| **Before Hire/Offer** |
| --- |
| **Task** | **Done** | **Notes** |
| Notify Manager when OASIS document is complete |  |  |
| Receive preferred name/correct spelling for name plate and business cards (if needed/order items needed) |  |  |
| Send email to Manager (Include: effective date of verification, approved salary, and New Employee Rights and Access form) |  |  |
| Prepare hiring packet for Manager: Map of Complex, Parking information (if space available), employee new hire paperwork to email with “Welcome” letter |  |  |
| **Upon Acceptance of Offer (and Prior to First Day)** |
| **Task** | **Done** | **Notes** |
| Provide Manager with “starter packet” of information, and any equipment, furniture, keys or office supplies needed. |  |  |
| Receive New Employee Rights and Access form from Manager, submit to WVOT within 2 working days \*Confirm with security/function folder Manager for rights if outside the employing section\* |  |  |
| Complete and submit the Ivanti Service Request for Employee Network Account WVOT’s website to set-up required tech and computer access. Make sure to reference relevant account to “mirror” (current employee with access you’d like new employee’s to match) |  |  |
| Notify Division of Protective Services to obtain building access card |  |  |
| Notify DMV to receive number to provide a letter to new employee to get ID badge |  |  |
| Update contact sheet from emergency contact form; give Director’s secretary employee info for State phone directory  |  |  |
| **First Day** |
| **Task** | **Done** | **Notes** |
| Complete new hire paperwork with new employee/send to payroll in Finance within allowable time frame |  |  |
| Do ADDR, DEPTD, ATTR to add employee info into Oasis |  |  |
| Assist employee with creating myApps account |  |  |
| Send “welcome” email with website information, insurance effective dates, emergency numbers, and Coursemill modules Link |  |  |
| **First Week** |
| **Task** | **Done** | **Notes** |
| Follow up with employee to ensure all paperwork has been received and sent to payroll in Finance |  |  |