

## YWCA NENY New Hire Onboarding Checklist

Welcome to YWCA NENY,

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Thank you for selecting YWCA NENY!

We are genuinely delighted to welcome you onboard. Your first week and month at a new organization are unique, and we are dedicated to making your transition into this role as seamless as can be.

In the upcoming month, you will become familiar with tools, payroll procedures, benefits, learning opportunities, and more.

This checklist will serve as an excellent initial guide for you. Remember, our HR team is here to assist you whenever needed.

**Wishing you an incredible journey with YWCA NENY!**

## YWCA NENY New Hire Onboarding Checklist

### First day and other firsts.....

- I-9 Certification/verification.
- Received Email ID and Login Details (please change password on your first sign in)
- Received Workstation (Optional)
- I have access to ADP.
- YWCA NENY Swag
- Attended Orientation

### Required Forms

- Enrolled for Benefit (Not applicable to employees working less than 30hrs a week)
- Community of respect.
- Tax forms (NY & Federal)
- Confidentiality
- Notice and Acknowledgement of Pay Rate and Payday

### Training/Learning

- Cyber Security
- Acceptable Workplace behavior
- Department specific learning/training.

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- Received Facility and office access password/key.
- Received and completed onboarding survey.