

	LOM 6.2 Before the New Employee Arrives	
	Document #: 7409	Page 1 of 2
	Revision #: 2	Issued Date: 11/05/2018
	Document Manager: Jeffrey Nye	Approved By: Jeffrey Nye

6.2 Before the New Employee Arrives

- Mail a “**Welcome Kit**” to the employee’s home address at least one week before their start date. The kit should include:
 - A Congratulatory/Confirmation letter
 - Parking information
 - Map of work location
 - City map if they are relocating
 - Dress code information
 - Work schedule
- See 6.3 Welcoming the New Employee for example letters
- Notify relevant managers and coworkers of new employee’s arrival (e-mail, Intranet, memo, staff meeting etc.)
- Notify the Executive Secretary to the Division Commander of the new employee’s start date
- Notify the relevant Technical Leader(s) of the new employee’s start date
- Prepare new employee’s work area with standard office supplies (pens, paper, desk calendar, stapler, etc.)
- Contact the appropriate people to (also see “Department Contacts” below):
 - Set up their telephone
 - Set up computer access/email
 - Order access badges, keys or other security clearance
 - Coordinate appropriate first week assignment where possible
 - Contact the applicable Local Onboarding Coordinator to assign an “Onboarding Mentor” to the new employee

6.2.1 Department Contacts

- Schedule a meeting with/HRD liaison, usually the 3rd day of the pay period for explanation of benefits
- MSP photo ID - The completed BID-013 and submitted from the Official Forms page on the MSP Intranet or contact the MSP Photo ID Unit at - 517-420-1610
 - the employee can request that a digital copy of this photograph be emailed to them if desired
- For employees of the Lansing Laboratory - DTMB Picture Access ID Card - Downtown Lansing, John A. Hannah Building, 608 W. Allegan St., Form DTMB 624.or the State Operations Center . Use DTMB Form 624. For the Lansing Forensic Laboratory, the Laboratory Director or their designee must authorize the form.
- Wireless phone devices, if applicable -- MSP-Phones@michigan.gov or 517-284-3001, Form ADM-088
- Network access and email account – MSP-SystemSupportUnit@michigan.gov
- Forensic Advantage configuration – www.fsdapps.org - Form FS-052 – Include the exam(s) the employee is authorized to perform, and the storage areas they need access to.
- Access to Qualtrax (<https://msp.qualtraxcloud.com>) – Mr. Jeffrey Nye at NyeJ1@michigan.gov

	LOM 6.2 Before the New Employee Arrives	
	<i>Document #: 7409</i>	<i>Page 2 of 2</i>
	<i>Revision #: 2</i>	<i>Issued Date: 11/05/2018</i>
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- Access to the FSD document management site (<http://www.mspsttbureau.org>) – Wayne Williams 517-242-2778. Supervisors should send Wayne Williams an email – WilliamsW6@michigan.gov - with the new employee's lab/unit assignment (FS-052) and their e-mail address. He will send the employee a temporary password with a link to the site and instructions on how to change their password.