

Virginia Institute of Marine Science - Faculty and Staff Check In Form

This sheet must be signed by each person listed below and returned to the VIMS Mail Room to properly complete the Check In process of your employment.

Banner ID		Date	
Title		Position #	
Last Name	First Name	Middle	Suffix
Spouses Name		Home Phone	
Office Phone		Cell Phone	
Home Mailing Address			
e-mail		VIMS Mail Location	
Department		Supervisor	

1) Safety Office, Clayton Annex, Tom Grose 684-7322, safety@vims.edu	Date	Signature
2) Workers' Compensation Representative Watermen's Hall, Rm. 229 Libby MacDonald 684-7201 ehmacd@vims.edu	Date	Signature
3) Information Technology and Networking Services, Davis Hall, Room 113 Chris Palmer 684-7072, palmercd@vims.edu	Date	Signature
4) Library, Watermen's Hall, 1 st Floor, Carol Coughlin 684-7114, coughlin@vims.edu	Date	Signature
5) News & Media, Davis Hall, Room 126F Dave Malmquist 684-7011, davem@vims.edu	Date	Signature
6) Facilities Management, Customer Service Center, Rm.207A, Cindy Hornsby, 684-7090, cindy@vims.edu	Date	Signature
7) International Students, Scholars, and Programs. Reeves Center. Steve Sechrist, 757-221-3437 sjsech@wm.edu (if applicable)	Date	Signature
8) Department Finance/Business Manager	Date	Signature
9) Supervisor	Date	Signature
10) Department Chair	Date	Signature

I have read, understand and completed all check in requirements.

11) Employee	Date	Signature
12) Receptionist, Watermens Hall Lobby Louise Lawson, 684-7001, llawson@vims.edu	Date	Signature
13) Shipping/Receiving/Mailroom, Joy Klein 684-7032, joyklein@vims.edu (Form is maintained in Shipping/Receiving)	Date	Signature

This completed Check-in Form must be returned to the VIMS Shipping/Receiving/Mailroom.

Safety Office	Schedule orientation and determine the need for First Aid/CPR training.
Workers' Compensation Representative	Receive workers' compensation briefing.
Information Technology and Networking Services	Establish VIMS user ID to access network services and email account. Receive briefing on use of electronic communications.
Library	To enable early registration for accessing on line services.
News & Media	To learn about design, multimedia and print services offered.
Facilities Management	Briefing on pool vehicle usage, maintenance contact information and procedures for obtaining necessary keys.
International Students, Scholars, and Programs	Only applies to international students.
Department Business Mgr	Provide department procedures
Supervisor's Signature	Provide complete orientation as outlined in the Orientation Checklist for VIMS
Department Chair Signature	Verifies all Check-in Procedures have been met.
Employee Signature	Completed all Check In requirements
Receptionist	Obtains your address information for the directories and provides guidance on parking regulations.
Mailroom and Shipping/Receiving	Briefing on procedures for sending and receiving non-United States Post Office letters and packages as well as contact for Surplus and unwanted equipment. Provide work location for mail. (Maintains Form)