Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section/Unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Initial after each item is presented. Some items are provided in hard copy, most are located online. Online enrollment is preferred for insurance benefits and other optional program registration. You have permission to use your work computer to access orientation information and to complete necessary forms for the onboarding process. In the event you have difficulties accessing items on the computer, your Manager or the Personnel Office can provide you with printed copies. In addition to this document, you will be provided a Welcome Letter via email which explains how to access Workday and complete the onboarding process.

|  |  |  |
| --- | --- | --- |
| **ITEM** | **INITIALS** | **DOCUMENT DISTRIBUTION** |
| 1. Emergency Contact Information |  | Complete in WORKDAY |
| 2. Position Description |  | Employee and Manager sign, submit to Personnel for Director signature; Once all signatures obtained – HR will upload to Workday |
| 3. I-9 Employment Eligibility Verification ***\*\*Must be completed within 3 days from start date*** |  | Employee completes in Workday, followed by verifying documents w/HR. For remote areas, Manager communicates with HR to verify ID. (AGP Front Desk: 971-355-3983) |
| 4. W-4 Withholding Allowance Certificate |  | Complete in WORKDAY |
| 6. EEO Self-Identification Form |  | Complete in WORKDAY |
| 7. Electronic Funds Transfer  Direct Deposit or Pay Card Form |  | Complete in WORKDAY |
| 8. Policies *(with signature sheet)* |  | Review, Initial, and Manager sends to Personnel (Link to Policies in Welcome Letter) |
| 9. Employee Timekeeping |  | Complete in Workday |
| 10. Paycheck Statement Information |  | Located in Workday |
| 11. Sick Leave |  | Manager will discuss expectations with employee |
| 12. Employee Assistance Program |  | Manager will discuss program with employee |
| 13. Wellness and Safety |  | Manager will discuss programs with employee |
| 14. Orientation to Section and Workspace |  | Manager or delegate will orientate new employee to workspace |
| 15. Agency and Unit Expectations |  | Manager will discuss expectations with employee |
| 16. Location of state Human Resource Management policies *(if applicable)* |  | Link will be sent in Welcome email from Human Resources on first day |

**Employee’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(My signature indicates the above information was presented to me. I had the opportunity to review the information and have my questions answered. I understand items in the orientation may be subject to change depending on changes to policy, rules, laws and Collective Bargaining Agreements.)*

**HR or Supervisor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(****Instructions for Supervisor:*** *Forward completed checklist to Personnel.* ***Instructions for HR:*** *The completed checklist gets loaded to the employee’s Workday profile.*

**Important Phone Numbers**

**Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Payroll:** 971-355-4233 -or- 971-355-4430

**Fax:** 503-584-3050

**Personnel Office:** 503-584-3588

**Fax:** 503-584-3556