

Your Guide to Williams College!



We would like to welcome you to the Williams Community. Williams is dedicated to building a diverse and inclusive community in which members of all backgrounds can live, learn, and thrive.

Table of Contents

Human Resources Staff..... 3

Before Your First Day 6

 New Hire Form 6

 Activate Williams Email Account..... 6

 Log into Human Resources Self Service 6

Your First Week..... 7

 Attend *Ephs*entials orientation..... 7

 What to Bring To *Ephs*entials Orientation..... 7

 Williams ID Card 8

 Tax Withholding 8

 Time Reporting..... 8

 Meet with OIT for a technology orientation..... 8

 Hours and Office Practices 9

 What to Work On..... 9

Your First Month 10

 Enroll in Benefits 10

 The Organizational Chart 10

 Take a Tour of the Campus 10

Your Second to Sixth Month 11

 Attend a Staff Development Workshop..... 11

 Programming and Benefits 11

 Performance Development..... 11

 Professional Development..... 11

 Tuition Reimbursement 11

 Reduced Fees and Auditing Williams Course(s) 11

 Organizational Development 12

 Coaching..... 12

 Create a Learning Plan 12

 Get Connected 12

 Six Month Review..... 12

Checklist Summary..... 13

Human Resources Staff

Welcome to Williams! We are glad to welcome you to the Williams community, and are here to help you with your transition. Below are our names, contact information and areas of expertise.

Director of Human Resources

- Leads HR staff in serving the Williams community.
- Responsible for policy development, strategic planning, legal compliance, staffing management, HR forecasting, employee relations, compensation, and organization and program development

Richard Duncan (rrd5@williams.edu) ext.3716

Human Resources Coordinator

- Supports HR Director with calendaring and scheduling, monitoring department financials, preparing departmental correspondence and special projects.
- Coordinates HR initiatives including Appreciation Day, staff development programs, and administrative vacation tracking support.
- Provides campus support for general HR inquiries and employee concerns.

Yolanda Galbreath (ytg1@williams.edu) ext.2681

Human Resources Assistant

- HR Reception – provides assistance to all visitors, students, faculty, staff, and retirees.
- Responds to applicant inquiries.
- Processes new hire I-9 forms and facilitates temporary employee new hire orientation.
- Provides benefits support especially related to FMLA processing and retirement health plans.

Kris Maloney (kmaloney@williams.edu) ext.4478

Benefits Administrator

- Complete suite of benefits plan administration, including review and implementation of new initiatives.
- Leads Wellness initiatives and programming. Certified Workplace Wellness Program Manager.
- Employee benefit counseling, including new hire orientation and retirement planning.

Megan Childers (mab7@williams.edu) ext.4355

Benefits Specialist

- Oversees employee benefits and new hire orientations.
- Leave administration and support, including FMLA compliance and tracking.

Christa Waryas (caw3@williams.edu) ext.4479

Payroll Systems Manager

- Manages all facets of payroll and tax processing for faculty, staff and students.
- Provides payroll reporting as needed and assists with pay, policy and procedure related questions.
- Works closely with the Budget Director while maintaining operational budget oversight.

Carol Rand (cbr4@williams.edu) ext. 4162

Payroll Specialist

- Process the biweekly student payroll.
- Assist the Payroll Systems Manager in processing the biweekly staff payroll.
- Provide campus support for general payroll questions.

Simone Anderson (sma1@williams.edu) ext. 3032

HRIS Manager

- Ensures data integrity of applicant, faculty, staff, retiree, and student employee information in Human Resources Self Service HRMS.
- Leads functional enhancement projects and process improvement initiatives, focusing on gaining efficiencies, data quality, and more consistent business processes.
- Creates ad-hoc and periodic reports and data analysis for HR and administrative offices.

Deb Stawarz (dstawarz@williams.edu) ext. 2682

HRIS Specialist

- Ensures data integrity of applicant, faculty, staff, retiree, and student employee information in Human Resources Self Service HRMS.
- Develops and documents consistent and appropriate data maintenance procedures.
- Conducts Employee and Manager Self-Service training and administrative user training.

Danielle Gonzalez (dg3@williams.edu) ext.3129

Deputy Director of Human Resources

- Leads staff recruitment processes and student employment.
- Responsible for employee relations, policy questions, workplace concerns, compliance efforts and employment reporting.
- Coordinates departmental communications efforts including web maintenance and announcements.

Tapi Nhundu (tn6@williams.edu) ext.4247

Employment Specialist

- Assists with recruitment and staff employment process, and supports department and managers with their staffing needs.
- Responds to applicant inquiries.
- Facilitates new hire orientation.

Janine Burt (jmb9@williams.edu) ext. 4568

Manager, Student Employment

- Connects supervisors and students for on-campus employment opportunities. Counsels supervisors and students on employment issues and concerns.
- Trains and supports supervisors with hiring, paying, and managing their student employees through Human Resources Self Service as well as posting and managing positions on [Handshake](#).
- Assists with summer employment operations.

Cecilia Hirsch (chirsch@williams.edu) ext. 4587

Manager, Spouse Partner Resources

- Addresses career and relocation needs of college spouses/partners essential to continued investment in college community.
- Provides career counseling and practical assistance for all areas of job-search process, including resume and cover letter writing, interview preparation, and employer research.
- Manages Professional Development Fund.

Kevin Thomas (krt4@williams.edu) ext. 3542

Learning and Development Manager

- Provides training programming for the staff community, including both campus-wide and custom trainings for specific departments. Provides individual career coaching and assistance with achieving learning and development goals.
- Provides support and consultation on training related to performance development, Title IX, and other programs as required.
- Partners with external consultants to offer organizational development consulting, mediation, and executive coaching services.

Before Your First Day

New Hire Form

If you haven't already done so, complete the new hire form. This form will assist human resources, benefits and OIT in preparing for your arrival. The information you provide will help assist in the creation of your network/email access and benefits portal.

Activate Your Williams Email Account

To activate your email account, you must have received your 'Log into Williams' email with your Williams "W" number, email address and secret phrase. This will be available within 30 days of your start date.

Call the Office for Information Technology Help Desk at 413-597-4090, Monday through Friday, 8:30 a.m. – 4:30 p.m. They will verify your identity, provide you with a temporary password, and help you create a permanent password.

Once activated, you may use your email address from anywhere in the world where you have an internet connection via the web-based client at [Williams Email](#).

Log into Human Resources Self Service

Human Resources Self Service allows you to view and maintain your personal information and emergency contacts. Most importantly, it is where you will complete payroll tax and direct deposit information, report your time worked and/or time taken off, as well as view your paycheck and total benefits statement. To log in to Human Resources Self Service, you must first have activated your Williams email address.

1. Log in to your email at <https://email.williams.edu>
2. You will see an email with the subject "Welcome to Williams." This email includes your User ID and a question response that you can use to reset your password, as well as these instructions.
3. Go to: <https://ephr.williams.edu/psp/hrprd/?cmd=login>
4. Click "Forgot My Password."
5. Your user ID and question response are contained in the "Welcome to Williams" email you received.
6. On the next screen, enter your user ID and click "Continue."
7. On the next screen, you will be asked for your "secret phrase."
8. Enter the question response from the "Welcome to Williams" email and click "email new password." A temporary password will be generated and emailed to you.
9. Return to: <https://ephr.williams.edu/psp/hrprd/?cmd=login> and log in using your user ID and temporary password.
10. On the resulting screen, press "Click here to change your password."
11. Enter your temporary password as the current password, and a password of your choosing for "new password." Your new password must be at least 8 characters in length and contain at least 1 numeric digit. It should be easy for you to memorize but very difficult for anyone else to guess.

You will receive confirmation that your password has been successfully changed.

Your First Week

Attend Ephsentials orientation

Ephsentials orientation is held each Monday at 1:00 pm in HR.

Ephsentials orientation typically lasts about two hours. The presentation will cover:

- Introduction to [college policies](#)
- Payroll procedures
- Employee benefits
- Campus community essentials

If you're unable to attend your Ephsentials orientation as scheduled, please contact the human resources coordinator as soon as possible at 413.597.3716 or hr@williams.edu.

What to Bring To Ephsentials Orientation

During Ephsentials orientation, you will need the following information/items:

- "W" number, Williams email address and password
 - You will need this information to log into Human Resources Self Service and set up your health benefits.
- Acceptable forms of identification
 - The list of acceptable forms of identification can be found on the I-9 form at [USCIS Acceptable Documents](#). Original valid documents are required, photocopies are not acceptable. Federal law states Form I-9 must be completed prior to but no later than an employee's first day of work. You will not be permitted to work until the proper forms have been presented to and examined by the College.
- Bank routing and account number (Note: the bank need not be a local bank.)
 - The College encourages faculty and staff to set up direct deposit and to opt out of printing whenever possible, as an important part of our commitment to sustainability. Employees may have their net pay deposited automatically each payday into a single or multiple accounts in the same or different financial institutions.
 - [Self-Service Direct Deposit Instructions](#)
- Marriage Certificate, Spouse date of birth (DoB) and social security number (SSN), Dependents DoB and SSN
 - You will need this information to sign-up your spouse and/or dependents for health benefits
- Car registration
 - To obtain a parking sticker, go to Campus Safety and Security in the basement of Hopkins Hall, 880 Main Street, Monday – Friday, 9:00 a.m. – 4:00 p.m. You will need the make, model, and license plate numbers of your vehicle/s. Note: Parking stickers are free to Williams staff.

Williams ID Card

The ID card allows employees access to various buildings as appropriate, borrowing privileges in the libraries, and access to athletic and cultural events on campus. Employee spouses and dependent children are also eligible to receive an ID at a cost of \$15. There is a \$15 fee to replace a card. Unmarried partners who relocate to Williamstown with a faculty or administrative staff member are eligible for a library card, and an athletic pass.

Tax Withholding

All employees are subject to Federal income tax withholding, Massachusetts income tax withholding, and Social Security (FICA) tax withholding. Federal and Massachusetts income tax is withheld from your wages based on marital status and the number of allowances claimed on the forms. You may also specify that an additional dollar amount to be withheld or indicate that you are exempt from withholding.

To select your withholdings from year to year, sign in to [Human Resources Self Service Human Resources System](#) and in the top menu under Self Service, click Payroll and Compensation.

- Federal (W-4) Tax Information: The Form W-4 allows an employee to specify the number of exemptions, and, optionally, an additional amount to be withheld from his/her paycheck for Federal Income Tax. For assistance, use the [IRS Withholding Calculator](#).
- Massachusetts (M-4) Tax Withholding: The Form M-4 allows an employee to specify the number of exemptions and, optionally, an additional amount to be withheld from his/her paycheck for Massachusetts State Tax. For assistance, use the [W-4 Withholding Calculator](#).

Time Reporting

Both hourly and salaried staff should familiarize themselves with time reporting.

Hourly staff, please view this brief [instructional video](#) on how to complete timesheets. NOTE: If you are in a job where you use the web clock instead of entering hours per day on a timesheet, please see your supervisor for instruction.

Salaried staff, please view this brief [instructional video](#) on how to enter vacation and sick time.

Meet with OIT for a technology orientation

Check in with your supervisor to see whether he/she has scheduled an OIT orientation meeting for you. Typically, these meetings happen on your first day, with a member of the desktop team. They will come to your office to meet with you. If you need to schedule an orientation, call the IT help desk at x4090.

A technology orientation will cover:

- Encryption software set up
- Creating a Windows password and logging in to Windows
- Creating a network login to access the Williams Network, including share drives, network printers, and other resources

Hours and Office Practices

Check with your supervisor regarding standard business hours for your department, as they can vary across campus. Learn departmental procedures for requesting vacation leave, utilizing personal time, and calling in sick, as well as expectations during inclement weather or snow days.

What to Work On

Your desk is organized. You know where the coffee machine is. You've learn most people's names, now what? Talk to you supervisor about current projects and priorities. Who are key people you should meet and why? Review department policies and procedures i.e. standard business hours for your department, these can vary across campus.

Your First Month

Enroll in Benefits

You will enroll in benefits through the bswift benefits portal. Here, you can access important content, including company information, a documents library, benefits and plan information, helpful videos and more. [Click here to go to bswift benefits portal](#)

Log in with your Williams user ID “userid@williams.edu” and password. You must enroll for benefits within 30 days of your date of hire.



The Organizational Chart

The college structure can seem complex. Review the org chart for your department; it's a good tool to help understand the broader campus structure.

Take a Tour of the Campus

You're welcome to take a tour of the campus offered by Admissions. This will also help you to get to know Williams from the point of view of students and prospective students. Campus tours and information sessions typically last about 75 minutes each and begin at the Office of Admission in Weston Hall. [Click here to see the tour schedule.](#)

Your Second to Sixth Month

Attend a Staff Development Workshop

Inspired by Williams' educational mission, the Office of Human Resources helps individuals and groups to thrive and reach their full potential by providing rich learning and development opportunities. In cooperation with subject matter experts from across Williams and our hand-picked external consultants, we provide:

Training – transformational learning experiences that result in:

- Higher performance on the job
- Developing the professional qualities needed for success in any workplace
- Better working relationships
- Stronger management and leadership skills
- Successful career management
- Personal wellness

[Click here to sign up](#) to receive occasional emails about upcoming programs!

Programming and Benefits

Performance Development

Performance Development is an ongoing process that involves both the employee and their supervisor, and one that focuses on the development of the employee as a professional over time. The Performance Development Program provides a structured process, tools, forms, and other resources to facilitate effective communication about performance between supervisors and staff.

Professional Development

The College provides the opportunity for eligible administrative staff to pursue unique opportunities that advance professional development objectives consistent with their position

Tuition Reimbursement

Employees in regular or term, fully benefited positions, who have completed six months of service, are eligible for tuition reimbursement.

Reduced Fees and Auditing Williams Course(s)

Full-time employees of the College and members of their immediate families are eligible to take courses at Williams at a reduced fee. The fee per course is one-third of the tuition cost of the course for a "Special Student" (non-matriculated), or one half of the tuition cost of the course for "Degree Candidates" (matriculated). Employees and their families are also welcome to audit Williams' courses at no cost. Such attendance is generally on a space-available basis with prior approval from the instructor. All inquiries should be directed to the Admission Office.

Organizational Development

Services that help to improve the functioning of an organization, such as:

- strategic planning
- organizational design
- succession planning
- team building activities

Coaching

Coaching helps employees create and follow a personalized plan for their development. To find out more about our offerings, contact [Kevin Thomas, Learning and Development Manager](#).

Create a Learning Plan

As you get to know your new role, you will probably identify areas where you need additional support and training. We recommend that you have an ongoing dialog with your supervisor about your learning needs.

Both the Office of Information Technology and the Human Resources Office are available to help you get the training you need:

- [OIT Workshops and Training](#)
- [Staff Development at Human Resources](#)

Get Connected

Attend HR's Quarterly orientation program called *Get Connected*.

Six Month Review

The six-month mark is a good time to have a more formal check in with your supervisor about how things are going. Many employees, especially high performers, really want to know whether they are meeting their supervisor's expectations.

To learn more about the annual performance development process at Williams, visit [Staff Development/Professional Development](#)

Guide Summary

Before You Start

<input type="checkbox"/>	Complete the New Hire Form (pg. 6)
<input type="checkbox"/>	Activate your Williams E-Mail Account (pg. 6)
<input type="checkbox"/>	Log into Human Resources Self Service (pg. 6)

Your First Week

<input type="checkbox"/>	Attend Ephsentials Orientation (pg. 7)
<input type="checkbox"/>	What to Bring on your First Day (pg. 7)
<input type="checkbox"/>	Williams ID and Parking Sticker/s (Pg. 8)
<input type="checkbox"/>	Tax Withholding (pg. 8)
<input type="checkbox"/>	Time Reporting (pg.8)
<input type="checkbox"/>	Meet with OIT for Technology Orientation (pg. 8)
<input type="checkbox"/>	Hours and Office Practices (pg. 9)
<input type="checkbox"/>	What to Work on (pg. 9)

Your First Month

<input type="checkbox"/>	Enroll for your Benefits (pg. 10)
<input type="checkbox"/>	The Organizational Chart (pg. 10)
<input type="checkbox"/>	Take a Tour of the Campus (pg. 10)

Your Second to Sixth Month

<input type="checkbox"/>	Attend Staff Development Workshop/s (pg. 10)
<input type="checkbox"/>	Programming and Benefits (pg. 10)
<input type="checkbox"/>	Performance Development (pg. 10)
<input type="checkbox"/>	Tuition Reimbursement (pg. 10)
<input type="checkbox"/>	Professional Development (pg. 10)
<input type="checkbox"/>	Reduced Fees/Auditing of Williams Courses (pg. 11)
<input type="checkbox"/>	Organizational Development (pg. 12)
<input type="checkbox"/>	Coaching (pg. 12)
<input type="checkbox"/>	Create a Learning Plan (pg. 12)
<input type="checkbox"/>	Get Connected – Quarterly Orientation (pg. 12)
<input type="checkbox"/>	Six-Month Review (pg. 12)