to be provided.*

**HEALTH COVERAGE GAP DURING EMPLOYMENT TRANSITION:** Because of the 28 calendar-day waiting period for health insurance and prescription drug coverage, many new employees find it advantageous to enroll for COBRA continuation of coverage provided by their previous employer. You may also explore the healthcare Marketplace options on the [NY State of Health website](#) (not affiliated with SUNY health insurance coverage).

**PARKING:** You must register your vehicle with Parking Services in order to park at the University, regardless of which campus location you will be working from. The registration fee for faculty and staff is \$25 per academic year (August 10, 2025 – August 9, 2026). Permits are issued using license plate recognition so no sticker or decal is necessary. You must complete your employment forms & be placed on the payroll by HR before you can purchase your parking permit [online](#). For convenience, refer to the [main campus parking lot map](#).

**EMPLOYMENT VERIFICATION:** If you are applying for a mortgage or rental and need employment verification, please contact records manager Corinna Kruman in Human Resources at [ckruman@binghamton.edu](mailto:ckruman@binghamton.edu) or call 607-777-5959.

**CAMPUS PRESCHOOL:** Provides early childhood education to the children of students, faculty, and staff at Binghamton University. Enrollment is open to children from the age of 18 months through kindergarten. Children are offered participation in a wide variety of creative and stimulating activities, including art, music, science, dramatic play, math and reading readiness, language, and fine and gross motor activities. Tuition is based upon taxable annual adjusted gross income. For more information call 607-777-2695 or visit the [Campus Preschool site](#).

We look forward to meeting you at the orientation August 18 where you will be provided with a complete benefits packet and the opportunity to ask questions!

The Employee Benefits Team:

Karen Kocan  
*Benefits Program Aide*

Meaghan Liberati  
*Benefits & Immigration Specialist*

Luanne Stento  
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Human Resources Website: <https://www.binghamton.edu/offices/human-resources/>