



WELCOME!

We are excited to have you as part of the campus team! To ensure your onboarding experience is both effective and thorough, please follow this checklist. If you encounter any obstacles or have any questions, please contact Human Resources at (517) 629-0205 or hr@albion.edu.

Complete	Task	Department	Contact
<input type="checkbox"/>	Complete New Hire Paperwork	Human Resources	hr@albion.edu
<input type="checkbox"/>	Complete Benefits Paperwork (if applicable)	Human Resources	hr@albion.edu
<input type="checkbox"/>	Register vehicle and pick up parking permit Bring your vehicle make/model and license plate number	Campus Safety	csafety@albion.edu
<input type="checkbox"/>	Pick up photo ID and IT equipment/keys Lower Level of Ferguson Building	Help Desk (IT)	helpdesk@albion.edu
<input type="checkbox"/>	Review Employee Service Manual https://goo.gl/26S4ha	Human Resources	hr@albion.edu
<input type="checkbox"/>	Complete New Hire Training Modules You will be invited electronically through SafeColleges	Human Resources	hr@albion.edu
<input type="checkbox"/>	Review New Hire Resources https://goo.gl/arj3zq	Human Resources	hr@albion.edu
<input type="checkbox"/>	Schedule a Campus Tour	Admission	admission@albion.edu
<input type="checkbox"/>	Complete IT/Security Online Trainings (October) You will be invited through email to participate	IT	helpdesk@albion.edu
<input type="checkbox"/>	Log into Gmail Training Available	IT	helpdesk@albion.edu
<input type="checkbox"/>	Import Gmail contacts http://bit.ly/2RoqahS	IT	helpdesk@albion.edu
<input type="checkbox"/>	Log into G-calendar Request shared calendar access	IT	helpdesk@albion.edu
<input type="checkbox"/>	Log into Google Drive Training Available	IT	helpdesk@albion.edu
<input type="checkbox"/>	Connect your devices to wifi https://goo.gl/RsnCbg	IT	helpdesk@albion.edu
<input type="checkbox"/>	Set up ACIS account (paystubs, electronic W-2/1095) www.acis.albion.edu Your Initial Login Information: Username = Banner ID PIN = Date of Birth (MMDDYY)	Human Resources	hr@albion.edu

Notes: