Print

Human Resources: Your First Three Days: Checklist

You are ready for your first days of work at the Institution. The following are some items you can expect to cover during your first three days.

Task	Relevant Link
Attend 'check-in' meeting If you have not already done so, please be sure to contact your Employment Services Specialist to arrange an appointment. If you are eligible for benefits, an appointment will also be scheduled for you to meet with a Benefits Specialist. Items covered in the meeting include: • Temporary parking permit • Filling out of additional forms • Verification of identity • Payroll direct deposit requirements • WHOI ID card • Overview of Employee Online	» More about 'check-in' meeting
WHOI Safety Program Upon your check in with the Institution you will meet with the Environmental Health and Safety Office (EH&S) to review the WHOI Safety Program.	» EH&S Website
Timecards Payroll is run bi-weekly, with wages being paid every other Friday. On a daily basis, all employees must record their time on a timecard. Be sure to check with your supervisor to find out whom in your department you need to turn your timecard into.	» Pay Dates
Email/Network Access Work with your department to obtain an email account through Computer and Information Services (CIS.	» CIS Website
Foreign Nationals In addition to what has been mentioned above, you will meet with the Institution's Foreign National Advisor. You must remember to bring the following documents with you: • Completed Foreign National Information Form • Passport, Visa, I-94 Departure Card (white card stapled to your passport when you enter the U.S.) • Other documents which establish your immigration status: DS-2019 Form for J-1 visa holders; I-20 Form for F-1 visa holders; DS-2019 issued by previous institution (if you are a transferring scholar). After meeting with the Institution's Foreign National Advisor, it is necessary to check-in with the Payroll Manager. The following documents are necessary: • Completed and signed (front & back) Foreign National Information Form. • Passport, Visa, I-94 Card, and DS-2019 or I-20. • Social Security Number (or notice of an application to obtain one) . Visit the Foreign Nationals section of the website for more information on what what you need prior to arriving at the Institution and what to expect during the first few days.	» Foreign Nationals Section » Foreign National Information Form

Last updated: February 25, 2013

Copyright ©2007 Woods Hole Oceanographic Institution, All Rights Reserved.
Mail: Woods Hole Oceanographic Institution, 266 Woods Hole Road, Woods Hole, MA 02543, USA.
E-Contact: info@whoi.edu; press relations: media@whoi.edu, tel. (508) 457-2000
Problems or questions about the site, please contact webdev@whoi.edu