

WELCOME WEEK

FACILITIES MANAGEMENT TRAINING ROOM
FACULTY ADMIN

MONDAY 9AM – 5PM	TUESDAY Regular Work Schedule/Shift	WEDNESDAY Regular Work Schedule/Shift	THURSDAY Regular Work Schedule/Shift	FRIDAY Regular Work Schedule/Shift
NEW HIRE ORIENTATION WITH F&CO HR 9–10AM New Employee Orientation 10 – 10:15AM Uniforms/Boots (Warehouse) 10:15 – 10:30AM BREAK 10:30 – 10:45AM Meet & Greet with F&CO Leadership 10:45 – 11:15AM MasonLEAPS Training Sessions Overview 11:15 – 11:45AM Safety Overview with Campus Police 11:45AM – 12:15PM BOXED LUNCH 12:15 – 2PM Campus & F&CO Complex Tour • I-9 • Headshots • ID Badge • Location Assignments 2 – 2:30PM F&CO Engagement Programming Welcome Week Review Workspace Walk-Through 2:30 – 5PM SETTLE IN / SOLO TIME	START OF SHIFT SUPERVISOR / SOLO TIME 1 – 2PM Computer & iPhone Set Up with FITS Equipment Demos with FITS • Computer/ iPhone Tutorials Platform training with FITS • Teams / Vonage • Trimble (as needed) 2 – 2:30PM Outlook Demo with Comms Stay Connected with Comms 2:30 – END OF SHIFT SUPERVISOR / SOLO TIME	NEW HIRE ORIENTATION WITH F&CO HR 9 – 9:45AM Customer Service Overview • Work Order Demo • Asset Essentials Tutorial • Fuel Card Overview (as needed) 9:45AM – 12PM Goals Performance Evaluations • 3 Month/6 Month/ 11 Month Progress Reviews Email & AI Tips Workplace Conduct • Policies & Guidelines • Performance Evaluations • Best Practices Time & Attendance • Patriot Web Demo • Timesheet Submissions • Requesting Leave • Leave Benefits / Balance Staying Connected with F&CO HR • How to make an appointment Benefits Prep with F&CO HR Welcome Week Closeout • Ensure that they’ve visited Central HR on or before their first day of work to complete important new hire paperwork: ◦ 1-9 ◦ State & Federal tax forms ◦ Direct deposit information Welcome Week Survey 12PM – END OF SHIFT SUPERVISOR / SOLO TIME	REPORT TO SUPERVISOR	START OF SHIFT SUPERVISOR / SOLO TIME ORIENTATION: INTRO TO GEORGE MASON FACULTY ADMIN STAFF 1ST FRIDAY OF THE MONTH 9:30AM – 12:00PM Hosted by Central HR In-Person Virtual Option for Remote Employees Merten Hall, Room 2001 F&CO CHECK-IN NEWLY HIRED SUPERVISORS ONLY F&CO HR Suite / Virtual 1 – 2PM Time & Attendance • Patriot Web Demo Performance Engagement Portal Leadership & Development programs Teams Tutorial F&CO HR DROP-IN ALL NEW HIRES 2 – 2:30PM Have questions or comments? Stop by the office or drop-in virtually using this QR Code 2:30PM – END OF SHIFT SUPERVISOR / SOLO TIME