# Sample Onboarding Schedule

|  |  |
| --- | --- |
| Onboarding Schedule | For Butch T. Cougar |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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  |

|  |
| --- |
|  |

####  Notes/Additional Items