

# Part Time & Adjunct

Welcome to St Bonaventure. As an employee, you are eligible to receive many benefits.

### **EMPLOYEE DISCOUNTS AND PERKS PLATFORM**

It's cost-free and easy to enroll. Just visit

https://sbu.savings.workingadvantage.com/home and begin saving today

# SECURE YOUR FUTURE

Every employee at St Bonaventure University is automatically enrolled to the TIAA 403(b) Retirement Plan at a contribution rate of 3%.

#### FRANCISCAN CENTER FOR SOCIAL CONCERN

We welcome all members of the university community who have a yearning for justice and peace, respect for life, and a deep reverence for creation.

#### **EMPLOYEE ASSISTANCE PROGRAM**

Life presents us with challenges at work and at home on a daily basis. You do not have to face these challenges alone, even if you're far away.

#### **PAYROLL & ONBOARDING**

Paid on bi-weekly basis, every other Friday. Adjuncts will be compensated across 8 pays within the semester. Complete your forms and training through Neo Ed. Forms need to be completed in order for payroll to be processed and to gain access to faculty platforms.

# **KEYS AND ACCESS:**

Ensure you receive all keys, codes, and access devices for the property through safety and security office.

# ON CAMPUS BENEFITS

Eligible for reduced pricing for many campus events such as those at the Quick Arts Center, NCAA and Club Sports, Bookstore Purchases.

Richter Center Fitness facilities usage for employees at no cost. Family members may participate for a nominal fee.

Employees and their families are eligible for reduced rates to the St. Bonaventure Golf Course.

#### NYS PAID SICK LEAVE

Paid time off provided to Staff Employees

