

(Found online at: <https://www.colby.edu/humanresources/onboarding-at-colby/>. See Resources.)

### TO COMPLETE NOW

- Computer.** Follow back with ITS (859-4225) on your computer sync/installation.
- Workday Tasks.** Log into [okta.colby.edu](https://okta.colby.edu) to access Workday and complete any remaining inbox tasks.
- Parking Permit.** Apply for a parking permit at the [Permit Store](#).
- Emergency Contact Information.** 1) Add your emergency contact information in the Colby Emergency Alert System [here](#). 2) Add emergency contact information in Workday by searching for Change My Emergency Contacts task.

### FIRST WEEK

- Payroll Info Session.** Attend a payroll info session (Fri. following orientation) including demonstrations on time entry, time approval, absence requests, tax elections, and/or direct deposit. By calendar invite.
- Event Planning Info Session.** Attend an event planning session (held monthly) that will guide you through the process of booking rooms on campus, ordering catering, and working with different campus partners throughout the planning process. By calendar invite.
- Welcome Letter/Gift.** Visit the Mailroom to pick up your welcome letter and \$25 bookstore gift card.
- Work Space.** Designate your work space (i.e., campus building, room number) in Workday. See instructions [here](#). Used for Colby ID (building access) and directory.

### FIRST 30 DAYS

- Colby Benefits.** If you are in a benefits-eligible position, you have 30 days from your hire date to elect your benefits in Workday. You should have a Workday inbox task to complete. Note: Non benefits-eligible employees will have the option to contribute to voluntary retirement. Contact [benefits@colby.edu](mailto:benefits@colby.edu) with questions.
- ColbyNow Announcements.** Sign up for College general announcements [here](#).
- System Status Updates.** Subscribe to receive timely [system status updates](#) through ITS.
- Colby Email Signature.** Use the [Email Signature Generator](#) to automatically generate a personal, standard Colby email signature.
- Facility Access Card for Spouses/Domestic Partners.** To enable access to the Harold Alfond Athletics and Recreation Center, request a [facility access card](#) for spouses/ domestic partners through the ColbyCard Office in ITS.
- Colby ID.** Add money to your Colby ID, which works as your personal debit card for dining hall, mailroom, and bookstore purchases [here](#).
- Colby Safe and Shuttle Apps.** Download the apps on your mobile device [here](#).

### POST 30 DAYS

- Colby College Museum of Art Introduction.** Join us for a brief, casual introduction to the Colby College Museum of Art to learn more about how the museum is a resource to the College and to those living in the area while spending time in our galleries. By calendar invite.

### RECOMMENDED LEARNING

- Learn Google Apps.** Google offers many apps in its G Suite package. Click any of the products for a more detailed description of their features. You will also find links to tips, cheat sheets, video walk-throughs, and full online courses covering these apps that are included in [Colby's Google Apps](#) package.
- Workday.** Access [Colby Workday Training](#) resources and information for using Colby's Workday system. Workday is Colby's human resources, payroll, and finance/accounting system.

