

A BRIEF GUIDE FOR NEW EMPLOYEES



Welcome to Stony Brook!

Congratulations on your new role and on joining the [#1 Public University in New York](#) —*U.S. News & World Report Best Colleges, 2023*. We've designed this guide to help answer some of the more common questions new employees have during their first few days. If you have any additional questions, please don't hesitate to reach out to us at hrs_info@stonybrook.edu or visit our [New Employee Welcome](#) page.

TO-DO LIST

As you prepare for your first day, this [New Employee To-Do-List](#) ensures that you have everything you need to successfully commence your employment including links to all of the time-sensitive [Total Rewards & Employee Benefits Paperwork](#) and [Workplace Compliance Trainings](#) you will need to complete in a timely manner.

New Employee Orientation (NEO): Orientation will cover topics in detail such as benefits and total rewards as well as important university business operations. If you have not yet been scheduled to attend the required New Employee Orientation (NEO), visit [Sign Up for Orientation](#). **Questions?** Email hrs_training@stonybrook.edu.

COVID-19 INFO

MASKS

While masking is not required on West Campus (except at the Student Health and Counseling Center), the [CDC's mask guidelines](#) state that individuals may "wear a mask based on your personal preference, informed by your personal level of risk."

SBM will continue to require surgical masks (tie or ear loop) for ALL healthcare workers while actively engaged in direct, face-to-face patient care at each of our four hospitals, as well as our two cancer centers (Stony Brook Cancer Center and the Phillips Family Cancer Center).

- Wearing masks is encouraged, but not required, for healthcare workers and staff in all other areas of SBM, including our various ambulatory sites.
- Masks will continue to be mandatory for healthcare workers and staff in all operating rooms and procedural areas throughout SBM.
- Patients, visitors and nonclinical staff within all areas of our health system will be encouraged but not required to wear masks.

The Long Island State Veterans Home will continue to require that all employees, volunteers, students and visitors wear a surgical mask when in a resident or registrant care area.

HEALTH INFORMATION LINE (HIL)

Please do not come to campus if you don't feel well, and contact the **Health Information Line (HIL)** at **(631) 632-5000, Option #1** with any COVID-related concerns or positive test results.

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LATEST GUIDANCE

Stronger Together

For the most recent COVID-19 related updates on campus, visit our continuously updated website, [Stronger Together](#).

CDC Guidelines

For CDC guidance on COVID-19, visit [How to Protect Yourself & Others](#).

CAMPUS CREDENTIALS & SYSTEM ACCESS

Employee ID: Also known as your Stony Brook ID or SOLAR ID, the Employee ID is your 9-digit unique identifier used for our system of records. If you do not remember it, you can perform a lookup [using this tool](#). It can also be found on your Stony Brook ID Card.

NetID

Every active employee is assigned a NetID, which is used to access various computing resources. For help logging in for the first time, visit [Password Reset Tool](#). Your NetID is made up of only letters — it is a combination of your first and last name.

DUO

Duo Security 2-Step Login is used to protect your account. One time set-up; added security every time you log into our internal systems. Register your 1st device with Duo from the NetID Single Sign On (SSO) page. [Duo Setup](#)

NetID vs. SOLAR ID

Your NetID is different from your SOLAR ID. Your NetID is made up of only letters — it is a combination of your first and last name. Your SOLAR ID is made up of only numbers, no letters.

SOLAR

SOLAR is the primary administrative system used by faculty and staff to update personal information, view vacation/sick accruals, print class rosters, submit grades and more. Your SOLAR ID is made up of only numbers, no letters. For help logging in for the first time, visit [SOLAR](#).

Google Mail

Google Mail is the preferred email system at Stony Brook University for students, faculty and staff on West Campus, Southampton, New York City and select departments on the Health Sciences campus. For more information, visit [Google Mail](#).

Office Phone

If you are provided a direct phone line, you'll need to submit an [IT Service Portal](#) ticket to set up the Voice-over-Internet Protocol (VoIP) phone. You will be asked to provide your NetID and office phone extension to support your application. For more information, visit [VoIP](#).

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WolfieNet

For information on how to access WolfieNet-Secure — Stony Brook University's recommended wireless network available to all faculty, students and staff — visit [WolfieNet](#).

PAYROLL

STATE EMPLOYEES

Paycheck

State Employees are paid on a biweekly, two-week-lag payroll. Payday is every other Wednesday — see [Payroll Calendar](#). To view your paycheck, go to [NYS Payroll Online](#).

Direct Deposit

As a new state employee, you must fill out the [State Direct Deposit form](#), **even if you are requesting to be exempt from using direct deposit**. Return the form to state_payroll@stonybrook.edu.

RESEARCH FOUNDATION (RF) EMPLOYEES

Paycheck

RF Employees* are paid on a biweekly, paid-to-date payroll. Payday is every other Friday — see [Payroll Calendar](#). To view your paycheck, go to [RF Employee Self-Service](#).

**Hourly RF Employees and overtime payments are paid on a lag.*

Direct Deposit

Go to [RF Employee Direct Deposit](#) for instructions on how to sign up for Direct Deposit.

PARKING

Parking Permit

If you park anywhere on campus — even metered or garage parking — your vehicle must be registered and display a valid parking permit, which allows you to park in Faculty/Staff surface lots. For more information, including how to apply for a permit, visit [Parking Permits](#).

Metered Parking

Visit [Where to Park](#) to find out which surface lots are metered.

Garage Parking

You may also be eligible to purchase a monthly pass to park in one of our three multitiered parking garages. For more information, go to [Parking Garages](#).

TRANSPORTATION

Campus Bus and SBU Shuttle

For information on the campus bus schedule and the SBU Shuttle, visit [Transportation](#).

Connecting Transportation

For information on additional connecting transportation services, such as the Suffolk County Transit Bus or the Long Island Rail Road, visit [Connecting Transportation](#).

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WHERE TO EAT?

On-Campus

To view the wide variety of dining locations, convenience stores and retail restaurants available on all campuses, visit [Campus Dining](#).

Off-Campus

To view the wide variety of off-campus dining locations that provide Wolfie Wallet discounts, visit [Wolfie Wallet Locations](#).

CAMPUS CARD

Employee Campus Card

To obtain an Employee Campus Card, contact the Campus Card Office at CampusCard@stonybrook.edu.

Library Access

Libraries (including the [Melville Library](#) and [HSC Library](#)) will accept your Employee Campus Card as your patron identification.

Additional Features

For more information on the additional features available on the Employee Campus Card, such as Wolfie Wallet or the Meal Plan, visit [Campus Card](#).

CONNECTING WITH THE CAMPUS

Brookology

[Brookology](#) is the Stony Brook University social interaction platform. Through Brookology, you can connect with members of Stony Brook University, the Hospital, Long Island State Veterans Home and Southampton Campus community for fun, social and engaging activities.

Banking and ATMs

For more information on Island Federal Credit Union (IFCU) campus banking services, as well as ATMs on campus, visit [Campus Banking](#).

Campus Maps

Stony Brook University is situated on a 1,039-acre site (see campus maps) on the North Shore of Long Island in southeastern New York. We are approximately 60 miles east of New York City. Visit [Campus Maps](#).

Child Care Services

The Center serves University, Health Sciences and Hospital students, faculty and staff as well as nonaffiliated community families. Affiliated families pay tuition according to a sliding scale based on gross family income. For more information, visit [Child Care Services](#).

Employee Assistance Program (EAP)

The Employee Assistance Program at Stony Brook University is a confidential assessment, referral and consultation service available at no cost to faculty, staff, graduate student employees, retirees and their dependents. For more information, visit [EAP](#).

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SB Alert

Stay informed on developing situations: Sign up for SB Alert, a comprehensive emergency notification system used to make members of the campus community aware of major emergencies, immediate threats or impending situations that can pose harm to individuals, disrupt classes or impact facilities, activities or other operations. To sign up, visit [SB Alert](#).

SB Guardian

SB Guardian is frequently referred to as a “personal blue light phone” in your pocket. With this feature, users can program the Guardian phone number into a designated speed dial, allowing a one-touch call that will automatically notify University Police. To sign up, visit [SB Guardian](#).

Healthier U

Healthier U is Stony Brook University’s exciting wellness initiative for employees. It’s a program designed to address your total well-being — mind, body and spirit. Navigate their [Healthier U](#) website to see the many health and wellness opportunities we have here on campus.

EXPLORING THE COMMUNITY

Beyond the Brook

[Beyond the Brook](#) is the “what to do, where to go outside of SBU” website. Stony Brook is located at the geographic midpoint of Long Island. The campus lies about 60 miles east of New York City and 60 miles west of Montauk Point. It is only a short distance to the beaches of Fire Island and the historic monuments and museums of New York City.

HUMAN RESOURCES

For help with any employment or payroll questions, visit [Contact Us](#). To find out more about the total rewards we offer, visit [Why Work Here?](#)

We are here to help you — please don’t hesitate to contact us at hres_info@stonybrook.edu.