New Employee Onboarding Checklist

Welcome to the College of William & Mary! Your first few weeks on campus will be very exciting, with colleagues to meet, forms to complete, and a new environment to experience. We hope that this checklist will serve as a guide to help you make a smooth and successful transition into your position.

Before you start

☐ Complete Employment Forms

Section 1 of Form I-9 found at: [http://www.newi9.com/](http://www.newi9.com/) using the employer code for William & Mary of 14621. Please bring your original documents required for proof of eligibility to work in the United States to your department on or before your first day.

The following new hire forms can be found at [http://www.wm.edu/offices/hr/newemployees/before_you_start/index.php](http://www.wm.edu/offices/hr/newemployees/before_you_start/index.php).

If you are unable to print and complete these forms prior to beginning employment, a hard copy of each form is available in the Office of Human Resources. Please give forms to your supervisor on your first day.

- Commonwealth of Virginia State Tax Form VA-4
- Direct Deposit Authorization Form
- Personal Data Form
- Veteran Status Form

☐ Obtain Temporary Parking Pass

Call the Office of Human Resources to obtain a complimentary temporary parking pass for you to pick up on your first day. This will give you ample time to purchase a pass from Parking Services.

Contact:
Office of Human Resources, Bell Hall
109 Cary Street
(757) 221-3169

☐ Activate Your Account

Your account is the key to access most online and electronic resources on campus. Go to: [http://www.wm.edu/offices/it/services/accounts/wmuserid/index.php](http://www.wm.edu/offices/it/services/accounts/wmuserid/index.php) to set up your account information.
Your first week

☐ Complete IRS W-4

Directions to complete the IRS W-4 can be found at http://www.wm.edu/offices/financialoperations/payroll/forms/index.php

☐ Obtain Official Parking Pass

Parking passes can be purchased through Parking Services. Parking spots located on the right side of the building do not require a parking pass to prevent you from getting a ticket!

More information on purchasing a parking pass can be found at http://www.wm.edu/offices/auxiliary/parkingandtransportation/parking/faculty_staff/index.php

☐ Obtain ID card

Your ID card, or Tribe card, can be obtained at Tribe Card Services located in the Campus Center, Room 169. Tribe Card Services is open Monday-Friday 8:00am-5:00pm.

Your first ID card is free! Please bring a current government issued photo ID with you.

☐ Complete Department Orientation

Complete your department orientation with your supervisor to learn more about your job duties as well as your departments’ mission and vision.

☐ Sign up for College & Benefits Orientation

Both orientations will assist you in getting to know our campus and what we have to offer! Speak to your supervisor about attending both orientation sessions.

To view the College & Benefits Orientation schedule, please go to: http://www.wm.edu/offices/hr/newemployees/before_you_start/index.php

☐ Set Up Phone & Voicemail

To learn more about the campus phone system, and to set up your voicemail, go to: http://www.wm.edu/offices/it/newtowm/newfacstaff/phones/index.php