

Virtual Steps for VIMS Faculty and Staff Check-in

*The Faculty and Staff check-in process is to be completed entirely online using DocuSign.
(A DocuSign account is not needed.)*

Check-in Steps to take PRIOR to starting DocuSign Check-in Form:

Contact your specific Department or Unit Financial Officer/Business Manager. They should provide you with your Supervisor and Department Head contact information, office and mailbox location, phone extension number, and unit-specific briefings. (If you are in Fisheries Science, contact Supervisor for mailbox location.)

- a) Advancement – Lynn Swiger. lswiger@vims.edu (804) 684-7354
- b) Aquaculture Breeding Center – Karen Hargrave. khargrave@vims.edu. (804) 684-7344
- c) CBNERR – Sally Wood. slawrence@vims.edu (804) 684-7135
- d) CCRM – Dawn Fleming. dawnf@vims.edu (804) 684-7380
- e) Coastal & Ocean Processes – Cynthia Harris. harris@vims.edu (804) 684-7268
- f) Eastern Shore Lab (ESL) – Hollis Parks. hfparks@vims.edu (757) 787-5816
- g) Ecosystem Health – Dawn Fleming. dawnf@vims.edu (804) 684-7380
- h) Facilities – Cindy Hornsby. cindy@vims.edu (804) 684-7090
- i) Marine Advisory Program - Karen Hargrave. khargrave@vims.edu. (804) 684-7344
- j) Marine Operations/Vessels - Terri Major. tcmajor@vims.edu (804) 684-7056
- k) Natural Resources – Karen Hargrave. khargrave@vims.edu. (804) 684-7344
- l) Virginia Sea Grant – Stacy Keating. ssteating@vims.edu (804) 684-7335

After you have received the information needed, initiate the DocuSign form using ONE of these links:

U. S. Citizen / NOT International: <https://wmdocusign.wm.edu/url/go/vimsfacstaffcheck>

Non U.S. Citizen: <https://wmdocusign.wm.edu/url/go/vimsfacstaffcheckintl>

***You will need to sign-in with your W&M email and password.**

On the PowerForm Signer Information page, enter your information AND the correct names and email addresses for your Dept/Unit Financial Officer/Business Manager, Supervisor, and Dept Chair. Click “Begin Signing” to access the form. When you have finished filling in your personal information, click the FINISH button and the form will be routed automatically to the other individuals on the form.

The following departments will contact you once the form reaches them, or when it has been completed:

- 1) ITNS / Chris Palmer – You will receive a separate DocuSign document link to your W&M email that will assign your VIMS email and password.
- 2) Safety Office AND Workers’ Compensation / Eric Fidler – To schedule Safety Orientation and determine if First Aid/CPR training is needed. Receive a Workers’ Compensation briefing.
- 3) Library / Kathleen McCallister – To provide information on connecting to library resources and procedures.
- 4) Communications & Marketing / Rebecca Latourell - To provide information about website development, social media, graphic design, and multimedia and print services offered.
- 5) Facilities Management / Cindy Hornsby - Briefing on pool vehicle usage, maintenance contact information and procedures for obtaining necessary keys and card access to buildings.
- 6) Non-US Citizen form only: International Students, Scholars and Programs – Enter an email here ONLY if this applies to you. (Otherwise leave this email blank.) Mona Starman, 757 221-3301, mstarman@wm.edu. For back-up, use: globe@wm.edu

After all of the steps above have been completed, and all parties have signed-off on the form, you will receive a completed copy of the form for your records.