What is this refererence 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 reimbursments 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:
_____
_____
_____
_____

My Supervisor's Contact Information

Name:

Title:

Phone/Text Number:

Email Address: