

## **Employee Orientation Resource Links**

Utilize this companion to locate additional information and resources shared with you in your day one Employee Orientation session with human resources. The slide number column coincides with the deck you'll receive after attending orientation.

Slide	Topic Title (hyperlinked)	QR Code	Where to Find on EmployeeNet
#	Topic Trac (nypermixeu)	QII COUC	there to find on <u>Employeertes</u>
5	City of Madison Mission, Vision, Values, and Service Promise Video		Utilize the hyperlinked title to navigate to the MediaSite video
	From Values to Action Activity		EmployeeNet > Policies & Procedures > Employee Onboarding for Supervisors > Other Resources
6	Racial Equity and Social Justice at the <u>City Video</u>		Utilize the hyperlinked title to navigate to the MediaSite video
9	Mayoral Administrative Procedure  Memoranda (APM's)		EmployeeNet > Policies & Procedures > APMs & Work Rules > APMs
10	Employee Assistance Program		EmployeeNet > Agencies > Employee Assistance Program
11	City of Madison Employee Perks		EmployeeNet > Pay & Benefits > Employee Perks & Discounts
	Multicultural Affairs Committee (MAC)		EmployeeNet > Toolkit > Committees & User Groups > MAC
	Women's Initiative Committee (WIC)		EmployeeNet > Toolkit > Committees & User Groups > WIC

Slide #	Topic Title	QR Code	Where to Find on EmployeeNet
11	Affinity and Identity-Based Groups		EmployeeNet > Toolkit > Committees & User Groups > City Employee User Groups > Affinity Groups
	Human Resources – Organizational  Development Trainings		EmployeeNet > Professional Development > Organizational Development > Upcoming Courses
23 - 27	Pay & Benefits Information		EmployeeNet > Pay & Benefits
28 - 54	Health, Dental, and Vision Insurance Information		EmployeeNet > Agencies > Human Resources > Benefits Tab
23 - 54	Benefits Information  Extended Library of Benefits Information		EmployeeNet > Agencies > Human Resources > Benefits Tab

## **Return Mandatory Paperwork and Completed Benefit Forms to HR**

- In Person at MMB Suite 261 (215 Martin Luther King Jr. Blvd, Madison, WI 53703)
- Via Inter-D Mail
- Email at <u>benefits@cityofmadison.com</u> (type "#secure" in the subject line of the email message sent from City email account)

## **Questions**

If you have questions, reach out to Denise Nettum or Katarina Klafka in Human Resources at 608-266-4615 or <a href="mailto:benefits@cityofmadison.com">benefits@cityofmadison.com</a>

