



Amherst College

OFFICE OF HUMAN RESOURCES

New Employee Checklist

OnBoarding

- Enter Personal Information
- Edit Government IDs
- Complete Form I-9
- **Meet with HR** within your first three days
- Complete Federal Tax Withholding
- Complete State Tax Withholding
- Manage Payment Elections (Direct Deposit)
- Casual Agreement (Casual Staff only)

Benefits

Meet with Philip Chapman-Bell, Benefits Specialist
(pcchapmanbell@amherst.edu or 413-542-5403)

Identification Card

An I.D. card will be requested after your meeting with the HR representative and completion of your Onboarding WorkDay Tasks.

Required Training

- **Title IX and Bystander Training**

email the Title IX office, crtixoffice@amherst.edu

- **Employee Sexual Respect Training:**

Register using this link: <https://www.amherst.edu/mm/653907>

- **Security Awareness Program**

an invitation will be sent by IT via email

- **Compliance and Ethics Training**

Register using this link: https://docs.google.com/forms/d/e/1FAIpQLSc4VGZW_Zkm-nH0qZT2Epjy_pFxtxrTdsrvvgBo7iY2ztWspsg/viewform

- **Environmental and Health Safety training**

email ehs@amherst.edu or visit this link <https://amherst.traincaster.com/app/Login.pm>

Other

- **Parking Sticker**

Please direct questions to
HR@amherst.edu or call (413) 542-2372

Misc.

Tasks may vary depending on whether you are a casual non-benefited, or a regular benefited employee.

Words in **BLUE are clickable hyperlinks