INPROCESSING FOR NEW EMPLOYEES

Inprocessing for newly hired employees occurs on the Monday at the start of a pay period and will begin at 0900 hours in the HRO classroom, Building # 555.

New employees should bring with them the following item(s):

Photo ID plus SSN Card

OR one of the following

Birth Certificate
Passport (expired or current)

Inprocessing will take an hour for temporary appointments and approximately three hours for indefinite/permanent appointments.

SUPERVISORS – Have your new employees report ON TIME!!
Information given out during inprocessing is important for the new employee to know.