New Employee Onboarding Checklist

All New Mexico Employees Reporting to Work Onsite

We are excited to have you report to work at Sandia National Laboratories in **Albuquerque, NM**. The New Employee Orientation (NEO) sign-in process is required prior to starting onsite at your work location on your first day. Follow the steps below as you report to work to ensure you are prepared to start employment and begin your new career as a Sandian!

**Sandia COVID-19 Requirements**

* To help ensure a safe workplace, follow Sandia National Laboratories’ requirements for coming onsite for the first time. View the [New Hire COVID-19 Information](https://hr.sandia.gov/new-hire-covid-19-info/) webpage for guidance.  
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**Complete Prior to Your First Day: Pre-Badging Process**

* To accelerate the sign-in process, you are encouraged to collect your Sandia badge the week prior to your start date. Badges are available for pick-up **Wednesday after noon through Friday** from **7:15 am** to **3:00 pm** at the [Innovation Parkway Office Center (IPOC)](https://www.google.com/maps/place/1611+Innovation+Pkwy+SE,+Albuquerque,+NM+87123/@35.0537606,-106.5312608,17z/data=!3m1!4b1!4m5!3m4!1s0x8718a09f5721a7f5:0x5e82632803a204e8!8m2!3d35.0537562!4d-106.5290668), and will be active on your first day. *You may also collect your badge on your start date.* Bring the necessary documents to Obtain your Sandia Badge.

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**Note**: If you have a DOE clearance or are a non-U.S. citizen, you must collect your badge on your start date.

**Obtain Your Sandia Badge**

You will either obtain your badge through our pre-badging process or on your first day. Pre-badging will allow you to report directly to the orientation location on your start date. **Note that you will not be able to enter the Buena Vista building to attend orientation unless you have your Sandia badge.**

* Review [Prepare to Obtain Your Badge](https://hr.sandia.gov/onboarding/new-hires-start-here/pre-employment-process/prepare-to-start/#s5-Prepare-to-obtain-your-badge).
* Bring and present the documents detailed in the [Proof of U.S. Citizenship Requirements](https://hbeupdate.custhelp.com/app/answers/detail/a_id/12602) to obtain your badge, which will provide you with access to Sandia facilities.

**Important**: *Only a State-issued driver’s license or ID cards from* [*REAL ID non-compliant states*](http://www.dhs.gov/current-status-states-territories) *will be accepted to obtain a badge for access to Sandia if accompanied by an alternate form of ID such as a Social Security Card or a Birth Certificate. A State-issued driver’s license or ID card that indicates it is not for Federal purposes will not be accepted to validate identity for access to Sandia if not accompanied by an alternate form of ID such as a Social Security Card or a Birth Certificate.*

**Report to Work**

If you did not pre-badge, you will report at **7:15 am** on your first dayto the **Sandia Badge Office** located in the lobby area of the [Innovation Parkway Office Center (IPOC)](https://www.google.com/maps/place/1611+Innovation+Pkwy+SE,+Albuquerque,+NM+87123/@35.0537606,-106.5312608,17z/data=!3m1!4b1!4m5!3m4!1s0x8718a09f5721a7f5:0x5e82632803a204e8!8m2!3d35.0537562!4d-106.5290668) at **1611 Innovation Parkway SE, Albuquerque, NM 87123.** The Badge Office is adjacent to the lobby upon entry.

* View the [maps and directions](https://hr.sandia.gov/onboarding/new-hires-start-here/pre-employment-process/report-to-work/maps-directions/) as you prepare to report to work.
* Review Sandia’s [controlled and prohibited articles](https://hr.sandia.gov/onboarding/new-hires-start-here/pre-employment-process/report-to-work/controlled-prohibited-articles/) prior to reporting onsite.
* Learn more about [Life in Albuquerque](https://www.sandia.gov/locations/living_albuquerque/index.html) and other Sandia [locations](https://www.sandia.gov/locations/) on the Sandia Careers site.

After completing the badging process, you will report to the lobby of the **Sandia Buena Vista (BV)** building.

**Attend New Employee Orientation (NEO)**

You will check-in to orientation beginning at **8:15 am** with an HR Representative in the lobby of the [Sandia Buena Vista (BV)](https://hbeupdate.custhelp.com/app/answers/detail/a_id/12941) building at **2301 Buena Vista Drive Southeast, Albuquerque, NM 87106** ([parking map](https://hbeupdate.custhelp.com/app/answers/detail/a_id/15613)). You will provide your documentation to verify your employment eligibility and collect your orientation materials.

View the [Sandia HR Website](https://hr.sandia.gov/onboarding/new-hires-start-here/) for more information about [Onboarding](https://sandiahr.custhelp.com/app/answers/detail/a_id/8703) and what to expect as you attend [New Employee Orientation](https://hr.sandia.gov/onboarding/new-hires-start-here/new-employee-orientation/).

The orientation sessions required will include a Sandia overview and learning about Your Sandia Benefits. Review the [New to Sandia](https://hr.sandia.gov/onboarding/new-hires-start-here/) and [New to Benefits](https://hr.sandia.gov/onboarding/new-hires-start-here/new-to-benefits/) information to get started.

You will attend NEO held at **BV Surge100/1602 Auditorium** during the following dates and times:

* New Employee Orientation **Part 1** will be held on your first day from **9:00 am – 3:15 MT** (interns only will attend a briefing until 4:00 pm MT).   
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  *The New Employee IT Support (NEST) Team will be onsite after the orientation session to provide an overview of your authentication credentials, IT support overview, and assist you with connection.*
* Followed by Your Sandia Benefits Session **Part 2** on your second day from **8:00 am – 11:00 am MT**

**Note:** The Benefits session is not required for student interns.

Prior to your start date, you will receive a welcome email sent to your personal and Sandia email addresses with more information and guidance.

**Verify Your Employment Eligibility**

As you enter the Buena Vista location, you will be greeted by HR Staff who will assist and collect your completed Form I-9 document.

* Review [Form I-9 Employment Eligibility Guidance](https://hr.sandia.gov/onboarding/new-hires-start-here/pre-employment-process/report-to-work/employment-eligibility/)
* Bring the **printed and completed** [Form I-9, Employment Eligibility Verification form](https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf) (sign **Page 1**); view the **last page** for the Lists of Acceptable Documents and bring them with you on your first day. *All documents must be current and not expired.*

**Obtain Cyber Access Credentials**

As you receive your orientation materials, an HR representative will provide you with your cyber access credentials (i.e., YubiKey, Kerberos passwords/pin code).

* If you need additional credentials approved by your manager, visit the Password Administration (PWA) Office: IPOC, Rm. C1210, or in Bldg. 880, Rm. D45, available M-F, 7:30 am–12:00 pm and 1:00 pm– 3:00 pm.

**Note:** Very limited cyber access will be available on your first day.

**Collect Your Defense Biometric Identification System (DBIDS)**

On your second day, you may collect your DBIDS pass if you will need access to **Kirtland Air Force Base** to report to your work location.

* Your organization will work with you to submit the necessary paperwork in advance. You may collect your base access pass at the DBIDS Office located at **IPOC/Room 2161** (or at the [KAFB Truman Visitor Center](https://www.google.com/maps/dir/35.1371264,-106.5418752/Kirtland+AFB+Truman+Gate+Pass+Office,+Truman+St+SE,+Albuquerque,+NM+87116/@35.0967428,-106.6008816,13z/data=!3m1!4b1!4m9!4m8!1m1!4e1!1m5!1m1!1s0x87220bae24c4c5ef:0x56fb1bbcdf526df1!2m2!1d-106.589849!2d35.056033)). The DBIDS Office closes at **2:15 pm**.
* Be prepared to present the following documents to receive your DBIDS base access pass:
* ID card
* Current vehicle registration
* Proof of vehicle insurance

**Contact for Questions**

* If you have additional questions you may contact **HR Solutions** at **505-284-4700** or [NEO-Onboarding@sandia.gov](mailto:NEO-Onboarding@sandia.gov).
* If we are experiencing severe weather conditions or a national emergency/disaster exists, call the Sandia Bulletin Board at 505-845-6789 and press 1 for current information about Sandia delays or closures.
* For computing connection support visit [IT Connect](https://inside.sandia.gov/information-technology/it-connect/). The Corporate Computing Help Desk (CCHD) at 505-845-2243 is also available if you need assistance.
* If you need additional cyber access credentials, work with your manager to approve, and place a ticket with CCHD to contact a [**Password Administration**](https://sharepoint.sandia.gov/sites/pwa/SitePages/Home.aspx) **(PWA)** representative.

**Done with this step? Move to the next:** [**Get Started on your First Day**](https://hr.sandia.gov/onboarding/new-hires-start-here/pre-employment-process/get-started-on-your-first-day/)**.**

**Need to go back a step? Head to** [**Report to Work**](https://hr.sandia.gov/onboarding/new-hires-start-here/pre-employment-process/report-to-work/)**.**

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