

### What is this reference sheet used for?

Welcome to Duke's!

This reference sheet is intended to give you a quick way to remember the top most important things you need to know as a brand new employee with our company.

### Your Benefits

What is my deadline to enroll in benefits?	ASAP but no later than 30 days of your hire date
Where do I enroll?	Online at ADP Workforce Now
When are my benefits effective?	1st of month following your start date
Who should I contact for help?	Human Resources at xxxxx

### Your Paycheck

How often am I paid?	Weekly on Fridays
Where do I enter my W-4 tax withholding information?	Online via ADP
How do I set up my direct deposit?	Online via ADP
Who do I contact for help?	Payroll Dept. at xxxxx

### Come Grow with Us!



### Your Technology

Where do I receive my user name and password?	IT Dept. at xxxx
Who do I for IT Support?	IT Dept. at xxxx

### Your Expenses

Where are the policies for expense reimbursements located?	TBD
How do I submit my expenses for reimbursement?	Corpay
Who do I call for help with expense reports?	Your immediate supervisor or payroll at xxxx
Where are the instructions for how do to this?	You will receive an email entitled Expense Reporting

### Company Policies & Procedures

Where is the company's Employee Handbook located?	Online via ADP
What if I have a question that is not addressed in the handbook?	Contact HR At xxxx

### Workplace Injuries & Accident Reporting

How do I report an accident or injury?	Contact XXXXXX
What if my injury is minor?	Contact your supervisor

### My Notes

Jot down any notes in this area:

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### My Supervisor's Contact Information

Name:

Title:

Phone/Text Number:

Email Address: