

Check List for Your First Days at Willamette University

We know that changing your employment is a big decision and we want to assist you in your transition into the University and your new role. Here is a quick checklist to help get you started:

- ☐ **Visit HR on your first day:** You and your supervisor should discuss your schedule before you arrive. Most employees begin their first day at Willamette by visiting the office of Human Resources in the Executive Building. Our staff will help you learn more about Willamette, our values, what's expected, how to find your way around campus, and resources available to support you. We'll also assist you with completing your new hire paperwork.
- ☐ **Submit Your I-9 form/documentation:** You must provide **original** legally acceptable documents to establish your identity and employment authorization to work in the United States to Human Resources, **no later than your 1st day**, in accordance with Homeland Security rules.
- ☐ **Set up Direct Deposit** of your paycheck through Payroll. Don't forget to bring a voided check!
- ☐ **Read, Complete, and Return Required Documents:** These documents include the Child Abuse Reporting Policy, Confidentiality and Information Security Agreement, Harassment Policy and Procedures, Required Reporting Acknowledgment, and Workplace Safety Information.
- ☐ **Get an ID Card:** New employees should get a University ID Card from [Campus Safety](#). This will provide access to many services, events and facilities.
- ☐ [Create a New Network Account \(Email Address\)](#) through WITS website. You will need your ID# (found on your ID card) in order to create your email account.
- ☐ [Arrange for a Parking Pass](#) through Parking and Transportation.
- ☐ [Enroll in Your Benefits:](#) If you have been hired into a benefit eligible position, most benefits will be effective the first of the month following your date of hire. You have 30 days from your hire date to submit your enrollment form(s), but premiums are deducted one month in advance. If you are unable to submit your form(s) to Human Resources prior to the 15th of the month, we will need to double withhold your premiums for the first month.
- ☐ [Complete Required Trainings:](#) Complete the online Workplace Harassment Prevention, Campus Sexual Violence Elimination Act, and Sexual Misconduct Policy & Protocol trainings. You have 60 days to complete the trainings. You will need to have your WU username and password in order to log in to complete the training.
- ☐ **Become acquainted with your office/job:** ask your supervisor to introduce you to your coworkers; get all keys and security codes you'll need to access your office/files; take a walk around campus to learn your way around; review the files of your predecessor (if applicable); review departmental and university strategic plans; and identify and introduce yourself to individuals in other offices/departments with whom you'll be expected to interact.

Questions? – Contact us!

Willamette University's Office of Human Resources is located in the Executive Building (formerly the Graduate School of Education) on the corner of Cottage and Ferry streets. For directions to campus or to locate the Executive Building (#17) on a map, see the [Campus Map](#) & Driving Directions page. Parking on State Street or in other visitor spaces on campus is metered.

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