



HR ORIENTATION CHECK LIST FOR NEW EMPLOYEES

Employee Name:				Kronos #
Location/Department:				Date of Hire:
Position Title:	Series/Grade:	Step:	Pay:	FLSA: ☐ EXEMPT ☐ NON-EXEMPT
1. Received NAF Employee Handbook				
2. Completed Introduction and Overview: Mission, Programs, Organizational Structure				
3. Category: ☐ Regular Full-Time (RFT) (35-40 hrs week) (issue benefits package, schedule return appointment) ☐ Regular Part Time (RPT) (20-34 hrs week) (issue benefits package, schedule return appointment) ☐ Flexible Scheduled (0-40 hrs week) no benefits ☐ Flexible Seasonal/Temporary (0-40 hrs week) specified period of employment, no benefits Note: Work Schedules/locations may be changed to meet mission needs regardless of employment category.				
4. Explained Probationary Period to Regular Employees Period Ends:				
5. Explain Position Description (PD)				
6. Explain Performance Appraisal				
7. Explain Pay Periods and Pay Days				
8. Pay Band System (NF,CY)/Craft & Trade				
9. Explain Leave Benefits and Leave Earnings Statement				
10. ADP/Kronos				
11. Explain Employee Relations/Grievance Procedures				
12. Worker's Compensation for On-the-job-Injuries				
13. Review Completed Documents: <i>State-specific Income Tax Forms, if applicable</i> <i>Employee Withholding Allowance Certificate (Form W-4)</i> <i>Direct Deposit Form</i> <i>Military Spouse Residency Relief Act (MSRRA)</i>				
14. Explain Security CAC, Base Access, SF85, SF86, NMCI, and Security Indoc Briefs				
15. Explain and Complete HR Information Forms: <i>Declaration for Federal Employment (OF 306)</i> <i>Ethnicity and Race Identification (SF 181)</i> <i>Self Identification of Disability (SF 256)</i> <i>Designation of Beneficiary/Unpaid Compensation</i> <i>Statement of Prior Federal Service (SF 144)</i>				
16. Explain Key HR Policies: <i>Equal Employment Opportunity (EEO) (sign form)</i> <i>Piercing/Tattoo Policy</i> <i>Nepotism Policy</i> <i>Cell phone Policy</i> <i>Standards of Conduct</i> <i>Alcohol Policy</i>				
17. Drug Testing/Slides (Sign General Notice/Random Notice)				
18. Explained Employee Assistance Program (EAP)				
19. Employment Verification (I-9)				
20. Watched DVD- Navy Fleet & Family Readiness New Employee Orientation				
21. Appointment Affidavits (SF-61)				

BENEFITS

(Regular Full/Part-Time Employees)

22. Explain Health Benefits Plans (Medical, Dental, Stand-Alone Dental and Flexible Spending Accounts)
23. Explain Life Insurance Plan (Basic, Optional, Spouse & Dependant) and Long Term Disability Plan
24. Explain Wells Fargo 401 (k) Savings and Investment Plan or TSP (1-year interchange agreement)
25. Explain NAF Retirement Pension Plan or FERS Retirement Plan (APF) (1-year interchange agreement)

26. Reviewed and Completed Benefits Forms

<i>Group Benefits Enrollment (GIP-2)</i>	<i>Retirement Plan (RP-2)</i>
<i>Medical/Dental Enrollment Form (Aetna)</i>	<i>Flexible Spending Account (N9)</i>
<i>Life/Disability Enrollment Form (MetLife)</i>	

I have received instructions in the above subjects and feel I have a good understanding of the policies and regulations pertaining to me.

Items above have been covered with employee individually.

Signature of Employee

Date

Signature of HR Representative

Date