

Employee Guide - New Hire Checklist

TO COMPLETE YOUR FIRST DAY

☐ **Parking (Houston Only)**

If applicable, the HR Service Center will provide you with either the *Parking Payroll Deduction Form* or *Stipend Acknowledgment Form* in your new hire packet. Please return to amy.lockler@enablemidstream.com.

☐ **Timekeeping**

All employees are responsible for timely and accurate time reporting using HR Now. The type of time records that employees must maintain will depend on whether the company has deemed the employee exempt or non-exempt. Employees will be informed of their classification at the time of hire or upon a subsequent change in classification. Please confirm your classification with your supervisor to ensure accurate time reporting.

Required training relevant to your role in the system has been added to your My Learning Assignments tile in the Learning Management System (LMS). Additionally, links to all available training are located on the [Payroll & Timekeeping](#) page on the Hub.

If you have any questions about the HR Now Timekeeping system, please contact your supervisor or group timekeeper. Additionally, you may contact Taylor or Katy in the HR Service Center at 844-OUR-HR4U (844-687-4748) or HR@enablemidstream.com.

☐ **Flexible Work Option**

We have several Flexible Work Options (FWO) available to our employees. If you are interested in participating in a FWO, please review the [FWO Policy](#) and obtain your supervisor's approval.

Note: FLSA Exempt Employees Only – exempt employees who begin work on week 2 of a pay period shall be limited to working a regular 8 x 5 schedule for the first week. With supervisory approval, exempt employees may begin working a Flexible Work Option (FWO) on the Monday before payday.

☐ **Office Supplies**

If you need any additional office supplies, please let your manager or area administrator know. They will be glad to assist you in obtaining the needed supplies.

Need help?

ET Help Desk
1-844-639-2670
helpdesk@enablemidstream.com

HR Service Center
1-844-687-4748
HR@enablemidstream.com

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TO COMPLETE YOUR FIRST WEEK

- ☐ **Payroll:** [Direct Deposit Form](#)
- ☐ **Tax Withholdings:** [Federal W-4](#)
State: [Oklahoma W-4](#) [Arkansas W-4](#) [Missouri W-4](#) [Louisiana W-4](#)
- ☐ **Learning Management System (LMS):** Policy Acknowledgements / Training Required
- ☐ **Benefits:** Enroll within 31 days of hire at www.enablemidstreambenefits.com
- ☐ **401k:** Register 401k and if applicable, HSA at www.netbenefits.com
- ☐ **Purchase Card:** With supervisor approval, please complete the [Purchase Card \(P-Card\) Request](#). You will also need to sign the [Cardholder Agreement](#) in your new hire paperwork.
- ☐ **Cell Phone Stipend Agreement:** With Supervisor approval, please sign and return the [Cell Phone Stipend Agreement](#) cell phone stipend agreement to your Supervisor. Once approved, send the completed form to hr@enablemidstream.com
- ☐ **Business Cards:** With supervisor approval, please visit our company store, www.enablemidstreamstore.com, to order business cards.

Helpful Informational Items

- [ADP Mobile App Instructions](#)
- [Enable Contact Information Sheet](#)
- [2019 Payroll Calendar](#)