

2016 NEW EMPLOYEE ORIENTATION SUPERVISOR INFORMATION SHEET

New Employee Orientation is held each Monday of pay week. If the Monday falls on a Holiday, Orientation is on Tuesday. Orientation starts **promptly** at **8:15 a.m.** and ends at **3:30 p.m.**; *employees should arrive 5-10 minutes early to sign-in and seat themselves.* From June 27 – the remainder of 2016, Orientation will be held at *****789 N. Water Street – 4th Floor Conference Room** (*Heartland Advisors building*). This is the same building where ERS is located. *****Note:** On October 31, Orientation is being held in City Hall – Room 303.

WHO SHOULD ATTEND ORIENTATION:

- New employees eligible for benefits including *rehires and employees going from non-benefit to benefit.*
- New employees should attend the session closest to on or after their start date, but no later than 30 days from the start date or their health benefits will be affected.
- Employees going from non-benefit to benefit should attend the session closest to on or after they became eligible for benefits, but no later than 30 days from that date or their health benefits will be affected.

HOW TO REGISTER EMPLOYEES:

1. Please use the **Enrollment Form**; e-mail or fax the form (available at <http://mint.milwaukee.gov/NEO>).
2. Submit the completed Enrollment Form as far ahead of the Orientation date as possible, but no later than the Wednesday prior to their Orientation session as **seating is limited**.
3. Please provide each employee with the Employee Information Sheet as soon as they are scheduled, but at least 5 business days prior to their Orientation session.

CITY I.D. PICTURES:

To schedule a new employee for a City ID, managers and supervisors should **E-MAIL** the following information to dpwsecurityrequest@milwaukee.gov.

- employee name (*as it is listed in PeopleSoft*)
- employee 6-digit I.D. number
- job title
- activation date
- access requirements (*if access card not needed please indicate*)

On New Employee Orientation day photos are taken from 3:15 – 3:30 p.m in the Zeidler Municipal Building – Room B-9) unless you make other arrangements on a different date. Employees will need to bring with them a form of photo identification as validation for a new City ID. Any questions about the City identification cards should be directed to the Kathy Thornton at x3408 (e-mail: Kathy.Thornton@milwaukee.gov). Key requests must be accompanied with a completed *Key Request Form* and should be addressed to Matt Mortwedt (*the form is available on the MINT, under "Employee Resources," New Employees, City Photo ID*).

I-9 FORM DHS EMPLOYMENT ELIGIBILITY:

New Employees and Rehires: Employees must complete an I-9 Form **AND** present supporting documents to Room 706 of City Hall, **in person** (*Department of Employee Relations, Room 706*) within the 3rd day of their employment start date as a condition of employment. Call the *Department of Employee Relations* at 286-8085 immediately if you have any questions. http://city.milwaukee.gov/der/DHS_I9

2016 NEW EMPLOYEE ORIENTATION SCHEDULE & FORMS:

You can also download the schedule and forms on the MINT at: <http://mint.milwaukee.gov/NEO>

2016
NEW EMPLOYEE ORIENTATION SCHEDULE
8:15 a.m. – 3:30 p.m. (r. 10.19.16)

Pay Period	DATES	LOCATION (Subject to change!)
PP 02	Monday, January 11, 2016 Canceled due to low enrollment.	ZMB (R102), Fishbowl
PP 03	Monday, January 25, 2016	City Hall, 8 th FL North
PP 04	Monday, February 8, 2016	City Hall, Room 303
PP 05	Monday, February 22, 2016	City Hall, Room 303
PP 06	Monday, March 7, 2016	City Hall, Room 303
PP 07	Monday, March 21, 2016	City Hall, Room 303
PP 08	Monday April 4, 2016	City Hall, Room 303
PP 09	Monday, April 18, 2016	City Hall, Room 303
PP 10	Monday, May 2, 2016	City Hall, Room 303
PP 11	Monday, May 16, 2016	ZMB – Room 102 (<i>Fishbowl</i>)
PP 12	TUESDAY , May 31, 2016	ZMB – Room 102 (<i>Fishbowl</i>)
PP12	Monday, June 6, 2016 (<i>Urban Forestry Specialist Trainees</i>)	5320 W. Vliet Street
PP 13	Monday, June 13, 2016	City Hall, Room 303
PP 14	Monday, June 27, 2016	789 N. Water, 4 th FL, (<i>Heartland Advisors Bldg</i>)
PP 15	Monday, July 11, 2016	789 N. Water, 4 th FL, (<i>Heartland Advisors Bldg</i>)
PP 16	Monday, July 25, 2016	789 N. Water, 4 th FL, (<i>Heartland Advisors Bldg</i>)
PP 17	Monday, August 8, 2016	789 N. Water, 4 th FL, (<i>Heartland Advisors Bldg</i>)
PP 18	Monday, August 22, 1016	789 N. Water, 4 th FL, (<i>Heartland Advisors Bldg</i>)
PP 19	TUESDAY , September 6, 2016	789 N. Water, 4 th FL, (<i>Heartland Advisors Bldg</i>)
PP 20	Monday, September 19, 2016	789 N. Water, 4 th FL, (<i>Heartland Advisors Bldg</i>)
PP 21	Monday, October 3, 2016	789 N. Water, 4 th FL, (<i>Heartland Advisors Bldg</i>)
PP 22	Monday, October 17, 2016	789 N. Water, 4 th FL, (<i>Heartland Advisors Bldg</i>)
PP 23	Monday, October 31, 2016	City Hall, Room 303
PP 24	Monday, November 14, 2016	789 N. Water, 4 th FL, (<i>Heartland Advisors Bldg</i>)
PP 25	Monday, November 28, 2016	789 N. Water, 4 th FL, (<i>Heartland Advisors Bldg</i>)
PP 26	Monday, December 12, 2016	789 N. Water, 4 th FL, (<i>Heartland Advisors Bldg</i>)
PP 27	Tuesday , December 27, 2016	NO ORIENTATION