



evergreen

Human Resource Services

On your first day your Supervisor will assist you with visiting the following locations:

Location	Tasks
Human Resource Services Library Bldg., Rm. 3102	<input type="checkbox"/> Complete I-9 form – Access Form I-9 and Instructions <input type="checkbox"/> Obtain Union Membership card (if applicable position) <input type="checkbox"/> Schedule a Time and Leave System Overview
Payroll & Benefits Office Library Bldg., Rm. 1126	<input type="checkbox"/> Review Tax Form W-4 form online through Employee Dashboard <input type="checkbox"/> Complete Direct Deposit enrollment page through Employee Dashboard <input type="checkbox"/> Look for an email from Payroll & Benefits regarding Benefit Paperwork <input type="checkbox"/> Ask pay / deduction / benefits related questions
Registration and Records Library Bldg., Rm. 1101	<input type="checkbox"/> Obtain Staff ID card
Parking Services Seminar Bldg., Rm. 3157	<input type="checkbox"/> Purchase parking pass <input type="checkbox"/> Ask parking / commuting related questions
Key Issues Lab II Bldg., Rm. 1260	<input type="checkbox"/> Receive keys (must present completed Key Authorization Form with required signatures and Staff ID card).