Method of Contact and Contact Information
<table>
<thead>
<tr>
<th>Process</th>
<th>Intake Method</th>
<th>Confirmation</th>
<th>Escalation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave of Absence inquiries, issues</td>
<td><a href="mailto:Steinhardtpayroll-group@nyu.edu">Steinhardtpayroll-group@nyu.edu</a></td>
<td>Email from HR Transactions team</td>
<td>Rossy Sanes, Joanna Stone</td>
</tr>
<tr>
<td>Student Appointments</td>
<td><a href="mailto:askpeoplelink@nyu.edu">askpeoplelink@nyu.edu</a></td>
<td>ServiceLink ticket</td>
<td>Anita Laryea, Daniel Laveau</td>
</tr>
<tr>
<td>Transaction Processing (all transactions including additional comp)</td>
<td><a href="mailto:Steinhardtpayroll-group@nyu.edu">Steinhardtpayroll-group@nyu.edu</a></td>
<td>ServiceLink ticket</td>
<td>Claudia Perdomo, Ayobami Hercules</td>
</tr>
<tr>
<td>Costing Allocations</td>
<td><a href="mailto:Steinhardtpayroll-group@nyu.edu">Steinhardtpayroll-group@nyu.edu</a></td>
<td>ServiceLink ticket</td>
<td>Claudia Perdomo, Ayobami Hercules</td>
</tr>
<tr>
<td>Extending Appts</td>
<td><a href="mailto:Steinhardtpayroll-group@nyu.edu">Steinhardtpayroll-group@nyu.edu</a></td>
<td>ServiceLink ticket</td>
<td>Claudia Perdomo, Ayobami Hercules</td>
</tr>
<tr>
<td>Recruitment</td>
<td>Email HR Director</td>
<td>Email from HR Director</td>
<td>Kevin Hanks</td>
</tr>
<tr>
<td>Learning and Development</td>
<td>Email HR Director</td>
<td>Email from Talent, Learning &amp; Organizational Development</td>
<td>Sharon Banks</td>
</tr>
<tr>
<td>Name</td>
<td>Phone</td>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td>--------</td>
<td>------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>HR Transactions/Leaves</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ayobami Hercules</td>
<td>2-5444</td>
<td><a href="mailto:ayobami.hercules@nyu.edu">ayobami.hercules@nyu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Ramie Johnson</td>
<td>8-5147</td>
<td><a href="mailto:rlj1@nyu.edu">rlj1@nyu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Anita Laryea</td>
<td>2-5435</td>
<td><a href="mailto:anita.laryea@nyu.edu">anita.laryea@nyu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Claudia Perdomo</td>
<td>8-5419</td>
<td><a href="mailto:cp461@nyu.edu">cp461@nyu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Natasha Sanchez</td>
<td>8-9029</td>
<td><a href="mailto:nam9@nyu.edu">nam9@nyu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Rossy Sanes</td>
<td>8-4586</td>
<td><a href="mailto:rossana.sanes@nyu.edu">rossana.sanes@nyu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Joanna Stone</td>
<td>8-2188</td>
<td><a href="mailto:joanna.stone@nyu.edu">joanna.stone@nyu.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>Asst. Director</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daniel Laveau</td>
<td>2-5437</td>
<td><a href="mailto:dl141@nyu.edu">dl141@nyu.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>Director</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maxine Gruner</td>
<td>48-1447</td>
<td><a href="mailto:maxine.gruner@nyu.edu">maxine.gruner@nyu.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>PeopleLink</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2-5465</td>
<td><a href="mailto:askpeoplelink@nyu.edu">askpeoplelink@nyu.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>Talent, Learning &amp; Organizational Development</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kevin Hanks</td>
<td>8-5734</td>
<td><a href="mailto:kevin.hanks@nyu.edu">kevin.hanks@nyu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Sharon Banks</td>
<td>8-1285</td>
<td><a href="mailto:sharon.banks@nyu.edu">sharon.banks@nyu.edu</a></td>
<td></td>
</tr>
</tbody>
</table>
Hiring & Onboarding Workflows by Employee Type
Hiring & Onboarding Workflow - ADMIN

**Steinhardt Department**
- **HR Director/Asst. Director**:  
  - Forwards job description to TLOD for posting. Creates requisition in PeopleSync.
  - Contacts new hire for SSN, DoB, emails onboarding forms to new hire.

**HR Director/Asst. Director**
- **Steinhardt Admin (DA) or Admin/Prof**:  
  - Email HR Director to initiate recruitment.
  - Department reviews resumes, interviews candidates, and coordinates with TLOD throughout recruiting process.

**Central HR, TLOD**
- **TLOD posts position to iCims.**
- **TLOD prepares offer letter and initiates reference checks.**
- **TLOD emails HR Dir/Asst Dir with offer details to initiate onboarding of new hire.**

**Steinhardt Finance**
- **FO approves new hire in PeopleSync.**

**Steinhardt Department**
- **HR Director works with DA on job description.**

**End**
- **Meets with full-time new hires for NYU onboarding (I-9 completion, review of benefits, and NYU policies).**
- **Notifies Steinhardt Dept of onboarding completion.**

**Start**
- **ADMIN**
- **FT and PT Admin/Prof**
- **FT and PT Clerical/Union**

**Employee Type**
- **HR Director/Asst. Director**
- **Steinhardt Admin (DA) or Admin/Prof**
- **Central HR, TLOD**
- **Steinhardt Finance**
Steinhardt Process: ACADEMIC - Hiring & Onboarding

**Employee Type**

- **Full-Time Faculty**
- **Part-Time Adjuncts**

**Steinhardt Faculty Affairs**

- Receives Dean’s approval to post position
- Prepares offer letter
- Emails Steinhardt HR copy of offer letter
- Meets with faculty for I-9 documentation; completes I-9 task in PeopleSync

**Steinhardt Academic Department**

- Posts faculty position to Interfolio
- Sets up Search Committee, interviews and selects final candidate
- Notifies Faculty Affairs on final candidate and offer details
- Emails offer letter with Position ID and new hire NetID to PeopleLink

**Steinhardt HR**

- Creates Position ID & requisition in PeopleSync
- Contacts new hire for SSN, DoB
- Obtains new hire NetID
- Confirms position budget is assigned
- Emails offer letter with Position ID and new hire NetID to PeopleLink

**PeopleLink**

- Enters new faculty hire in PeopleSync
- Notifies Faculty Affairs (with cc to Steinhardt HR) that new hire onboarding tasks available
- PeopleLink compiles Adjunct Google Form* and informs Steinhardt Departments on deadline for updates
- Updates Adjunct Google Form to indicate adjunct appt has been entered
- Send Approved Adjunct Transactions Report** to FO for review

**Steinhardt Finance**

- Provides FO approval of new faculty hire
- Steinhardt FO reviews Approved Adjunct Transactions Report

---

*Adjunct Google Form to be replaced once SIS/Workday integration is complete
** Approved Adjunct Transactions Report to be developed
Hiring & Onboarding Workflow - RESEARCHER

**Steinhardt or Office of Research**
- Receives notification and CV of new full-time research hire
- Completes External Funding Form
- Emails CV and External Funding Form to steinhardtpayroll-group

**HR Dir/Asst Dir**
- Prepares offer letter
- Contacts new hire for SSN, DoB, emails onboarding forms to new hire
- Generates netID
- Enters FT researcher hire in PeopleSync and approves as HRO
- Meets with full-time researcher hires for I-9 and onboarding (benefits and NYU policies)
- Notifies Steinhardt Dept onboarding complete

**PeopleLink**
- Enters PT researcher hire in PeopleSync
- Notifies Dept that onboarding tasks available

**Steinhardt Finance**
- FO approves PT researcher hires in PeopleSync

**PeopleLink SSA Approves as HRO**
- Enters PT researcher hire in PeopleSync

**End**
Hiring & Onboarding Workflow - STUDENTS

- **Employee Type**
  - Hourly
  - Semi-Monthly (includes Research Assistants)

- **Steinhardt Department**
  - Dept Admin sends Labor Law Form, Wasserman Form, PeopleLink Student Appt form to askpeoplelink@nyu.edu to process student hire

- **PeopleLink**
  - Enters student hire in PeopleSync
  - PeopleLink SSAs provide HRO and FO approval
  - Approved Adjunct Transactions Report sent to FO for review*

- **Steinhardt Finance**
  - Steinhardt FO reviews Approved Student Transactions Report*
  - Issue appointment letter and union card to student

*Approved Student Transactions Report to be developed*