# Sample Onboarding Schedule

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| Onboarding Schedule | For Butch T. Cougar |

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| Day 1 | Time | Location | Contact Name | Contact Phone |
| Introductions & Tour of Office Space, Receive Keys | 8:15am-8:45am | French Administration Building | Jane Doe, Director | 509-335-4521 |
| **Complete I-9 and W-4 Forms** | 9:00am-9:45am | French Administration Building | TBD | 509-335-4521 |
| Position and Department Overview with Manager  * Discuss department and University Culture * Review department safety plan and emergency regulations * Discuss notifications procedures (late, illness, scheduling vacation, and personal holidays) | 10:30am-12pm | French Administration Building | John Smith, Manager | 509-335-4521 |
| Lunch with Manager | 12pm-1:15pm | TBD | John Smith, Manager | 509-335-4521 |
| Meet with Onboarding Peer  * Review materials and department website * Job training * Overview of payroll dates and overtime policy | 1:15-4pm | TBD | TBD | 509-335-4521 |
| **Parking Services to obtain parking permit (if employee is interested)** | 4pm-5pm | Parking and Transportation Services Offices | TBD | 509-335-PARK |

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| Day 2 | Time | Location | Contact Name | Contact Phone |
| Complete Demographic Information Survey- crci.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 SPM | 3:30pm-5:00pm | New Employee’s Desk | N/A | N/A |

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#### Notes/Additional Items