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Human Resources: What to Expect at Your 'Check-In' Appointment

You are required to 'check-in' at the Human Resources Office within your first three days at WHOI. 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.

Below are some of the general items that will be covered when you check-in:

- Temporary Parking Permit
  You will be provided with a temporary parking permit, which is valid for up to two weeks. After you have received your WHOI ID number, you will be able to apply for a parking permit on-line through the Facilities Department.
- Completion of Forms
  There are a variety of required forms that you will need to complete and submit. If you have not completed the forms in advance, you will be given time to complete them at check-in.
- Verify Your Identity and Employment Eligibility
  WHOI is required to verify your identity and employment eligibility. As such, you will need to provide us with proof of your work eligibility. Acceptable documents are noted on the form you received with your offer letter.
- Payroll Information
  The Institution requires all new employees to use direct deposit for bi-weekly salary payments. Thus, it will be necessary for all new hires to have a bank account set up and to provide WHOI with the necessary routing information upon check-in.
- WHOI ID Card
  You will be given instructions to recieve your ID card and information regarding the MBLWHOI Library.
- Overview of Employee Online
  You will be given an overview of "Employee On-line," which is an on-line program that allows you to view your pay stubs, update personal information, review benefits that you have elected, and more.

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