



New Employee Checklist


Things to do before your first day of work...


- COVID-19 Safety:
 - Educate yourself on our [Fall 2022 COVID-19](#) campus policies and drop by Human Resources to show your vaccination card.


- Bring original documents for proof of authorization to work to Human Resources.
 - Saint Mary's new hire forms are [here](#):
<https://www.stmarys-ca.edu/human-resources/first-90-days-at-smc>
 - Please complete your [I-9](#), [W4](#), Direct Deposit and Personal Data forms quickly and email them to hr@stmarys-ca.edu
 - We are located @ 1928 Saint Mary's Road, Filippi Admin Building, Garden Level
Open 9:00 am to 4:00 pm daily (summertime early close on Friday)

- Communicate with your department liaison or supervisor; make sure you understand:
 - Your work hours and location

Things to do in your first week...

- Know how to submit your electronic timecard in GaelXpress 
 - Identify your Timesheet approver, it is likely your direct supervisor
 - Navigate to your electronic timecard in GaelXpress from your [MySMC](#) page
 - Saint Mary's is on a bi-weekly payroll schedule that can be found [here](#) or www.stmarys-ca.edu/payroll/bi-weekley-payroll-schedule
 - If you are an hourly employee, understand overtime policy in your department (all hours over 8 in a day or 40 in a work week are paid at overtime rate)

- Review benefits information on BenefitFocus 
 - Read about your benefits [here](#) or www.stmarys-ca.edu/human-resources/benefits
 - To enroll please go to [MySMC](#) or www.stmarys-ca.edu/mysmc/staff and click on icon
 - Your benefit eligibility begins the first of the month following 30 days from your start date
 - Specific benefits questions can be addressed by Rosa Linda Tejada @ rt5@stmarys-ca.edu
 - You will be invited to a New Employee Benefits Orientation shortly upon hire

- Secure your parking pass through Parking Permit Portal  on MySMC My Apps
 - If you will be working on campus and need to park
 - Parking rates can be found [here](#) or www.stmarys-ca.edu/public-safety

- Request an Employee ID Card:
 - Email a selfie to photoid@stmarys-ca.edu and provide your name and employee ID#
Pick up @ business office in Filippi Administration Building when ready
 - Explore the Campus:
 - Know your food options. Oliver Hall & Cafe Louis hours are [here](#)
<https://saintmarysca.sodexomyway.com/dining-near-me/open-now>
 - Schedule a campus tour [here](#) and visit the Recreation Center
<https://www.stmarys-ca.edu/undergraduate-admissions/visiting-campus>

Nail the Administrative Basics...

- Learn your individual work contact information: Phone extension, Email address, Employee ID
- Understand your vacation, sick and holiday plan and log into MySMC and GaelXpress to see your payroll summary [here](#) or www.stmarys-ca.edu/mysmc/staff
- Know where to find Employee Policy Handbook [here](#)
www.stmarys-ca.edu/human-resources/2015-staff-handbook
- Call IT Services at ext. 4266 or visit the self-service portal to request help setting up your workstation [here](#) or <https://stmarys-ca.teamdynamix.com/TDClient/1997/Portal/Home/>

Training Opportunities...

- Complete your **Sexual Harassment Training** within 90 days of hire
- Attend the **Benefits Overview**; watch for the invite from Benefits Team
- Learn about our Lasallian and Liberal Arts traditions from Francis Sweeney
 - Watch for the invitation to **Working at Saint Mary's College: 101**
- Join one of our monthly **Soup & Substance** "table fellowship" lunches
- Learn about our **Green Dot** Bystander Intervention program
- [Mandatory Training for Temporary Employees](#)