

# NEW EMPLOYEE GUIDE

## BEFORE BEGINNING WORK

	Review Welcome Packet
	Sign Offer Letter
	Note date, time, and location of your New Employee HR Briefing
	Review benefit options in your handbook or at: <a href="http://www.lclark.edu/dept/hr/benefits.html">http://www.lclark.edu/dept/hr/benefits.html</a>
	Set up your email/web account at: <a href="https://www.lclark.edu/~infotech/account.html">https://www.lclark.edu/~infotech/account.html</a>
	Online resources are available to ease your transition at: <a href="http://www.lclark.edu/dept/hr/employeeesource.html">http://www.lclark.edu/dept/hr/employeeesource.html</a>

## FIRST DAY

	Bring documentation for your I-9 to the New Employee HR Briefing See <a href="http://www.lclark.edu/dept/hr/employeeesource.html">http://www.lclark.edu/dept/hr/employeeesource.html</a> for a list of acceptable documents
	Bring a voided check to set-up the direct deposit of your paycheck
	Complete direct deposit and W-4 payroll forms
	Go to Campus Safety to get your employee ID card and parking permit
	Complete Medical enrollment form
	Complete Dental enrollment form
	Complete Life Insurance enrollment form
	Complete Personal Choice Flexible Spending Account form
	Ask about voluntary benefit enrollment options and forms at the New employee HR Briefing

## FIRST WEEK

Depending on your job, you may find that you need to create an account to generate a work order or submit a request. Here are links to some common accounts:

Facilities work order: <http://sro.lclark.edu/>

Information Technology work order: <http://trackit.lclark.edu/>

Copy Center, to print and design documents: <http://lccopyit/DSF/default.aspx>

Events and Scheduling, to reserve meeting rooms: <http://calendar.lclark.edu/>

Main events calendar: If you schedule an event of meeting you need to post it to the main calendar. Create a password at <http://www.lclark.edu/cgi-bin/eventlogin.cgi>

Colleague: This is the information management solution for the college's student, financial and human resources functions. Faculty and staff members can request access to the administrative database through their supervisor.

Meeting Maker: This is the shared calendar system the college uses. Your supervisor will set this up for you if you need an account.

L&C WebDisk: This functions like a hard drive and is located at <https://webdisk.lclark.edu/>. You can upload files from your computer and be able to access them from anywhere with an internet connection. Use your lclark account to login.

File Server: There are two network drives available to store work documents. The "J drive" is where common or "group accessible" files are saved. If appropriate your supervisor will request access for you. The "H drive" is your private space on the file server. To access the network drives from Windows Explorer, click on the My Computer icon on your desktop. If you have Mac OS X you can connect to a File Server by selecting Finder in your Dock then select Connect to server from the Go menu. Enter the DNS name in the server Address box and click the Connect button.

Publications and Communication: Pub/Com is responsible for the general promotion of the College and communication to key constituent groups. <http://www.lclark.edu/dept/collcomm/>

## ***Have you learned...***

- How to set up your voice mail and the use of the features of your phone?
- Office practices including: office hours, work schedule, overtime, phone and email usage?
- Department safety procedures?
- Training opportunities?
- Policies and procedures?
- Job performance and expectations?
- The performance review process –setting goals and objectives?

## ***Have you received...***

- Office keys?
- Business cards?
- Desk supplies?
- Your job description?
- Instructions for attendance and time reporting?
- Instructions on how to use meeting maker and the telephone system?
- A departmental organization chart?
- A tour of your building, work area, campus buildings?

## ***Questions you have...***

### **Note**

Please feel free to let Human Resources know of anything else you think would be helpful to add to this list. We are available to assist you should you have any questions.

**Human Resources**

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