

# Covid-19 Campus Guide



## Human Resources

IAS

INSTITUTE FOR  
ADVANCED STUDY

# We hope you are doing well!

For our return to campus, changes were implemented to certain HR procedures to help keep everyone on our campus safe.

## Key contacts:

Jennifer Richardson  
Chief Human Resources Officer  
(609) 734-8205  
(267) 994-8895 (*cell*)  
[jrichardson@ias.edu](mailto:jrichardson@ias.edu)  
Fuld 101

Jennifer Hansen  
Immigration Specialist  
(609) 734-8206  
[hansen@ias.edu](mailto:hansen@ias.edu)  
Fuld 103

Yuchao Wang  
HR Benefit Administrator  
(609) 734-8243  
[ywang@ias.edu](mailto:ywang@ias.edu)  
Fuld 102

COVID-19 Information  
[covid19response@ias.edu](mailto:covid19response@ias.edu)

Cindy Pearce  
Administrative Assistant  
(609) 951-4436  
[cpearce@ias.edu](mailto:cpearce@ias.edu)  
Fuld 122

Human Resources  
[hr@ias.edu](mailto:hr@ias.edu)

# Human Resources appointments:

Human Resources will operate on an appointment only schedule.

Please make the appointment using AppointmentPlus.

All in person appointments require that all parties wear a mask if not fully vaccinated.

To leave documents for Human Resources, use the drop box outside of the HR suite (Fuld Hall - Room 102). The box will be checked during the day, or **alternatively**, please ring the door bell to notify us a document has been left.



## For incoming Members:

Jennifer Hansen, our Immigration Specialist, will meet with foreign members at pre-arranged times in the Fuld Hall Common Room to review, copy, and sign any necessary immigration documents.

Please refer to the IAS Handbook or contact Jennifer at extension 8206 for any immigration related questions.

## Health Plan enrollment for incoming Members:

Upon arrival to campus, those incoming Members who requested Health Insurance, will receive an IAS handbook with attached Health Plan enrollment forms and instructions. After reviewing the plans, Members should sign the enrollment and other applicable forms, such as the subsidy form and/or a pre-school subsidy form within 14 days of their arrival to campus. Once your self-isolation period (if applicable) is over, all forms should be left in the HR drop box located in Fuld Hall – Room 102.

For questions, please contact Cindy Pearce at extension 4436.

## New hires procedures:

Human Resources Benefits Administrator, Yuchao Wang will send all new hire forms and documents by email or regular mail (if necessary). Completed forms will be returned through File Locker (secure internet filesharing) or can be left in the drop box outside HR suite (Fuld Hall - Room102).

I-9 documentation will be reviewed in person at a pre-scheduled time at HR desk located in the Fuld Hall Common Room.

## Leave or tuition reimbursement requests, insurance or other questions:

All questions and requests should be made by email. If sharing sensitive information, such as bank details, please use File Locker or the HR drop box. If necessary – in person meetings will take place in the Fuld Hall Common Room at HR desk by appointment only.

For urgent matters contact Yuchao Wang at extension 8243.

## Other modifications:

Notary services - by appointment only with Jennifer Hansen or Yuchao Wang, at HR desk in the Fuld Hall Common Room.

TIAA individual counseling sessions - will be held by telephone.

All merchandise sales and purchasing will take place online. Contact Michael Ciccone at extension 8219 for additional information.

## All other Human Resources related topics:

Use [hr@ias.edu](mailto:hr@ias.edu) email or call any staff member for immediate assistance.

# COVID-19 Exposure or Infection:

If you suspect you are infected with COVID-19, or have come in contact with someone who is infected, even if you have not been tested, please complete the COVID-19 Reporting Form using the link below:

<https://forms.ias.edu/form/covid-19-reporting-form>