



## NEW EMPLOYEE CHECKLIST

Welcome to Worcester Polytechnic Institute!

Please use this new hire checklist as a guide to walk you through your onboarding process and completing items within their designated timeline period.

You will receive your [WPI account](#) credentials in an email sent to the address you provided in your employment application. You will use this information to reset your password, setup multi-factor authentication and access your WPI email, the employee portal for [Workday](#), and additional WPI software applications. When you receive your WPI Account, you will no longer need to use the candidate home account in Workday. In your employee portal for Workday, you will have a notification to enter your personal information and contact details. At this point, you should change your primary email address to your WPI email and begin to check it regularly.

For help with your WPI Account and WPI email, contact the [IT Services](#) at 508-831-5888 or [its@wpi.edu](mailto:its@wpi.edu).

### BEFORE YOUR FIRST DAY

Task	Information and Resources
<input type="checkbox"/> Complete your online onboarding tasks in Workday	<p>You will have an opportunity to complete the following tasks prior to your first day once you have been set up with access to your Workday account:</p> <ul style="list-style-type: none"> <li>• Enter or update personal information and contact details (<i>includes gender/preferred pronouns, marital status, date of birth, race/ethnicity, disability status</i>).</li> <li>• Edit Government IDs</li> <li>• Enter emergency contacts</li> <li>• Enter veteran status identification</li> <li>• Enter Disability Self-Identification</li> <li>• Sign WPI Confidentiality Agreement</li> <li>• Complete Federal Withholding Elections</li> <li>• Complete State and Local Withholding Elections</li> <li>• Complete payment elections (direct deposit)</li> <li>• Complete Form I-9 – Section 1 (complete within 3 business days)</li> <li>• Enter Benefit Elections (within 30 days)</li> </ul>

Please contact us at Talent & Inclusion at 508-831-5470 or [talent@wpi.edu](mailto:talent@wpi.edu) for further assistance.

### YOUR FIRST DAY

Task	Information and Resources
<input type="checkbox"/> What to bring for your first day	<ul style="list-style-type: none"> <li>• ID Documents for I-9 for verification</li> <li>• License plate information required to request a Parking Permit</li> </ul>
<input type="checkbox"/> Enter Employee Work Status	<ul style="list-style-type: none"> <li>• Enter your worker status (hybrid, remote, or in person) upon receiving Workday account access in the Personal section of your profile.</li> </ul>

<input type="checkbox"/>	Complete your I-9 verification	<ul style="list-style-type: none"> <li>Present I-9 Supporting Information (complete within 3 business days of your start date during orientation or in person at Talent &amp; Inclusion Office, located in Boynton Hall, 2<sup>nd</sup> floor).</li> </ul> <p>Documents that are acceptable to provide employment authorization may be found at: <a href="http://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents">www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents</a></p> <p>DOCUMENTS THAT DEMONSTRATE YOUR IDENTITY and YOUR ELIGIBILITY to work in the United States to meet legal requirements of the Immigration and Reform Control Act MUST be presented during orientation with Talent &amp; Inclusion within three days of employment.</p>
<input type="checkbox"/>	New employee orientation	<p>If you are a benefit-eligible employee, you will be automatically scheduled to attend a new employee orientation during your first day of employment. A confirmation will be sent to your WPI email address or personal email address. If you do not receive the email prior to your first day, please contact Talent &amp; Inclusion at 508-831-5470.</p> <p>New employee orientation provides an introduction to WPI and important information about its history and culture; policies and procedures; services and resources available to employees; workplace protection; health, retirement, and voluntary benefits; and more.</p>
<input type="checkbox"/>	Technology Orientation	New employee orientation will include technology orientation to provide overview on information security, setting up your WPI credentials, WPI applications and support as well as mail and calendars, and access to Workday and Microsoft teams. You can find more information on the WPI Hub for <a href="#">newemployeeresources</a> .
<input type="checkbox"/>	Request for new WPI ID card	Once your account is active and your employee ID is provided by IT Services, please follow instructions and submit request to <a href="#">ID Services</a> office at <a href="mailto:idooffice@wpi.edu">idooffice@wpi.edu</a> .
<input type="checkbox"/>	Obtain your parking permit (if applicable)	<p>You can apply for a no-cost employee parking permit with the <a href="#">WPI Police Department</a> by submitting your request through the <a href="#">WPI Police Parking Portal</a>. You will need to know your vehicle information including license plate number to apply for a parking permit.</p> <p>*Please note you cannot apply for parking permit prior to your first day.</p>

## DURING YOUR FIRST WEEK

<input type="checkbox"/>	Review Employee Benefits and Policies Manual	You can find our <a href="#">employee handbook</a> on the <a href="#">Talent &amp; Inclusion website</a> for details on employment guidelines.
<input type="checkbox"/>	Review COVID-19 campus updates	WPI does not require COVID vaccination for students or employees as of May 11, 2023. WPI strongly recommends that all community members follow <a href="#">CDC guidelines</a> for COVID-19 vaccination, which recommend that everyone stay up to date with COVID-19 vaccines including booster doses.
<input type="checkbox"/>	Register for WPI's emergency communication	Learn more about <a href="#">WPI Alert System</a> to sign up for <a href="#">WPI Alerts</a> .
<input type="checkbox"/>	Initialize voicemail for campus phone extension	Instructions are available at <a href="https://hub.wpi.edu/article/105/voicemail-initialization">https://hub.wpi.edu/article/105/voicemail-initialization</a>
<input type="checkbox"/>	View Workday New Employee Checklist	You can review <a href="#">Workday Checklist for New Employees</a> on the WPI Hub. For additional training, please contact <a href="mailto:workday@wpi.edu">workday@wpi.edu</a> .
<input type="checkbox"/>	Website Access & Drupal Training	Instructions for website access & Drupal training videos are available at <a href="https://www.wpi.edu/+drupal">https://www.wpi.edu/+drupal</a>

## WITHIN YOUR FIRST 30 DAYS

Task	Information and Resources
<input type="checkbox"/>	<p>Review WPI Policies</p> <p>You can review the list of <a href="#">WPI Policies</a> that protects the integrity of our mission, reputation and operations; promote compliance with laws and regulations; and support the management of institutional risks.</p> <p>Review WPI's <a href="#">Remote and Flexible (FlexWork) Work Policy</a> for updates and procedures.</p>
<input type="checkbox"/>	<p>Meet with Your Supervisor</p> <p>You and your supervisor should begin your department-level orientation to help you complete your final onboarding steps.</p> <p>Your supervisor will review department practices and procedures for:</p> <ul style="list-style-type: none"> <li>• Performance expectations</li> <li>• Safety &amp; emergency procedures</li> <li>• Time Off procedures</li> <li>• Relevant work policies</li> <li>• Office culture/environment</li> <li>• Office/desk supplies</li> <li>• Building/office access</li> <li>• Business cards</li> </ul>
<input type="checkbox"/>	<p>Required Compliance Training</p> <p>Your supervisor will ensure you complete your required training in <a href="#">WPI Learning Academy</a>:</p> <ul style="list-style-type: none"> <li>• Title IX for Higher Education</li> <li>• Preventing Bullying and Violence</li> <li>• Privacy and Information Security</li> <li>• WPI Data Classification and Usage Policy</li> <li>• WPI Information Security Awareness</li> <li>• Harassment Prevention for Employees – Higher Education Edition</li> </ul> <p>Additional training may be required based upon your position/job.</p>

<input type="checkbox"/>	Benefit Selection (if applicable)	<p>Ensure to review and <a href="#">enroll in your benefit elections</a> within 30 days in your <a href="#">Workday</a> account.</p> <p>Explore the various benefits offerings and plans at <a href="https://flimp.live/WPI-Benefits">https://flimp.live/WPI-Benefits</a></p>
<input type="checkbox"/>	WPI applications, calls, and network/shared drives	<p>Your supervisor should request to have you added to any applicable WPI applications i.e., Banner, Oracle, Canvas, phone calls, shared networks, Google Drives, and calendars.</p>

**MY ONBOARDING PORTAL**

FIND USEFUL INFORMATION AND RESOURCES BY LOGGING INTO WORKDAY AND CLICK ON MY ONBOARDING PORTAL

Check out the Welcome Message Video, learn about WPI’s Culture and Diversity, Equity and Inclusion, FAQs and more!

