



MSA New Staff Orientation

HR

New Hire Forms

- Basic Employee Information form
- Payroll tax (I-9, W-4, M-4)
- Direct deposit
- Health insurance
- Guardian Life insurance/Dental
- 401(k)

Other

- Employee handbook (Personnel Employee Status Policy & Benefits Outline) form
- Reimbursement procedure
- Timesheet
- T-pass

Administrative

Office tour

- Door codes
- Building key card
- Using the copier / scanner
- Office supply area / ordering supplies
- Tech cabinet

Tech

- Desk phone and voicemail orientation
- Outlook account setup
- Sharing Outlook calendars
- Salesforce account setup
- MSA website account setup
- Bio and photo for website
- Miscellaneous account login/password info (e.g., Form Assembly, Boston Globe, etc.)
- P drive orientation

Working from home / out of the office

- Accessing email remotely / Outlook app
- Accessing voicemail remotely
- Remote desktop

MSA Info

- Staff orientation PowerPoint
- Meetings with key staff members
- Staff contact list and organizational chart (Lis)
- CNCS / ASC keywords, acronyms, definitions webpage

Role Specific

- Job description
- Webinars

Additional Tasks for Admin Coordinator

- Change call line ID in VoiceEdge portal
- Add staff email to address book in Toshiba copier
- Add bio and photo to website
- Make name title placard for desk
- Order business cards
- Order nametag
- Make mailbox tab
- Update staff contact sheet and organizational chart
 - Upload new files to board portal
- Order building access card