

# Human Resources

## Onboarding - New Employee Checklist



MAKE WAVES.

### Prior to your first day:

- **Complete your I-9 form with Human Resources.** Please visit our [Onboarding Resources](#) webpage for more info. or contact us at [HR@wwu.edu](mailto:HR@wwu.edu) Completing the I-9 is the first step to getting you setup in our system. **Taking care of this task a week or two prior to your start date is best to allow HR ample time to get you setup in our system before your start date!** Once you are setup in our system you will receive a Western ID# (W#) and a Western email. You and your supervisor will be notified by our Academic Technology and User Services (ATUS) team with this information. This information is needed to move forward with the next steps on the checklist.

### Your first day:

- Once you have received your Western ID # (W#) and Western email visit the Academic User Technology Services (ATUS) [New Employee Checklist](#) webpage to get your universal login etc. setup. Check with your supervisor about getting access to any Western systems you may need (supervisors may need to request access for you).
- Once your universal login has been setup you can visit the [Employee Transportation Services](#) webpage to view parking/bus pass options. Prior to getting setup with your parking permit or a bus pass you can park in the C lot or 6V lot and will need to pay for the day using the pay station or Park Mobile app. You will continue to park in those lots and paying daily until you purchase a permit.
- Visit the [Western Card](#) webpage for information on how to get your Western ID Card. The Western ID card is also used as your bus pass, so if you are planning on getting a bus pass, you will need to get your Western ID card first.

### Your first two weeks:

- Attend New Employee Orientation (NEO) – Part 1 (Getting Started: Benefits, Payroll and more). You will be sent an invitation to this orientation via your Western email. This orientation takes place via Zoom. *Temporary employees are not required to attend any orientations but are welcome to do so. Please email [HR.Onboarding@wwu.edu](mailto:HR.Onboarding@wwu.edu) if you wish to attend the NEO orientations.*  
[Affirmative Action](#) , [Employee Information](#)  
[Alcohol and Drug Attestation](#): Western is committed to a work and learning environment free of alcohol and drug abuse. Please [click here](#) to access Western's policy on alcohol and drug use, learn about support programs, and sign an attestation understanding employee responsibilities.
- Review the Public Service Student Loan (PSLF) Program Info. notice for new employees attached to this email.

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### Your first month:

- Attend New Employee Orientation (NEO) – Part 2 (University Onboarding)

NEO Part 2 is a required orientation for all new permanent employees. This session is also done via Zoom, and you will receive an email invitation.

- Benefits Consultation: If you are benefits eligible, within the first 30 days of employment, you can setup an individualized benefits consultation if you did not get your questions answered during the NEO – Part 1 session, or if you need more information before submitting your benefits paperwork. Use this link to setup the consultation:

Benefits Consults: <https://calendly.com/wwu-benefits-consults>

- Submit proof of measles immunity. Proof of measles immunity needs to be provided to HR within 60 days of your start date. More information can be found on the [Onboarding Resources](#) webpage, or contact [HR](#) with any questions.

- Complete Required Trainings:

- [Required Prevention Training for Employees and Student Employees](#)

Instructions will be sent to your Western email address for completing [required prevention trainings](#). These trainings are delivered online and must be completed within 45 days of your initial assignment. If you have any questions regarding the prevention trainings please contact the office of Civil Rights and Title IX Compliance: (360) 650-2307 or [crtc@wwu.edu](mailto:crtc@wwu.edu).

- [DEI Training for New Employees and Student Employees](#)

New employees are also required to complete a series of 3 [required DEI training modules](#), also delivered online through the same online learning platform that is used for the above required prevention trainings.

- [Supervisor Quick Start Training](#)

If you will be supervising others in your new role, you will need to complete the [Supervisor Quick Start Training](#) via Canvas. HR also offers [Payroll Approver Training](#) for those approving timesheets.

- [Information Security Quick Start Policy Training](#)

Please feel free to contact us with any of your onboarding questions!

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HR & Onboarding Administrator

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