

Oregon Military Department Employee Orientation Checklist

Employee _____ Date _____

Section/Unit _____ Manager _____

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. Employee Emergency Contact Information		Complete in WORKDAY https://wd5.myworkday.com/wday/authgwy/oregon/login.html?
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 <i>**Must be completed within 3 days from start date</i>		Employee completes in Workday, followed by verifying documents w/HR. For remote areas, Manager communicates with HR to verify ID. (AGP Front Desk: 503-584-3563)
4. W-4 Withholding Allowance Certificate		Complete in WORKDAY
5. PERS and OPSRP Designation of Beneficiary Form		Complete in PERS upon eligibility https://www.oregon.gov/PERS/Pages/index.aspx
6. EEO Self-Identification Form		Complete in WORKDAY
7. Electronic Funds Transfer Direct Deposit or Pay Card Form		Complete in WORKDAY
8. Policies <i>(with signature sheet)</i>		Review, Initial, and Manager sends to Personnel (Link in Welcome Letter)
9. PEBB Benefit Enrollment Insurance		Employee completes online (Link will come from Payroll)
10. Employee Timekeeping (ePayroll)		Information will be emailed to employee from Payroll
11. Paycheck Statement Information		Located in ePayroll https://home.dasapp.oregon.gov/SignIn

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12. Sick Leave		Manager will discuss expectations with employee
13. Vacation Leave		Manager will discuss expectations with employee
14. Personal Business Leave		Manager will discuss expectations with employee
15. Holidays and Special Day of Leave <i>(Often called Governor's Leave)</i>		Manager will discuss expectations with employee
16. Employee Assistance Program		Manager will discuss program with employee
17. Wellness and Safety		Manager will discuss programs with employee
18. Orientation to Section and Workspace		Manager or delegate will orientate new employee to workspace
19. Agency and Unit Expectations		Manager will discuss with employee
20. Collective Bargaining Agreements (CBA) AFSCME or IAFF (if applicable); Union Dues and Fair Share (if applicable); Meeting with Union Representative (if required by the CBA for represented employees)		Manager or delegate will discuss with employee Union point of contact
21. Location of state Human Resource Management policies		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 Manager's Signature _____ Date _____

(Instructions for Supervisor: Forward completed checklist to Personnel. Instructions for HR: The completed checklist goes into the employee's Personnel File. Send forms to areas indicated in the distribution column. Give the employee a copy of the completed checklist.)

Important Phone Numbers

Manager:
Payroll: 503-584-3880 -or-
503-584-3876
Fax: 503-584-3050