# **NEW EMPLOYEE ONBOARDING FAQ**

### **🏢 FIRST DAY ESSENTIALS**

**Q: Where do I go on my first day?** A: Report to [Location] at [Time]. Ask for [Contact Person] at reception.

**Q: What should I bring?** A: Government-issued ID, completed I-9 documents, and any signed paperwork from your offer packet.

### **💰 BENEFITS AT A GLANCE**

**Q: When do my benefits start?** A: Benefits begin on [Date]. You have [X] days to enroll.

**Q: How much do benefits cost?** A: See the full breakdown in your Benefits Summary document (link: [URL])

**Q: Who do I contact for benefits questions?** A: Email: [benefits@company.com] or call [phone number]

### **💻 TECHNOLOGY & ACCESS**

**Q: How do I access company systems?** A: Your IT setup appointment is [Date/Time]. All login credentials will be provided then.

**Q: Who helps with technical issues?** A: IT Help Desk: [email] or [phone] or submit a ticket at [URL]

### **💳 PAYROLL & TIME**

**Q: When do I get paid?** A: Paydays are every [frequency] on [day of week]. First paycheck: [date]

**Q: How do I track my time?** A: Use [system name] - training provided during orientation. Login: [URL]

**Q: How do I request time off?** A: Submit requests through [system] at least [X] days in advance. Manager approval required.

### **🎯 POLICIES & PROCEDURES**

**Q: Where can I find the employee handbook?** A: Available on the company intranet: [URL] or request a physical copy from HR.

**Q: What's the dress code?** A: [Brief description]. Full policy in handbook section [X].

**Q: Who is my direct supervisor?** A: [Name], [Title] - [email] - [phone]

### **🆘 NEED HELP?**

**Still have questions after checking this FAQ?**

1. **Check the employee handbook first** (most detailed answers)
2. **Contact your buddy/mentor**: [Name] - [email]
3. **Ask your manager**: [Name] - [email]
4. **HR Contact**: [Name] - [email] - [phone]

### **📱 IMPORTANT LINKS & CONTACTS**

* **Company Intranet**: [URL]
* **Benefits Portal**: [URL]
* **Time Tracking**: [URL]
* **IT Help Desk**: [URL]
* **HR Main Line**: [phone number]
* **Emergency Contact**: [phone number]

**🎉 Welcome to the team! We're excited to have you here.** *Keep this document bookmarked/saved for quick reference during your first few weeks.*