

## **"I'm new at DMAS!" Answers to FAQs for new employees:**

### **Arriving at Work**

#### **Where can I park my car in the morning?**

Classified employees can participate in the monthly parking program through DMAS. Parking is available at the 5th and Marshall or 6th and Marshall decks. The cost is approximately \$25.00 per pay period. Alternatively, there are a number of parking lots across Richmond. Visit the link below to see other available parking.

<http://www.richmondgov.com/Parking/>

#### **What is the best way to get to DMAS by car?**

It depends where you are coming from... We have provided [a link to Google Maps](#) so you can get the most effective directions for yourself.

### **Inclement Weather**

#### **What do I do when there is inclement weather that could cause a delay or closing of the office?**

Agency closings are conveyed through multiple sources:

**-Television Stations:** WTVR (Channel 6), WRIC (Channel 8), and WWBT (Channel 12)

**-Radio Stations:** WRVA-AM (1140), Q94, LITE 98, XL102, 106.5, Sports Radio 910

**-[DHRM on Twitter](#)**

**-[DHRM site](#)**

-We will also send a message via the Physical Access Control System (Kastle)

### **General Questions**

#### **What is TAL?**

TAL is the Time, Attendance and Leave system you use each week to record your work hours and leave and to request leave.

#### **Where can I see my pay statements?**

Once your employment interfaces in the databases, you will have access to the Department of Account's website "[Payline](#)" to view pay information.

#### **Where can I buy food for lunch?**

There are a number of food establishments in Downtown Richmond within walking distance of DMAS. You will find that there are a wide range of cuisines available. We have provided a link to [Google Maps](#) which cover most of the restaurants locally.

#### **What hours can we take our lunch?**

You generally have 30 minutes to an hour for lunch. The time you take lunch break is at the discretion of your manager.

#### **What is the dress code at DMAS?**

Business casual attire and acceptable business appropriate jeans are now permitted throughout the week.

**Exception** – Traditional business attire is required for business related meetings, inside or outside of agency.