

NEW EMPLOYEE CHECKLIST

CONGRATULATIONS on your employment with Loudoun County Government! We welcome you to our workforce. There are number of things you are required to do in the upcoming weeks. Below is a checklist to help you keep track of the information, training and policies you must review. Your supervisor may add additional job or department-specific **ACTION ITEMS** to this list.

ACTION ITEM	DATE COMPLETED
<p>Payroll & Tax Forms – Direct deposit of your Loudoun County paycheck is required. You must complete your tax forms and direct deposit authorization via <i>myLoudoun</i> in Oracle Self-Service, which is the County’s on-line centralized portal for employee payroll, benefits and other human resources information. <u>This information must be completed before you can receive your first paycheck.</u></p> <p>Contact your supervisor or your department’s HR liaison for information and instructions on how to log-on. <i>(Please allow 3-5 business days from your 1st day of employment for your record and user account to be established in Oracle/myLoudoun.).</i> Lessons are located here on the Employee Intranet.</p>	
<p>Provide your personal email address and relevant contact information via <i>myLoudoun</i> in Oracle Employee Self-Service under Personal Information to ensure you always have access to your W-2’s and pay slips.</p>	
<p>Review the information on these links: loudoun.gov/employees loudoun.gov/newemployee intranet.loudoun.gov/collectivebargaining intranet.loudoun.gov/telework</p>	
<p>Meet with your supervisor to discuss your role and your responsibilities in your department. You should receive a copy of your Performance Plan/Job Description. Information about the county’s job classification system is located here: intranet.loudoun.gov/classandcomp</p>	
<p>Review County & Department Specific Policies on the Employee Intranet.</p>	
<p>Enroll in Employee Benefits for which you are eligible. Go to <i>myLoudoun</i> Portal <i>(Refer to the Benefits Enrollment Checklist for more information and deadlines.)</i></p>	
<p>Register for Employee Alert System intranet.loudoun.gov/alerts</p>	
<p>Complete online learning courses required of new employees, in the within 90 days.</p>	

ACTION ITEMS IN MY DEPARTMENT	DATE COMPLETED

ACTION ITEMS FROM MY SUPERVISOR:	DATE COMPLETED

NOTES: