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Welcome Checklist for New Employees

I. Purpose:

Provides an orientation and checklist to the Tropical Western Pacific Program Office for new employees.

II. Cautions and Hazards:

- None.

III. Requirements:

- None.

IV. Procedure:

A. On your first day at TWPPO:

1. Provide information to Sharon.
 - Home phone number
 - Address
 - Birth date (mm/dd)
 - Emergency contact name(s) and number(s)
 - Class schedule/normal TWP work schedule
2. Need to get:
 - TWPPO key for inside and outside doors to Buildings 80, 81, 82 from Kathy Gomez, Division Property Office Rep, 667-7675
 - Smart card – complete the form found at this web address:
<http://www.enterprise.lanl.gov/forms/ICNpkg.pdf>
 - Email account from Lynn McDonald, EES Computer Support, 667-1582
 - Badge Personnel will provide you with the paperwork on your 1st day (remember to always wear your badge when on LANL property)
3. Read background TWP materials.
 - Site Science Mission Plan
 - Organizational Chart

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- EES-8 Roster
- 4. Familiarize yourself with Division/Group information.
 - Division: EES (Earth & Environmental Sciences) – 7-3644 (phone), 7-3494 (fax)
 - Division Director: C. Wes Myers
 - Division Deputy Director: Ken Eggert
 - Division Secretaries: Debbie Pirkl, Janice Gorman, Rhonda Dixon
 - Group: EES-8 (Atmospheric Science) – 7-0975 (phone), 5-3415 (fax)
 - Group Leader: Howard Hanson
 - Deputy Group Leader: TBD
 - Group Secretaries: Yolanda Martinez and Debbie Pacheco
 - TWPPO (Tropical Western Pacific Program Office) – 7-1186 (phone), 7-9122 (fax)
 - Project Manager: William (Bill) Clements
 - Deputy Project Manager: Larry Jones

B. General Office Responsibilities and Protocol

1. Opening Office
 - Each individual is responsible for making sure our facility is opened at the beginning of each work day, refer to *PRO(TWPPO)-034.000, Opening TWP Office.*
2. Closing Office
 - Each individual is responsible for making sure our facility is secure at the end of each day, refer to *PRO(TWPPO)-035.000, Closing TWP Office.*
3. TWP Office Etiquette
 - Do not disturb anyone in their office if they:
 - a) Have a visitor
 - b) Have their door closed
 - c) If they ask specifically not to be disturbed
 - d) If they are in a meeting
 - e) If they are on the phone

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- There are exceptions to this rule:
 - a) If a spouse, significant other, or child is calling
 - b) If they are expecting a specific phone call
 - c) If it is an international call
 - d) If it is an emergency
 - Remember to always knock first:
 - a) If you are unsure of whether to interrupt or not, don't hesitate to ask someone (preferably Sharon or Steff).
Note: Even though TWPPO has a comfortable casual atmosphere, there are always people coming in and out of our building and we need to remember to always be professional.
4. TWP Phone Etiquette
- Refer to *PRO(TWPPO)-036.000, Answering TWPPO Phone & Taking Messages.*
5. Tracking and Reporting Your Time
- Hours: LANL Co-op & UGS students can work 40 hours per week during the summer and 20 hours per week after school resumes.
 - Overtime: If you need to work overtime, you must get approval from Steff Coonley or Bill Clements. You are in charge of keeping track of your own time.
 - Timesheet: You will receive a timesheet in your mail box on Tuesday. Timesheets are due by noon on Thursday. Please plan to fill out your time sheet early in the week if you think you may be out of the office or in late on Thursday. Make a copy of your timesheet for TWPPO files and put the original in the EES-8 Group Office Out Box.
 - If you have questions, see Sharon.
6. Late, Absent, Vacation and Schedule Changes:
- Absent: Call in as soon as you can if you will be more than ½ hour late or absent. If you know of any future absences, list them on your bi-weekly report and verify it with Sharon.
 - Leave Early: If you plan to leave early for the day, let Sharon know as soon as you can. This will help other TWPPO members delegate their tasks for that day. If Sharon is not available, talk to Steff Coonely or Bill Clements.

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- Vacations or Schedule Changes should be reported to Steff Coonely or Sharon Smith as soon as possible and should also be included on the calendar on your bi-weekly report.
7. Checking Fax for Incoming Faxes
 - It is IMPERATIVE that incoming foreign faxes be delivered to the recipient immediately.
 - TWPPO receives foreign faxes throughout the day. Take time to look for these periodically during the day.
 - Refer to *PRO(TWPPO)-???.???, Checking & Distributing Incoming Foreign and Domestic Faxes.*
 8. Checking Student Task List
 - Your tasks will be listed in the Student Task List file. This can be found in the TWP server folder, click on TWPPO Admin folder the TWPPO Task list folder and then open the Student Task List. You should check this when you first come in and periodically throughout the day. Make sure to close the folder when you are done. Once you have completed the task listed, move it over to completed tasks. This will communicate to the assignor of the of the task that it has been done.
 9. Checking Your “In” Box
 - Always check your “in” box when you come in and periodically throughout the day.
 10. Keeping in Touch With Student Programs
 - Special Programs Contacts: Melissa Velarde and Sheryl Tafoya, 667-3212
 - Reapply once a year, deadline is April 1 for transcripts and online application (see #6).
 - Refer to the HR web site (see #6) for Check Out procedures when leaving for college.
 - Rules vary for Co-ops and UGS’s or GRA’s (see attachment).
 - It is your responsibility to meet these deadlines and provide necessary paperwork each year.
 - Refer to the HR website at <http://www.hr.lanl.gov/Students/> for student policy and procedures.

C. Training

1. Mandatory Training

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- GET Training (you will get direction on this in your training packet sent in the mail from New Hires and Terminations).
2. Recommended Training
 - First Aid and CPR
 - Franklin Quest (Time Management System)
 - Office Training
 - Computer Training
 - Refer to HR Training and Development web address at <http://www.hr.lanl.gov/html/training>
 - TWPPO supports any training/classes in which you have an interest that will benefit your team performance. Talk to Sharon when you find a class in which you are interested in.
 3. Quality vs. Quantity
 - It is always better to do a high quality job than to do a bunch of things quickly just to meet schedules. Long after the job is completed, no one will remember if it was done on time, but the quality of the work will forever be apparent.

V. References:

1. Sharon Smith.

V. Attachments:

Attachments will be given to the new employee when he/she arrives

1. Acronym List
2. High School Cooperative (HS Co-op) Program Information or Graduate Research (GRA) Program Information
3. Student Programs Advisory Committee Information
4. Student Eligibility Requirements and Salary Structure
5. TWPPO Group List
6. TWP Pager List
7. TWP Personnel List
8. EES-8 Roster
9. TWPPO Charge Codes
10. TWPPO Mailing/Shipping Address
11. Useful Services and Where to Get Them
12. TWP Email List
13. TWPPO POC List
14. ARM/TWP Organizational Charts

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15. Site Science Mission Plan
16. TWP Fact Sheets