

# New Employee Welcome Program

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## Online New Employee/Mandatory Educations

**Intended Audience:** All hiring managers and new and returning employees (regardless of length of time away) recruited and hired through the **Human Resources Department (HR) and Nursing Recruitment (NR)**.

### Your Employee's First Day:

- ♦ Park in the Visitor Parking Garage. Parking will be validated.
- ♦ Attend the New Employee Welcome Program outlined below.

Time	Activity
7:30-8AM	Check-in and ID Badges at CAB
8-8:15AM	Welcome and Program Overview
8:15-8:45AM	Welcome from Leadership
8:45-9AM	On-line Orientation Instructions
9-9:30AM	Parking Sign-Up & Questions
9:30-10:30AM	Compliance & Ethics Training
10:30AM	RF Employees Report to the Department
10:30-11:15AM	Benefits Review for State Employees <ul style="list-style-type: none"><li>♦ Information packet and enrollment forms</li><li>♦ How to sign-up for health insurance and retirement.</li></ul>
11:15AM	M/C Employees Report to Department
11:15AM-12PM	Union Meetings: UUP, CSEA & PEF Lunch Provided
12PM	HR-State employees will report to the Department NR- State employees will report to the Library with PDL

**Please notify the employee where to report/work location**

# **New Employee Welcome Program & Online New Employee/Mandatory Educations**

## **Parking Information**

- ♦ Park in the East/Visitor Garage
- ♦ Parking will be validated
- ♦ Parking sign-up will be available at the New Employee Welcome Program
- ♦ Parking Information: [Click Here](#)

## **Benefits Information**

- ♦ Benefits will be presenting.
- ♦ Benefits Information: [Click Here](#)
- ♦ Benefits packet and sign-up instructions will be provided
- ♦ Questions: Kaylee Aseltine via e-mail or 315-464-4923

## **On-line New Employee Orientation & Mandatory Educations**

New employees will complete New Employee Orientation and mandatory educations on-line in the department (HR) or in the Library (NR), and must be completed within three (3) business days of their start date.

- ♦ All new employees will receive a packet with information on:
  - ⇒ How to log into the computer for the first time
  - ⇒ How to log into the on-line learning system, Blackboard

## **Questions about New Employee Orientation**

- ♦ Contact: Heather Clark by e-mail or at 315-464-5463