

New  
Employee  
Information

Name:	Start Date:
Position:	Supervisor:
Office/Cubicle No.:	Phone Number:

## HUMAN RESOURCES REPRESENTATIVE CHECKLIST FOR NEW CLASSIFIED EMPLOYEES

Revised: 01.22.19

**Note to Human Resources Representative:** This checklist was developed as a guide to follow as part of the new employee onboarding process. Understanding the information included in this checklist is essential for new employees to begin to feel acclimated to the work environment. Following this checklist ensures that agency-wide, we are consistently providing new employees with the information they need.

Each work unit is organized differently. If there are any items on this checklist that are not your responsibility, please coordinate their completion for your new employees.

Please remember that the Background Investigations Unit must complete a primary background check before you establish a start date for a new employee. See the [Recruitment and Selection Guide, Section 5](#) for more about this requirement and other administrative tasks.

### AT LEAST 7 WORKING DAYS BEFORE THE FIRST DAY

- Complete the HR-5 after receiving a signed offer letter from the supervisor
- Send the new employee the following email – Add any additional information:  
  
Congratulations on your new position with the [office or district name]! As new VDH classified employee, there are several human resource policies that you will need to read and sign. You can find all of them on this webpage: <http://www.vdh.virginia.gov/human-resources/human-resources/new-classified-employees/>
- Notify building security of the new employee's arrival (if applicable)
- Set up either a temporary parking pass or parking deck parking (if applicable) – Madison Building Employees should check with the Office of Purchasing and General Services
- Complete and submit the COV [Domain and E-mail Account Request Form](#) to establish a COV account and email address for the employee, if applicable
- Submit a VCCC ticket to ensure the employee's name is associated with their phone number and the voicemail is reset (for those in the Madison Building)
- If the employee will be working in a disclosure designated position and will need to submit a Statement of Economic Interest, email [dia.hayes@vdh.virginia.gov](mailto:dia.hayes@vdh.virginia.gov) so that she can add the employee to the Conflict of Interest Disclosure System
- Arrange for computer and software installation
- Ensure the supervisor has the employee's work area set up
- Give the supervisor his/her onboarding checklist and explain it, [using this template](#).
- [Obtain an Employee ID number in PMIS](#) and give it to the employee (or verify the correct Employee ID number if the employee is a former state employee)
- Add reminders to your calendar to follow up with supervisors for employee performance evaluations

- Complete Cyber Security Awareness Training within 30 days of start date. For access to SANS Security Awareness Training Email [infoSec@vdh.virginia.gov](mailto:infoSec@vdh.virginia.gov) or contact VDH Help Desk at 804-864-7200 and select OPTION 2. To take **Course ID 1066938: VDH Cyber Security Awareness Training**, which is required for anyone who will access our IT systems. At the end of the course, you are required to give your certificate of completion to your supervisor and or District Business Manager.

## FIRST DAY

### REVIEW WITH EMPLOYEE

- Your role in the work unit and how you can be a resource to them
- The New Employee Onboarding Checklist
- The [New Employee website](#)
- Parking options and collect the forms so the employee can get a permit (if applicable)
- The employee id number *[See Points to Emphasize – Employee ID Number, page 5]*
- All of the required forms that were emailed to him, including proof of identification documents *[Points to Emphasize – Paycheck and Direct Deposit, Way2Go Card, page 5]*
- Payline *[See Points to Emphasize – Payline, page 5]*
- The Earned Income Tax Credit information, particularly if the employee could be eligible *[See Points to Emphasize – Earned Income Tax Credit, page 6]*
- Overtime policies and procedures and let the employee know if s/he is in an exempt or non-exempt position *[See Points to Emphasize – Overtime, page 6]*
- Agency policies and make sure the new employee brought in all required certificates of receipt
- The employee the Securian Financial Life Insurance book, the Group Term Certificate of Insurance and review the default and optional life insurance options, if applicable or necessary *[See Points to Emphasize – Life Insurance, page 6]*
- The [Health Insurance Marketplace Notice](#)

### ADMINISTRATIVE TASKS

- Let them know they should attend the next [VDH Office of Human Resources New Employee Overview of VDH Webinar](#) and that they must view the online [Benefits Module](#)
- Schedule a time for the employee to get a building/state employee identification card
- Make sure the employee completed Section 1 of the Form I-9
- Make sure the employee has submitted the Statement of Economic Interest (if applicable)
- Make sure the offer letter is in the personnel file
- Collect documents required according to the Request for a Background Investigation (form HR15 and DMV Information Request form) and submit all for background investigation
- Coordinate updates to documents and websites with the new employee's information, for example:
  - Agency and work unit directories
  - Internal and external websites

- Continuity of operations plan (COOP)
- Emergency contacts list
- Email distribution lists
- Organizational charts
- Shared calendars
- Process payroll forms
  - Fax the following forms to Payroll, 804-864-7069 (file the originals in the personnel folder)
    - Virginia State Tax form (VA-4)
    - Federal Tax Form (W-4)
    - Employee Direct Deposit form
    - Copy of voided check (if applicable)
- Process benefit forms
  - Fax or scan and email the [State Health Benefits Enrollment Form](#) to [ohrbenefitsforms@vdh.virginia.gov](mailto:ohrbenefitsforms@vdh.virginia.gov) or fax to 804-864-7107 and place the original in the employee's health folder
  - Mail the original [Optional Group Life Insurance Form](#) (VRS-39) to the following address and place a copy in the personnel folder
 

Virginia Department of Health  
Office of Human Resources  
Attn: Benefits Manager  
109 Governor Street, 11<sup>th</sup> Floor  
Richmond, VA 23219
  - Mail the original [Designation of Beneficiary form](#) (VRS Basic/Optional Life Insurance; Retirement Account) to VRS and place a copy in the personnel folder
 

Virginia Retirement System  
P.O. Box 2500  
Richmond, Virginia 23218-2500
  - Classified employees are automatically enrolled in the Deferred Compensation program and should receive a packet from ICMA-RC within 30 days that includes their login and pin so they can make any changes or opt out. Wage employees are not automatically enrolled and can [enroll online](#) or by calling toll-free 1-877-327-5261.
- File policy certificates of receipt in the employee's personnel folder
- Complete any remaining [Administrative Tasks](#) listed in the Recruitment and Selection Guide

## FIRST WEEK

### REVIEW WITH EMPLOYEE

- The Commuter Choice program and provide new employee with link to payroll deduction form if interested and if applicable
- The VDH Driver Safety Policy (if applicable)
- HAN and how it is used
- The availability of the lactation room on the Upper Basement and to contact Rebecca Shively if she needs it now or in the future (Female Employees in the Madison Building Only)

### ADMINISTRATIVE TASKS

- Verify document(s) and complete Section 2 of the Form I-9 by **4<sup>th</sup> day of work**
- Submit case in E-Verify by **4<sup>th</sup> day of work**
- Enter E-Verify case in F&A
- Schedule a time for the employee to meet with the work unit's TRAIN Superuser to create an account in TRAIN
- Coordinate with your work unit's HAN Group Manager to add the new employee to the system (Everbridge)  
*[See Points to Emphasize – Health Alert Network, page 7]*
- Request the employee's personnel file from their last agency (employees who have prior state service only)
- Load the employee's leave into TEA ([see manual](#))

## SECOND MONTH

- Check with the employee to find out if they have executed a teleworking or alternate work schedule agreement and update F&A if they have
- Verify that the signed and completed onboarding checklist is filed in the employees personnel file

## 10TH MONTH

- Check with employee's manager to ensure there are no performance issues

## HUMAN RESOURCES REPRESENTATIVE: POINTS TO EMPHASIZE

### EMPLOYEE IDENTIFICATION NUMBER

All employees are given an employee ID number. This is the number you use for leave slips and time and effort forms.

### PAY CHECK AND DIRECT DEPOSIT

Your pay check must be directly deposited into a bank account.

As a state employee, you and your family members are eligible to open an account with the Virginia Credit Union. You may also have your pay check directly deposited into an existing bank account or you may complete an EPPI Card application.

### EMPLOYEE DIRECT

You can enroll in health benefits online through Employee Direct (<https://edirect.virginia.gov>). Employee Direct is an online, do it your yourself, human resource tool where you can enroll in the State health benefits program and review and change personal information, such as your address or phone number.

You must wait 7-10 working days before you can register on Employee Direct.

### WAY2GO CARD

The Virginia Way2Go Card® Debit MasterCard® is not a credit Card. It is an FDIC-Insured Bank Debit Card issued by Comerica Bank. No credit check or bank account is required to enroll. Your Card is welcomed everywhere MasterCard is accepted.

Instead of mailing you a check or receiving direct deposit to your bank account, your funds will be automatically credited to your Card account. You can make purchases only up to the available balance on your Card.

### PAYLINE

[Payline](#) is an online resource by the Department of Accounts where you can track your pay, leave and other payroll activities. You can also change your address in Payline and the system notifies payroll and OHR.

You can login 3 days prior to receiving your first paycheck.

### PAY PERIODS AND PAY DAYS

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#### CLASSIFIED

The standard pay period for classified employees is the 10<sup>th</sup> through the 24<sup>th</sup> of a month and the 25<sup>th</sup> through the 9<sup>th</sup> of a month. We are usually paid twice a month.

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## ALL EMPLOYEES

When paydays fall on weekends or holidays, paychecks normally are deposited the last workday before the regular pay date. Depending on your start date, there may be a pay lag.

## EARNED INCOME TAX CREDIT

The Earned Income Credit is a special tax benefit for working people who earn low to moderate incomes. It has several important purposes: to reduce the tax burden on these workers, to supplement wages and to make work more attractive than welfare.

Workers who qualify for the EIC and file a federal tax return can get back some or all of the federal income tax that was taken out of their pay during the year. They may also get extra cash back from the IRS. Even workers whose earnings are too small to have paid taxes can get the EIC. What's more, the EIC reduces any additional taxes workers may owe.

There is additional information about the earned income tax credit on the New Employee Website:  
<http://vdhweb.vdh.virginia.gov/human-resources/employees/earned-income-and-child-tax-credits/>.

## OVERTIME

An employee may work overtime only with **prior permission** from his/her supervisor. The federal Fair Labor Standards Act (FLSA) determines your eligibility for earning overtime compensation. If you are in an FLSA non-exempt position and physically work more than 40 productive hours in a standard work week (Wednesday through Tuesday), you will receive overtime pay or overtime leave at 1 ½ time for all time beyond 40 hours that you work. If you are in an FLSA exempt position, you are expected to work overtime without compensation except in some exceptional circumstances, and then you may only earn hour-for-hour overtime or compensatory leave.

## LIFE INSURANCE

All classified employees are automatically enrolled in a group life insurance policy, where the employer pays the premium. Its value is your annual salary rounded to the nearest thousand and doubled. This insurance is just for you.

If you want to get additional life insurance for yourself or obtain life insurance for your spouse or your children, you can apply for Optional Life Insurance with Securian Financial Life. It is best to apply within 31 days of your hire date when there is less underwriting. You may apply later, but there will be additional paperwork and more underwriting involved.

Make sure you complete the VRS Designation of Beneficiary form. You may mail the form directly to VRS or give it to me.

## HEALTH BENEFITS

Employees have three opportunities to enroll in health benefits:

1. Within 30 days of employment. Please note that if you would like for your health benefits to begin the first of next month, you must complete your enrollment by the end of this month.

2. Within 60 days of a Qualifying Mid-Year Event – some examples of qualifying midyear events are birth or adoption of a child, marriage or divorce.
3. During Open Enrollment. Open Enrollment occurs every plan year in May. You may enroll or make changes to your coverage at any time during open enrollment.

You have two ways to enroll in the State Health Benefits program:

1. You can enroll with a paper form by completing and submitting the enrollment form to me or the agency Benefits Administrator
2. You can also enroll online through the Employee Direct website ([edirect.virginia.gov](http://edirect.virginia.gov)). Employee Direct is an online, do it your yourself, human resource tool where you can enroll in the state health benefits program and review and change personal information, such as your address or phone number.

If you need to add dependents or a spouse, you will need to submit documentation to prove eligibility—most commonly a marriage certificate and the top portion of you last federal tax return to add a spouse and birth certificates for children. Work with me to determine the specific documentation you will need.

## HEALTH ALERT NETWORK (HAN)

### Overview

At VDH, we use a system called Everbridge as our Health Alert Network (HAN). Each month, you will receive test alerts to make sure that the system is working and to practice responding to alerts.

### How it Works

You may receive alerts by phone that will require you to enter numbers to report that you have received the alert.

You may also receive alerts by email that will require you to simply click a link to report that you have received the alert.

During inclement weather, the agency uses the HAN to notify employees of closings and delays. It's important that you respond to all alerts sent through the system.

### Next Steps

Once our HAN group manager adds you to the system, you will receive an email asking you to log in and update your profile. Please add any additional phone numbers and email addresses that you want the system to use to contact you and make sure you include ways for you to be contacted after work hours. You can also use the arrows to set your preferred order.

## NOTES