

## Sample Onboarding Schedule

**Onboarding Schedule**

**For Butch T. Cougar**

Day 1	Time	Location	Contact Name	Contact Phone
<b>Introductions &amp; Tour of Office Space, Receive Keys</b>	8:15am-8:45am	French Administration Building	Jane Doe, Director	509-335-4521
<b>Complete I-9 and W-4 Forms</b>	9:00am-9:45am	French Administration Building	TBD	509-335-4521
<b>Position and Department Overview with Manager</b> <ul style="list-style-type: none"> <li>• Discuss department and University Culture</li> <li>• Review department safety plan and emergency regulations</li> <li>• Discuss notifications procedures (late, illness, scheduling vacation, and personal holidays)</li> </ul>	10:30am-12pm	French Administration Building	John Smith, Manager	509-335-4521
<b>Lunch with Manager</b>	12pm-1:15pm	TBD	John Smith, Manager	509-335-4521
<b>Meet with Onboarding Peer</b> <ul style="list-style-type: none"> <li>• Review materials and department website</li> <li>• Job training</li> <li>• Overview of payroll dates and overtime policy</li> </ul>	1:15-4pm	TBD	TBD	509-335-4521
<b>Parking Services to obtain parking permit (if employee is interested)</b>	4pm-5pm	Parking and Transportation Services Offices	TBD	509-335-PARK



Day 2	Time	Location	Contact Name	Contact Phone
Complete Demographic Information Survey- oeo.wsu.edu	8:15am-8:45am	New Employee's Desk	N/A	N/A
Set up Direct Deposit or fill out Payroll paperwork if needed	8:45am-9:15am	Payroll Services	Payroll Services	509-335-9575
Network ID and email address Set-up	9:30am-10:30am	New Employee's Desk	N/A	N/A
Obtain Cougar Card	10:30am-11:30am	Compton Union Building (CUB)	Cougar Card Center	509-335-CARD
Review computer/network use policies	11:30am-12:30pm	New Employee's Desk	N/A	N/A
Lunch Break with Co-Worker	12:30pm-1:30pm	TBD	TBD	TBD
Organizational chart and reporting relationship review	2:00pm-2:30pm	Manager's Office	John Smith, Manager	509-335-4521
Review Position Description and Performance Expectation	2:30pm-3:30pm	Manager's Office	John Smith, Manager	509-335-4521
Review BPPM, EP and SPPM	3:30pm-5:00pm	New Employee's Desk	N/A	N/A

**Notes/Additional Items**