

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, Facilities Management Building, Room(s) 121/124					
Tom Grose, 684-7322, safety@vims.edu				Date	Signature
2) Workers' Compensation Representative, Libby MacDonald					
Watermen's Hall, D/D Office Room 231, 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, 1st 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, Facilities Management Building, Room 207A					
Cindy Hornsby, 684-7090, cindy@vims.edu				Date	Signature
7) International Students, Scholars, and Programs; Reeves Center					
Verdiana Fontana , 757 221-1279 vfontana@wm.edu or as back-up Emily Bailey, 757 221-3567 ehbailey@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, Watermen's Hall Lobby, Louise Lawson					
684-7001, llawson@vims.edu				Date	Signature
13) Property/Central Receiving/Mailroom, Facilities Management Building,					
Room(s) 102 / 105, Joy Klein, 684-7032, joyklein@vims.edu				Date	Signature

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

January 2020

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)