



HUMAN RESOURCES DIVISION

New Employee Checklist

Employee name: _____ Start date: _____

Manager name: _____ Department: _____

The following information has been provided for you to track the activities of your onboarding process.

When	What	Information and/or Contacts	Check when complete
Before your first day	Review pre-employment paperwork.	HR site-New Employees/ Before Your First Day	
	Complete and sign pre-employment paperwork and policy acknowledgement forms.	New Team Member Login	
	Sign up for parking- Classified employees only.	New Team Member Login	
	Contact your HR representative regarding questions you may have about your employment such as benefits, policies and practices etc.	Human Resources	
Your first day	Bring new hire documents requested for your first day: Forms for Classified and Wage Employees include: I-9 form including documentation, Tax withholding forms (W-4 & VA-4) and Direct Deposit form w/ voided check	Human Resources	
	Obtain parking permit (classified employees)	Human Resources	
	Obtain your DMAS ID card.	Human Resources	
	Receive and review instructions for recording your time and attendance. (classified and wage employees)	Human Resources	
	Departmental orientation- Connect with your assigned "Buddy" who will assist you in the transition to your division.	DMAS Office-assigned Division	

Your first 30 days	Attend New Employee Orientation.	Human Resources	
	Review and enroll in healthcare benefits or waive health coverage by the 30 th calendar day of your employment.	Human Resources Additional information available on DHRM website - http://www.dhrm.virginia.gov/healthcoverage	
	Review information and enroll in a Flexible Spending Account by the 30 th calendar day of your employment.	Human Resources Additional information available on DHRM website- http://www.dhrm.virginia.gov/employeebenefits/flexiblebenefitsaccounts	
	Apply for VRS optional group life insurance, if desired, by your 31 st calendar day of employment.	Human Resources www.varetire.org	
	Access your secure online member account resource myVRS to view and download your Member Benefit Profile (MBP).	Human Resources www.varetire.org	
	Discuss with your supervisor the agency performance management process and timelines including probationary period. Sign-Employee Work Profile (EWP) (Classified/Wage employees)	DMAS Office –assigned Division	
Your first 90 days	Meet with your supervisor for the Probationary Progress Review at 3 months (Classified employees only)	DMAS Office –assigned Division	

Your first 90 days	<p>Required training to be completed within 90 days of employment:</p> <ul style="list-style-type: none"> • Alcohol & Other Drugs • Workplace Dispute Resolution Overview • Preventing Workplace Violence • Terrorism Security Awareness Orientation • Preventing Workplace Harassment • Time Attendance and Leave (TAL) (classified/wage employees) • Teleworking Training (for approved teleworkers and managers) • Cyber Security Awareness Training 	<p>Please note that all training is accessible through the VA Learning Center (VLC) except for the Cyber Security Awareness Training.</p>	
Your First Year	Complete the 6-month probationary Performance Review with your supervisor.	DMAS Office –assigned Division	
	Complete Performance Management Training- (Classified/Wage employees)	Human Resources	
	HR Process and Compliance Management Training – managers/supervisors.	Human Resources	
	Make changes to your voluntary VRS Hybrid Plan contributions.	Human Resources www.varetire.org	
	Meet with your supervisor to complete the 12-month Probationary Review. (Classified employees)	DMAS Office –assigned Division	