

New Employee Orientation FAQs

1. Where can I find the first day forms?

Please visit the New Employee Orientation (NEO) website [here](#). All forms due on your first day can be found in the “Due on first day” section.

2. An error message appears when I open the I-9 form.

Please click here for the link to the form I-9. When the “Please wait” message pops up, use the following options to save and open the form:

- If using Microsoft Edge, click the Save Icon (second from the right) in the ribbon at the top of the page, or press Ctrl and S on your keyboard to save the document to your computer, then navigate to the folder you saved the form in and open it.
- If using Google Chrome or Firefox, click the Download icon (second from the right) in the ribbon at the top of the page, or press Ctrl and S on your keyboard to save the document to your computer, then navigate to the folder you saved the form in and open it.
- If using Safari, click the Download icon in the upper right-hand corner of the squared toward the bottom of the page, press Command S on your Mac keyboard to save the document to your computer, then navigate to the folder you saved the form in and open it.

3. What is WSDOT’s Agency Code?

WSDOT’s agency code is 405-0. This code is needed to fill out your Authorization for Direct Deposit form.

4. Should I include my personal or work email address when completing paperwork?

Please use your personal email address so we can include it in the profile we set up in our HR system and to use in case of emergencies.

5. When/how do I get my Employee ID Number?

It may take up to a week for your Employee ID Number to be generated. It cannot be created until we have received your Date of Birth and Social Security Number, and you have been added into our HR system. You may email our team at HRHelp@wsdot.wa.gov and we will send it to you when it has been generated. Some first day forms ask for an Employee ID Number; if yours has not been generated yet, you may leave that field blank and still submit the form.

6. How do I submit my paperwork?

Please submit all paperwork by email to HRHelp@wsdot.wa.gov.

7. When will my first paycheck arrive in the mail?

Your first paycheck should arrive on payday; however, it could arrive a day or two earlier or later. We recommend anticipating it the week of payday.

8. Can I split my direct deposit into separate accounts?

WSDOT does not currently offer this option.

9. Is a medical plan's availability based on the county I live in or work in?

You may choose to enroll in a medical plan available either in the county you live in, or the county your work in.

10. When is PEBB's annual Open Enrollment?

Open enrollment is from November 1st – 30th. During annual open enrollment you can make changes to your medical/dental plans; add/remove dependents; enroll in or waive medical; enroll in Life, AD&D, LTD, FSA, DCAP.

11. Does WSDOT contribute to the Deferred Compensation Program (DCP)?

No, all DCP contributions are funded by the employee.

12. Can I change my DCP contribution at any time?

Yes, you can start, cancel, or adjust your contribution to DCP at any time. You will not be able to make elections within your first 30 days, as DRS will not have you in their system yet. After 30 days you should receive a letter in the mail from DRS, and you can make elections at that time. Please keep in mind that although changes can be made at any time, they take approximately 2 pay periods to take effect.

13. Does Vacation and/or Sick Leave roll over from year to year?

All sick leave rolls over each year with no limit. However, only 240 hours of vacation leave rolls over each year. On your anniversary date, anything over 240 hours of vacation leave will be forfeited.

HELPFUL LINKS

Department of Retirement Systems (DRS)

<https://www.drs.wa.gov/>

DOTTime

[Homescreen \(wfsaas.com\)](https://www.wfsaas.com/)

MyPortal

[Home \(wa.gov\)](https://www.wa.gov/)

MetLife

[WA State Health Care Authority PEBB | MetLife](#)