

Report to Work Instructions

You will report to the Visitor's Center (Main Entrance) at 7:30 a.m. New Employee Orientation will begin at 8:00 a.m. The objective for this all-day session will include a review of the mission, culture, values and the overall impact staff has on the success of ORNL. You will become familiar with various Laboratory policies, benefits, and resources to begin the integration process towards a rewarding tenure. During orientation, you will also complete staffing and payroll forms. **Be sure to bring the necessary documentation from the list below with you:**

- **Proof of identity and employment eligibility.** The U.S. Department of Justice requires all new employees to complete an I-9 Form, Employment Eligibility Verification, to establish both identity and employment eligibility. **Refer to the I-9 Form's list of documents to select the ones you wish to provide.**
- **A voided check** to complete the payroll direct deposit process.
- **Completed Benefits Checklist form.** Also, the social security numbers for you, your spouse, and your dependents and the name of your family physician (if you have one) to complete the Benefits enrollment forms.
- **Social Security card.**

Again, WELCOME to ORNL!