

# Onboarding Employees (Full Time Staff)



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## Prior To New Employee Start Date

### 1. Supervisors' contact their new employee:

- ❖ A week before your new employee begins, HR will provide new employees' personal contact information to the supervisor so they can discuss the following with their new employee:
  - Let them know where to park on campus (more info under #2. Parking Permits)
    - Find time during their first day to go online to HONK to purchase a parking pass.
  - Let them know what time to arrive on their first day and where to meet you on campus.
  - Let them know what to expect on their first day.
  - Request a headshot from them to have their badge created.

### 2. Parking Permits

- ❖ Free, permit, and visitor parking is available at this campus. The WVC map on our website shows where specified parking is available. Visit: [WVC Parking](#) for more information.
  - **Wenatchee Campus:** Permits are available for purchase online from HONK. Contact the Cashier's office ([cashier@wvc.edu](mailto:cashier@wvc.edu)) for questions.
  - **Omak Campus:** No parking permit is required. Visit: [Omak Campus Map](#) to view available parking spaces.

### 3. Badge & Keys

- ❖ HR will email IT and include supervisor to provide employee information to have a badge created and issued to new employee. Supervisors will need to reply and provide:
  - Details of locations where the employee will need badge access (buildings, rooms, etc.).
  - Include headshot from employee.
  - Any information if a physical key is needed to access other spaces – reach out to facilities.

### 4. Space Set-up

- ❖ The supervisor will need to contact IT/Help Desk for any of the following that may apply:
  - Setting up computer in designated office space (monitors, desktop, etc.).
  - Setting up ctcLink permissions.
  - Setting up phone and Mitel on computer.
  - Giving new employee access to department related folders, programs, etc.
  - Creating long-distance code.
- ❖ Other:
  - Name plates: Complete a work order to have a name plate created for new employee. Make sure to check in with your employee to know if that have a preferred name they would like to be recognized as.
  - Business Cards – contact Lisa De Vera ([ldevera@wvc.edu](mailto:ldevera@wvc.edu)) to have business cards created.
  - Ensure that your employee has the appropriate materials (pens, notebooks, etc.)

## Getting Started

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## 5. ERS Email notification

- ❖ Supervisors will receive an Employee Resource System (ERS) email one week (7 days) before the new employee's start date. The ERS includes the employee's WVC email, temporary computer password, and employee's job information.
  - Note: The employees WVC email will not become active until the ERS email comes through.

## 6. Activating Email and ctclink Account

- ❖ HR will send an email to the new employee's *personal* email address and cc the supervisor. The email will include information such as:
  - How to activate WVC email
  - How to activate ctclink ID
  - How to set up direct deposit – not to be completed before actual start date but completed within 3 days of starting employment
  - How to submit their W-4 form – not to be completed before actual start date but completed within 3 days of starting employment
  - How they'd like to receive their W-2 form (online, by mail or both)– not to be completed before actual start date but completed within 3 days of starting employment (Also see #12 below)
  - How to report hours on a timesheet (if applicable)
- ❖ Visit: [ctclink Employee Resources](#) to find more information and guiding documents. Contact [humanresources@wvc.edu](mailto:humanresources@wvc.edu) for any questions.

## 7. Email - Outlook

- ❖ Inboxes & Folders
  - If employees within the department are expected to have access to other inboxes/folders, or need to be added to any contact lists, contact IT for assistance in setting up these items for your new employee.
- ❖ Signature
  - Supervisors should help their new employee set up a signature. Share any style and information specific to the department that they may need to include in their signature. If no specific style is required, below is an example of a standard signature they can model:

### Model:

**Name** (*optional*: Pronouns)

[Position Title]

Wenatchee Valley College | [Department]

*Optional*: [Office: Building, room #]

[Email] | [Phone] | [Website/other]

### Example:

**Bob Smith** (He/Him/His)

Office Assistant

Wenatchee Valley College | Registration

Office: Wenatchi Hall 2322

bsmith@wvc.edu | 509.682.1234

- ❖ Calendar
  - Consider sharing calendars with new employees (and vice versa). Forward any meetings invitations that they would be expected to participate in.

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## ❖ Out of Office

- If an absence is known in advance, employees are encouraged to set up an automatic reply during the time they will be unable to respond to messages. If possible, include an alternate contact others can reach out to if they require assistance of any kind.
- Visit: [Automatic Out of Office Replies \(Classic\)](#) for instructions on how to set up auto replies.

## 8. Zoom

- ❖ Employees will need to go to [wvc.zoom.us](https://wvc.zoom.us) to set up their Zoom account (use SSO button to sign in with WVC username/password).
  - If the employee will be hosting meetings, contact Help Desk to make the account a Pro License User (this is especially helpful to host longer meetings).
  - Once an account is set up as Pro License, the employee can change their personal meeting ID, update their display name, and add pronouns.

## 9. Printing

- ❖ Supervisors can contact IT to add new employees to local printer(s) and Address Book.

## 10. Tour & Introductions

- ❖ Help your employees settle in by familiarizing them with the area they will be located in. Introduce them to other members of the team and show them:
  - Kitchen
  - Restrooms
  - Storage and where office supplies are located
  - Other areas relevant to the department
- ❖ Campus Tour
  - Make time to give your employee a tour of the campus. Include a visit to the service center mailboxes and provide any instructions/expectations (if any).
- ❖ Campus-wide introduction (email) (*supervisor must have permission to send all campus emails or forward to an upper-level supervisor who does, e.g., cabinet member*)
  - Supervisors are encouraged to introduce their employee via email to college campus staff. Share what their role is with the department/college, WVC contact info, and any information your employee is comfortable sharing (e.g., photo, hobbies, work history, etc.).

## 11. Position Descriptions and Evaluations

- ❖ HR will send supervisors information on what documents are required to be reviewed and signed between the supervisor and the new employee. Documents will vary between different classifications (primarily exempt and classified).
  - **Classified Staff:**
    - **Position Description (PD):** HR will provide the supervisor with a copy of the classified PD. The supervisor needs to review the PD with the employee, sign and date, and submit form to HR within the **first two weeks of employment**. Supervisors can request

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for the existing copy of the PD from HR. New template can be found on the HR website > Resources or at the following link: [Classified Staff Position Description Template](#)

- **Expectations:** Supervisors must complete an Expectations form for their classified employee. They will review the form with their employee, sign and date, and submit form to HR within the **first two weeks of employment**. New template can be found on the HR Website > Resources or at the following link: [Classified Staff PDP Expectations](#).
- **Evaluations:** All classified employees must complete a probationary period of six months (can be extended to 12 months if needed). Successful completion of probationary period will result in placement of permanent status. At the end of the probationary period, supervisors will need to complete a performance evaluation using this form: [Classified PDP Evaluation](#). The form needs to be reviewed by both the supervisor and employee, signed, dated, and submitted to HR. Evaluations will then take place annually after the first submission.
- **Exempt Staff:**
  - **Position Description (PD):** HR will provide the supervisor with a copy of the exempt PD. The supervisor needs to review the PD with the employee, sign, date and submit it to HR within the **first two weeks of employment**. Supervisors can request for the existing copy of the PD from HR. New template can be found on the HR website > Resources or at the following link: [Exempt Position Description Template](#).
  - **Evaluations:** All exempt employees are expected to have a performance assessment (evaluation) completed a year from their start date by the supervisor. Supervisors must complete the form found on the HR website > Resources or at the following link: [Exempt Performance Assessment](#). The form needs to be reviewed by both the supervisor and employee, signed, dated and submitted to HR. Evaluations will continue to take place annually after the first submission.

## 12. Pay and Timesheets

ctcLink Resources: [Employee Resources](#)

### ❖ Pay info and Direct Deposit

- **Pay Days:** Pay day is always the 10<sup>th</sup> and 25<sup>th</sup> of every month (unless those dates fall on a weekend or holiday). There are two pay periods per month: 1<sup>st</sup> through 15<sup>th</sup>, and 16<sup>th</sup> through the last day of the month. Any work completed from the 1<sup>st</sup> – 15<sup>th</sup> is paid on the 25<sup>th</sup>. Work completed from the 16<sup>th</sup> – end of the month is paid on the 10<sup>th</sup> of the following month.
- **Direct Deposit:** HR will send the employee information on how to set up direct deposit – done through ctcLink. Info can also be found on the HR website > ctcLink Resources > Employee Resources or at the following link: [Adding a Direct Deposit Account](#)
- **Paychecks:** Typically, the first two paychecks will be mailed to the employee before their direct deposit takes effect. In some cases, the direct deposit will be available sooner.
- **Focus Cards:** If a direct deposit account is not added, employees will be issued and mailed a FOCUS card through U.S. Bank. A Focus card is a Visa prepaid debit card that is an alternative to receiving paper checks. Payments will automatically be deposited to your card each payday.

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- Contact [payroll@wvc.edu](mailto:payroll@wvc.edu) with any questions.
- ❖ Timesheets
  - Timesheets are due by 9 a.m., the first working day after the pay period (typically 1<sup>st</sup> and 16<sup>th</sup> of the month).
  - All *classified* and *exempt overtime eligible* employees are expected to submit a timesheet by the end of each pay period.
  - Supervisors are responsible for approving all timesheets and absence requests for their classified, exempt overtime eligible, hourly, student and volunteer hours. Timesheets and requests need to be approved no later than 9 a.m. on the first working day after the end of the pay period (usually 1<sup>st</sup> or 16<sup>th</sup> of the month).
    - **Supervisors:** *Even if you've already gone through to approve time before the deadline, always check again before the deadline! Make sure that all your employees have submitted their time/leave, and no other changes have been made since the first submission.*
  - Contact [humanresources@wvc.edu](mailto:humanresources@wvc.edu) with any questions.
- ❖ W-2 Electronic Consent
  - Employees have an option to receive their W-2 form electronically (through ctcLink). Steps on how to do this will be sent in their welcome email, but can also be found in our ctcLink Resources page: [W-2 Electronic Consent](#)
  - If employees do not consent, or decide to withdraw, their W-2 form will be mailed to the address we have on file. Please send written notice of any address changes to [humanresources@wvc.edu](mailto:humanresources@wvc.edu).

## 13. Leave Information

- ❖ Leave requests are completed in ctcLink (Employee Self-Service) under Manage Absences. Employees can use their accrued paid leave or submit Leave Without Pay absence requests.
  - **Personal Holiday (P/H):** All classified and exempt employees are entitled to 1 day (daily shift hours for classified and 8 hours for exempt) of personal holiday. Use of Personal Holiday must be used as one day; hours cannot be used partially, (see classified collective bargain agreement (CBA) or exempt leave procedure for exceptions). For new employees, P/H will accrue after 4 months of employment, and each January after that, and must be used by December 31<sup>st</sup> of each year. *This must be used as a full day, not broken up.*
  - **Personal Leave (PRL)** (union covered, classified staff only): All classified staff under the collective bargaining agreement are entitled to 3 days of Personal Leave. Personal Leave use must be equivalent to an employee's work shift on the selected day. PRL will accrue for new classified employees after 4 months of employment (and each July after that) and must be used by June 30<sup>th</sup> of each year. *This must be used as a full day, not broken up.*
  - **Vacation Leave (VAC):** Leave maximum month for exempt staff is August of each year. Leave maximum for classified staff is the month they were hired as a classified employee. If your vacation leave balance exceeds 280 hours after the last day of the month of your leave

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maximum month, you will lose anything above that (see CBA or exempt leave procedure for exceptions).

## 14. Orientation - HR

- ❖ New employees will be contacted by Wendi Martin – Human Resources Consultant – to schedule a time to meet for an HR orientation. Topics include (but are not limited to):
  - WPEA/AHE Agreement.
  - Whistleblower Notification.
  - Reasonable Accommodation Policy & Procedure.
  - Sexual Discrimination/Title IX Investigation Policy & Procedure.
  - Discrimination and Discriminatory Harassment Policy & Procedure.
  - Violence in the Workplace Policy & Procedure.
  - Drug-Free Workplace Policy & Procedure.
  - Emergency Procedures.
  - Emergency Text Alert System.

## Other Information:

## 15. Trainings

- ❖ **Vector Solutions:** Employees will be automatically enrolled in the training courses listed below. They will receive an email from Vector Solutions within 24-48 hours from their start date. Reminders are sent the first Monday of every month if employees have any incomplete training. Contact Lisa Turner ([lturner@wvc.edu](mailto:lturner@wvc.edu)) if you have any questions. You are not required to do anything after completing the trainings.
  - Preventing Harassment and Discrimination: Non-Supervisors + Clery and Title IX
  - The Influence of Unconscious Bias
  - Implicit Bias and Microaggression Awareness
  - Hazing Awareness and Prevention
  - Protecting Youth: Abuse and Neglect Prevention
- ❖ **KnowBe4:** Employees will receive an email from KnowBe4 that includes training on how to identify potential threats to computers and online databases. This annual training course is mandatory for employees. Contact IT ([HelpDesk@wvc.edu](mailto:HelpDesk@wvc.edu)) for more information or if you have questions.
- ❖ **Canvas Trainings:** Some employees may be enrolled in canvas courses for ctcLink trainings/other – supervisors will need to contact IT to enroll their employees.

## 16. Professional Development

- ❖ **Classified/Exempt:** WVC offers professional development funding for Classified and Exempt staff at the beginning of every quarter. Applications to request funds are due the 25th teaching day of the quarter and are evaluated by the committee who will determine if funds requested are approved. We have \$15,000 (subject to change) to distribute in the academic year for professional development that is available through the WVC Foundation.



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- ❖ **All Faculty:** WVC offers funding for Faculty at the beginning of Fall, Winter and Spring quarters. Applications to request funds are due on the 25<sup>th</sup> teaching day of the quarter and are reviewed by the Professional Development Committee. There are two funds to distribute from – General Fund: \$30,020; Allied Health Fund: \$17,060 (subject to change). Note: All faculty must use all their professional development monies before utilizing any awarded funds.
- ❖ Information on how to apply for PD Funds will be sent quarterly. Please contact Lisa Turner, [lturner@wvc.edu](mailto:lturner@wvc.edu) for more details.

## 17. Emergency Info

- ❖ Save campus security number on phone: (509) 682-6911
- ❖ **RAVE Alerts:** If a determination is made that WVC's physical campus should be closed or on a late start schedule, notification will go out immediately via email and the WVC Rave Alert System (email, text message and phone call). The message will also be posted on the WVC Homepage, WVC Facebook page, Canvas Global Announcement and local radio stations will be notified of the late start or closure. While we will do our best to get notifications out as early as possible, if weather and road conditions change after 6 a.m. on any given day, it is possible that a closure or late start notification may be sent later in the day. More information about text alerts can be found at: [Emergency Alerts](#)
- ❖ Know where emergency exits and evacuation areas are.

## 18. Incident Reporting

- ❖ More info regarding incident reporting will be provided by Wendi Martin during the HR orientation.
- ❖ Incident reports are filed when there is an issue that you observe or have been a part of that involves concerning the behavior of another individual or activity.
- ❖ Incident reports can be filed when you observe a crime or other suspicious activity on campus.
- ❖ WVC also encourages anyone to file an incident report if they have called 911 while on campus. The reports help the [Behavioral Health Intervention Team \(BIT\)](#) to assess needed actions.
- ❖ You can file an incident report by going to the [Safety and Security](#) webpage and click on [Incident Report](#).
- ❖ The report is first reviewed by a few members of BIT, and they determine the next steps of action. If you have any questions about filing a report or about the BIT, contact Bertha Sanchez ([bsanchez@wvc.edu](mailto:bsanchez@wvc.edu)) or the Vice President of Student Affairs, Dr. Diana Garza ([dgarza@wvc.edu](mailto:dgarza@wvc.edu)).

## 19. Accident Reporting

- ❖ Workplace injury, occupational illness or any other accident to an employee, student, or visitor that occurs on the WVC campus or to an employee or student off campus during working status may be reported within two days. The form to submit an Accident Report can be found on the Security & Safety webpage here: [Accident Reporting](#).
- ❖ Completed forms must be submitted to the department supervisor for review and signature. Signatures *are required* by the affected party unless they are unable to sign at the time of the accident. Forms will then need to be directly submitted to Heather Maddy ([hmaddy@wvc.edu](mailto:hmaddy@wvc.edu)), located in Wenatchi Hall, third floor.



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## 20. Event Calendars

- ❖ Visit: [Holiday Schedule](#) – Campus closure in observance of holidays.
- ❖ Visit: [Academic Calendar](#) – Key dates in the academic year.
- ❖ Visit: [Events Calendar](#) – View any upcoming campus related events.

## 21. Gym Memberships

- ❖ At this time full-time employees can have a gym membership deducted from their paycheck. Employees will need to contact the gym organization and the organization with contact the payroll department to set that up. These are the available gym memberships that can be payroll deducted:
  - WORX
  - WVC Rec Center
  - WRAC

## 22. Other Contacts

- ❖ **Human Resources:** For questions or guidance including (but not limited to) timesheets, benefits, contracts, ctcLink, FMLA, or other.
  - Office: [HumanResources@wvc.edu](mailto:HumanResources@wvc.edu) | 509.682.6440
  - Lisa Turner (Interim Executive Director, HR): [lturner@wvc.edu](mailto:lturner@wvc.edu) | 509.682.6445
  - Tim Marker (HR Consultant): [tmarker@wvc.edu](mailto:tmarker@wvc.edu) | 509.682.6444
  - Wendi Martin (HR Consultant): [wmartin@wvc.edu](mailto:wmartin@wvc.edu) | 509.682.6442
  - Lorelei Navarro (HR Consultant Assistant): [lnavarro@wvc.edu](mailto:lnavarro@wvc.edu) | 509.682.6447
- ❖ **Technology:** For questions or needing technical assistance.
  - Email: [HelpDesk@wvc.edu](mailto:HelpDesk@wvc.edu)
  - Phone: 509.682.6550
- ❖ **Payroll:** For questions regarding pay, paychecks, special contracts, or other.
  - Office: [payroll@wvc.edu](mailto:payroll@wvc.edu)
  - Linda Bracci (Payroll Coordinator): [lbracci2@wvc.edu](mailto:lbracci2@wvc.edu) | 509.682.6508
- ❖ **Travel and Expenses** inquiry:
  - Tracy Shaw (Fiscal Analyst): [tshaw@wvc.edu](mailto:tshaw@wvc.edu) | 509.682.6503
- ❖ **25 Live:** For questions on reserving spaces on campus:
  - Heather Maddy: [hmaddy@wvc.edu](mailto:hmaddy@wvc.edu) | 509.682.6780

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## First Day Checklist (Employee):

- ☐ Obtain WVC badge
- ☐ Purchase a parking pass (if needed).
- ☐ Set up password for WVC email
- ☐ Activate ctcLink ID
- ☐ Set up Direct Deposit through ctcLink.
- ☐ Submit W-4 form through ctcLink
- ☐ *Optional:* Decide if you'd like to receive W-2 form electronically
- ☐ Contact Wendi Martin ([wmartin@wvc.edu](mailto:wmartin@wvc.edu)) to schedule time to meet for HR Orientation
- ☐ Other supervisor assigned tasks

## Orientation Checklist (Supervisor):

- ☐ Review pay information and timesheets if applicable
- ☐ Tour and introductions to team (optional: Campus introduction)
- ☐ Review Position Description with employee
- ☐ Review Position Expectations with employee (Classified staff only)
- ☐ Other applicable information not listed on this document

*The signatures below indicates that the supervisor and employee have reviewed the contents of this document. Please submit the signed document to Human Resources ([humanresources@wvc.edu](mailto:humanresources@wvc.edu)).*

_____ Employee Name (Print)	_____ Employee Signature	_____ Date
_____ Supervisor Name (Print)	_____ Supervisor Signature	_____ Date
_____ Human Resources Signature	_____ Date	