

SC Workers' Compensation Commission

Orientation Checklist

Welcome	Administrative Policies and Procedures Manual
Introduction to Co-Workers	Fire Drills and Emergency Procedures
Time and Attendance	Parking
Work schedule	Review Position
Breaks and Lunches	Review Position Description
Reporting Absences	Discuss EPMS Procedures
MySCEmployee	Probationary or Trial Status
Phone System	Promotions
Telephone Etiquette	Pay Increases
Personal Calls / Visitors	
Orientation to Work / Office Function	Recruitment and Selection
Department Name	Vacancy Announcements
Employee's Workstation	Benefits
Agency Organizational Chart	Retirement
Department Organizational Chart	Prior State Service
Department Function / Agency's Mission	State Group Insurance
Roles of Other Employees within the Department	Health, Dental, Vision, etc.
Office Supplies	Optional Payroll Deductions / Insurance
Agency / Personal Mail	Equal Employment Opportunity
Employee Questions and Suggestions	Grievance and Appeals Procedures
Operation of Office Equipment	
Pay Roll Information	
Pay Bands	
Pay Periods and Pay Dates	
Distribution of Checks	
Automatic Deposit	
Coffee Fund	

The above items were discussed with me by _____
and I was given the opportunity to ask questions in order to understand them.

Employee Signature

Date

Last 4 digits of SSN