

Congratulations on your new appointment with the School of Engineering & Applied Sciences! We're providing you with this form to give you information on starting your career at the University at Buffalo, and to make you aware of things you'll need to do, information you should look for, or actions that will be done on your behalf. This is provided solely for your information and benefit – you do not need to return it to any office.

Your first point of contact will always be your Department Chair and department's Director of Administration. Please note their contact information below:

Chair:

Director of Administration:

Email

address:

Phone:

The first step in your appointment process is to complete a biographical data form – this is the first of many forms we'll ask you to complete and return:

Complete biographical data form and upload it here:

<https://engineering.buffalo.edu/content/engineering/home/internal/secure-pw/upload/hr.html> This is a secure portal designed to protect your personal information. Please don't send the form back through email.

Once the bio form is received, you'll be put into the New Employee Welcome system. This will generate your UB person number, and you'll be contacted to set up your UBIT identity and email address. You can also set up your UBIT/email [here](#). You will also receive a packet of information at your current home address including a temporary ID and information on registering your vehicle for parking. We encourage you to note your person number and ubit name here so you'll have it handy:

Person number: _____

UBIT/email: _____

If you require a visa for work authorization, please contact Maria Putzke (mariaput@buffalo.edu) as soon as possible to begin the process. Your department will help compile your documents and will submit everything to Maria. She will track your petition through various levels of approval and can answer any questions. You're encouraged to visit the website for [Immigration Services](#) for more information. Please note, all UB-sponsored immigration cases must go through our Immigration Services offices, which includes any immigration actions paid with your start-up money. Any petitions filed with an outside attorney must be self-funded and will not be reimbursed.

To assist you in locating housing, the University offers the [Beautiful Buffalo Niagara](#) site to familiarize you with neighborhoods and activities in and around campus. Another source is the 'Advantages' page on the [Invest Buffalo Niagara](#) website, with information on travel to and from the area, public school systems, etc.

Relocation – the University has two separate processes for assisting in relocation:

If you are a US citizen or are a Permanent Resident, the Relocation Services office will contact you regarding your move and will work with you to make your moving arrangements. They generally will schedule the move with the movers and will pay all of the costs directly from your start up account.

Relocation Services Office representative: _____

- OR -

If you are not a US citizen or a Permanent Resident or are moving internationally, you'll need to make the arrangements for your move yourself, and (if the expected cost will exceed \$5,000) you should get quotes from three different vendors. You can choose whichever of the three you wish, but please check their credentials with the [Better Business Bureau](#); fraudulent moving companies are becoming a serious problem so please verify that they have reputable credentials. A list of allowable expenses and reimbursement requirements can be found on the [Relocation Services website](#).

- Vendor #1: _____ Estimate: _____
- Vendor #2: _____ Estimate: _____
- Vendor #3: _____ Estimate: _____

You'll be contacted by the Dean's Office to complete your appointment paperwork. These documents should also be uploaded to the [secure SEAS HR portal](#). You'll be required to provide your identification documents in person before your paperwork can be finalized. If you know you'll be in Western New York, please contact the Dean's Office to set up an appointment.

⇒ If you have not yet conferred your degree, you'll need to provide verification of your credentials before you can be put on payroll. Documentation should be provided to your Director of Administration.

All computer equipment must be purchased through your department and in consultation with our [Science & Engineering Node Services](#) (SENS) office. Please **do not** purchase equipment through Amazon or Best Buy – SENS may not support those items. You should meet with the Director of SENS to discuss your computing equipment and develop a quote to purchase those items; all items must be purchased via an email request to senshelp@buffalo.edu.

You'll need to register your vehicle for parking on campus. UB has started using a [virtual parking permit](#) so no physical hangtag will be issued. If you need a temporary hangtag prior to registering for the virtual permit, please see your Director of Administration.

⇒ You should expect to attend several orientation sessions the week before classes start in the Fall semester. If you are starting your appointment in the Spring semester, you'll be invited to sessions the following August.

- The Vice Provost for Faculty Affairs will hold a two-day session. Please look for an invitation sent to your @buffalo.edu email address.
- The University's HR department will have a one-day onboarding session This is where you'll select your choice of [health insurance](#) and a [retirement plan](#). **You must enroll for your benefits in a timely manner.** There are no automatic or default selections – if you don't enroll, you won't receive the benefit. A representative from the UUP union will also be available to discuss the union-funded vision and dental plans. If you have a scheduling conflict and cannot attend this session, HR will contact you separately to set up an alternate time. If you haven't received information from them by the 2nd week of classes, please contact your Director of Administration or the Dean's Office. NOTE: if your appointment starts in the Spring, you will be invited to an HR onboarding session shortly after your start date.
- The Dean's Office will hold an orientation to acclimate you to practices and policies regarding your research, teaching and service obligations. You'll receive a 'save-the-date' notice in June and a formal invitation in July.

⇒ UB provides interactive campus maps for the [North Campus](#) (where most of your offices and classes will be), the [South Campus](#) and the [Downtown Medical Campus](#). UB also has shuttle bus services and a [bike-share](#) program to assist in travel across campus and to other locations.

Your welcome package will contain a temporary ID. To get your [permanent ID card](#), you must go to one of two locations:

1Capen	1Diefendorf
1 Capen Hall, North Campus	114 Diefendorf Hall, South Campus
716-645-6344	716-829-3682

The standard mag strip style is free; the digital chip style is \$20. You'll need your ID to enter events on campus, to access swipe card locks and for using the libraries (in person or online). In addition, you can add money to the card for [prepaid debit 'campus cash'](#); when used at any UB Campus Dining & Shop locations, you'll receive a discount.

- ➡ Whether you're applying for a new grant or transferring an existing award, you're encouraged to contact our research support team led by Ivan Maly at ivanmaly@buffalo.edu. You're also welcome to review our [UB Research Foundation](#) and the [SUNY Research Foundation](#) sites.
- ➡ You should expect to see your first paycheck about 4 - 5 weeks after your start date. Please review your paystub to make sure your deductions are correct. Once you receive your 1st direct deposit payment, you can access your paystub and adjust your withholdings here: [The State University of New York | HR Home \(suny.edu\)](#)
- ➡ Insurance ID cards should be sent to your home address about 4 weeks after your enrollment. If you do not receive them, please contact the benefits office at ub-hr-benefits@buffalo.edu.

If you have additional questions about your appointment, we always encourage you to contact your department or a representative from the Dean's Office.

Human Resources

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Faculty Affairs

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