

# **2017 NEW EMPLOYEE ORIENTATION**

## **Employee Information Sheet**

Dept. of Employee Relations

r. 11.23.16

### *WELCOME TO THE CITY OF MILWAUKEE!*

**You have been scheduled to attend *New Employee Orientation*.**

<b>DATE:</b>	<b>Your payroll clerk or supervisor will let you know what day you are attending.</b>
<b>TIME:</b>	<b>8:15 A.M. – 3:30 P.M.</b> <i>Please arrive at least <b>10</b> minutes early to sign-in and seat yourself so the session may begin promptly at 8:15.</i>
<b>LOCATION:</b>	<b>789 N. Water Street, 4<sup>th</sup> Floor Conference Room</b> (Heartland Advisors building) <b>Note:</b> <i>The location is subject to change. Changes to the location will be posted on the Orientation page of the MINT the <b>Thursday</b> prior to Orientation at: <a href="https://mint.milwaukee.gov/NEO">https://mint.milwaukee.gov/NEO</a> Login to the MINT using the same Username and Password you use to login to your City PC.</i>
<b>PARKING:</b>	<b>Parking is not provided.</b> It is recommended that you get a ride or park in a nearby parking structure – <i>at your own expense</i> . Parking around the City Hall complex is limited and only 1-hour meters are available in the area, so do not park at a meter. For a list of nearby parking structures go to <a href="http://www.parkmilwaukee.com">www.parkmilwaukee.com</a> .

### **WHAT TO EXPECT:**

At Orientation you will learn about City government, your responsibilities as a City employee, the personnel policies of the City, and the various benefits the City offers to you. You will also be asked to fill out a number of forms.

- ☑ **IMPORTANT!** *You must enroll in your health and dental benefits **online** (via Self-Service) within the first 30 days of employment **or** when you became eligible for benefits.*
- ☑ *You can preview current benefit information at: [www.milwaukee.gov/der/Benefits2017](http://www.milwaukee.gov/der/Benefits2017)*
- ☑ *Feel free to bring snacks and beverages. **There will be a 1-hour lunch on your own.***

### **WHAT TO BRING WITH YOU:**

- ☑ Ballpoint pen (**black ink**)
- ☑ City start date
- ☑ Social Security Card (*for purposes of pension enrollment*)
- ☑ Names, addresses and birth dates of your designated beneficiaries (*heirs for Pension*)
- ☑ Your spouse or domestic partner's Social Security Number and date of birth, (*for health/dental benefits*). *If you have dependents to add, their SSN and date of birth are needed.*

### **DIRECT DEPOSIT:**

- ☑ If you have not completed a form for **Direct Deposit**, the form will be in a double-pocket folder you receive at Orientation, **or** go to [www.milwaukee.gov/der/Forms](http://www.milwaukee.gov/der/Forms) to print and complete the Form.

### **CITY I.D. PICTURES:**

**If required for your position**, you may have your ID picture taken immediately following the Orientation session at **3:15 p.m. – 3:30 p.m. only** (Room **B-9**, Zeidler Building basement); bring a picture ID with you. *Your Supervisor or Payroll Clerk will let you know if you will have your picture taken after Orientation).*