

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
Fuld 101

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

Yuchao Wang
HR Benefits Administrator
(609) 734-8243
ywang@ias.edu
Fuld 102

COVID-19 Information
covid19response@ias.edu

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

Human Resources
hr@ias.edu

Human Resources appointments:

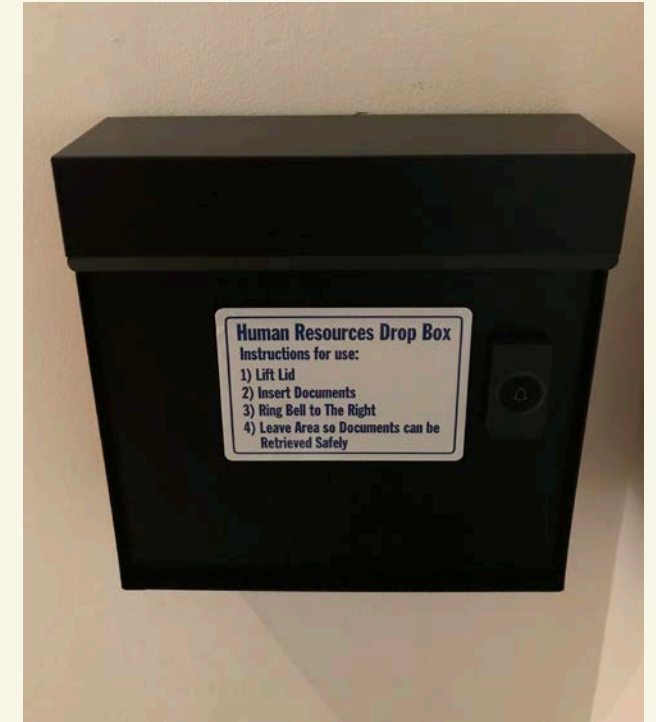
Human Resources will operate on an appointment only schedule.

Please make the appointment using AppointmentPlus:

<https://book.appointment-plus.com/chtechhs/>

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 - Room102). The box will be checked during the day. 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 folder 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 10 days of their arrival to campus. Members who are not required to self-isolate should leave their completed forms in the HR drop box located in Fuld Hall – Room 102. For those Members required to self-isolate, scan and forward the completed documents to Human Resources Administrative Assistant, Cindy Pearce at cpearce@ias.edu.

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), regular mail, 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.

New Hire Orientation will be pre-scheduled and held by Zoom.

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 or Zoom.

All other Human Resources related topics:

Use hr@ias.edu email or call any staff member for immediate assistance.