



INFORMATION FOR YOUR FIRST DAY

BELOW IS ADDITIONAL INFORMATION ABOUT YOUR FIRST DAY AND NEW EMPLOYEE ORIENTATION (NEO). PLEASE REFER TO YOUR HRA WITH ADDITIONAL QUESTIONS OR CONCERNS.

❖ **What type of attire is appropriate?**

ORNL does not have a formal dress code. However, business casual is preferred. Work with your manager as to what is appropriate after the conclusion of New Employee Orientation (NEO).

❖ **What do you need to know about Security at ORNL?**

All new employees receive a badge, proximity card and a dosimeter (if needed for your work area). These are handled during NEO.

Badges/Building Access: You will be issued a temporary badge on your first day, and asked to return to the visitor center at a later date to finalize the badging process. Your badge must be displayed above the waist on outer clothing at all times while on campus. Do not wear your badge offsite or use it for identification purposes outside of DOE facilities. Prox card readers allow building access. They are generally located to the left of most onsite entrances. Do not allow a fellow employee or visitor to use your badge nor allow him/her building access.

❖ **Do you need to bring lunch?**

Lunch is provided on your first day. To accommodate various dietary needs, gift cards to the ORNL Cafeteria are distributed during NEO. The cafeteria offers a salad bar, daily soup selections, blue plate specials, a deli/sandwich station, as well as various entrees and dessert options.

❖ **What do I need for payroll and new hire forms?**

Payroll – Please bring a voided check in order to enroll in direct deposit. If you are relocating, a local account is not necessary to enroll. If you would like to transfer banks, there is a full service credit union onsite.

Ask your HRA for further details.

If paid weekly, your first direct deposit will be issued on the Thursday following your first full week of work, and each corresponding week after. If paid monthly, you will also follow a designated Pay Schedule and be paid once a month, which typically falls on the third Thursday.

Please reference your Pay Schedule for holiday week variances.

I-9 Documentation – In order to complete your I-9 Employment Eligibility form, be prepared to present unexpired documents (such as your passport, Driver's License, etc.), in addition to your social security card. If you cannot locate your SS card, talk to your HRA, as you will need to apply for a new card prior to your start date.

❖ **How and when do you enroll in benefits?**

Please review your benefit options before your start date. If you need assistance, refer to your HRA. While you have 30 days to electronically enroll and forward any necessary documentation to the Benefits Service Center, the time passes quickly. If you miss the 30-day window, you will be required to wait until the next open enrollment period.