

ON-BOARDING 101

WELCOME TO THE WISCONSIN DNR

DNR On-Boarding is the process of ensuring all new employees have what they need (paperwork, passwords, badges...) and a basic understanding of DNR business processes to perform successfully on day 1. It is attended by all new DNR employees.



Start time: 8:00 am (plan to arrive 15 minutes early)

End time: LTE: 1:30 , FTE: 3:30

Location: 101 South Webster, Madison WI 53703 (between Main and Doty)

If you run into problems en route, please call: 608-264-8551

WHAT TO BRING

Make sure you bring:

W-4

WT-4

I-9 documents

Electronic deposit

Veterans form

AGENDA

Topics we will cover:

- * Information Technology
- * Hiring Paperwork
- * Employee Assistance Program
- * DNR Policies, Work Rules & Manual Codes
- * Payroll & Finance
- * Basic Safety Training
- * Fleet

OTHER THINGS YOU MAY WANT TO KNOW

LUNCH

Lunch is on your own. You will receive 45 minutes. There are a variety of food options including restaurants and food carts within walking distance.

DIRECTIONS & PARKING

101 South Webster, Madison WI 53703 (entrance is on Webster)

Closest lots: Government East (Wilson and Pinckney), Brayton Lot (Butler and Main), Capitol Square North Garage (Webster and Mifflin)

Parking will be reimbursed if Central Office (Madison) is not your assigned work station.