New Employee Checklist

Things to go over
wmich.edu/auxiliary/onlineforms/

- Handbook
  - Jan VanderKley (wmich.edu/businessandfinance)
  - Departments within (AE wmich.edu/auxiliary/aedepartments/)
  - Dress Code
- Work schedule
- Absence Request Form—24 hours
- Timesheets and pay day
  - Running late
- Driver’s History and Employee License Questionaire (must be 18 years of age)
- I-9 Forms
- W4
- Set up direct deposit
- Accident Injury—location of first aid kit (break room 2nd drawer on the left.)
- Confidence Agreement (if needed)
- Webmail calendars
  - AL calendar
  - Van reservation calendar
  - Student schedule calendar
- Keys and front door
- Break room
- Severe weather procedures
  - Tornado
  - Fire
- Systems—wmich.edu/auxiliary/onlineform
- Introductions
- Schedule photo with marketing