**Email template - Onboarding Coordinator to New Employee – 2nd contact**

*Purpose: Welcome the new employee and give more information about what is needed prior to the employee starting*

*Timing: This can be sent with the official appointment letter or after the appointment letter has been sent; preferably 1-2 weeks prior to the start date.*

<Name>,

The following information will help you transition to your new position on <date> with the <Unit Name>.

When & Where to go on your first day: Plan to arrive at <location address and room number> at <time>, where you will meet with <name of person of first contact>.

Transportation: A variety of transportation options (parking, vanpools, bus, biking, etc.) are available to UW employees through Transportation Services at <http://transportation.wisc.edu/>.

Work Authorization Documentation (I-9): On your first day, please remember to bring your identification to verify your eligibility for employment. While there are several choices of identification options, the most common that are seen are either a passport OR a driver’s license AND social security card. Forms must be current and valid.

Staff Benefits Summary: As a member of the <Academic/University/Limited> staff, your position is eligible for benefits at UW. Benefit information is available at <http://www.uwsa.edu/ohrwd/benefits/summaries/>. Please note that many benefit plans (including health insurance) have a 30-day enrollment period. If you have questions about benefits prior to your first day with us, please contact <name & contact information>.

Want to learn more? More information on transportation, benefits, payroll, new employee action items, and resources can be found on the CALS Human Resources new employee webpage here: <https://hr.cals.wisc.edu/new-employee-welcome/>!

What to expect: Your first week with us will involve discussing expectations with your supervisor, meeting with your peer partner <add other items, such as: meeting many of your co-workers, getting settled into your work area (office), orientation to the <name of department>, orientation to the benefits package at UW, and begin training for your new job.>

If you have any questions prior to your start date, please do not hesitate to contact me at <contact information>.

We look forward to you joining us on <start date>!

Sincerely,

< Onboarding Coordinator>

Cc: <Supervisor>