

The Ultimate Target New Hire FAQ

Disclaimer: *This list is compiled from publicly available information and common onboarding topics. Specific internal policies, especially regarding store operations, may vary. New hires should always confirm details with their direct leader or HR team member.*

Part 1: Before Your First Day (Pre-Onboarding)

- **Q: I've accepted my offer. What happens next?**
 - A: You will receive emails with links to complete your new hire paperwork in Workday. This includes tax forms (W-4), direct deposit information, and other legal documents. Please complete these promptly.
- **Q: What is a background check, and how long does it take?**
 - A: As part of the hiring process, Target conducts a background check to ensure a safe environment. The process typically takes 3-7 business days, but can sometimes take longer. You will be contacted if any additional information is needed.
- **Q: What documents do I need for my I-9 verification?**
 - A: You will need to present original, unexpired documents to verify your identity and employment eligibility. Common documents include a U.S. Passport, OR a combination of a Driver's License and Social Security Card/Birth Certificate. You will receive a full list of acceptable documents.
- **Q: When will I get my official start date and schedule?**
 - A: Your official start date will be in your offer letter. Your specific schedule for the first week will be communicated by your hiring manager or HR contact a few days before you begin.

Part 2: Your First Day & First Week

- **Q: What should I wear on my first day?**
 - A: The dress code depends on your role.
 - **For Store Team Members:** A solid red top is typically required, paired with khaki or blue denim pants/shorts/skirts. Closed-toe shoes are mandatory for safety.
 - **For Corporate/HQ Roles:** The dress code is typically business casual.

- *Always confirm specific dress code expectations with your leader before your first day.*
- **Q: Where do I go and who do I ask for on my first day?**
 - A: Your leader or HR contact will provide specific instructions. Typically, you will report to Guest Services (in a store) or the front desk/reception (at a corporate office) and ask for your hiring manager.
- **Q: What should I bring with me on day one?**
 - A: Bring your I-9 verification documents, any requested new hire paperwork, and details for setting up direct deposit (bank routing and account number). It's also a good idea to bring a notebook and pen.
- **Q: What is "Target Welcome" / Orientation?**
 - A: Orientation is your formal introduction to Target's culture, values, strategy, and safety protocols. You'll learn about your role, meet key team members, and complete necessary training modules.
- **Q: How do I get my employee ID/badge and system logins?**
 - A: You will be issued an employee number and a temporary password during your first day or orientation. Your leader will guide you on getting your physical ID badge and logging into essential systems like Workday, your email, and timeclock systems.

Part 3: Getting Paid

- **Q: When is payday? What is the pay cycle?**
 - A: Target typically pays team members on a bi-weekly (every two weeks) schedule. Ask your HR representative for the specific pay period calendar.
- **Q: How do I set up or change my direct deposit?**
 - A: You can set up and manage your direct deposit information through the "Pay" application in your employee Workday profile.
- **Q: How can I view my pay stubs (payslips)?**
 - A: Your pay stubs are available to view and download 24/7 within your Workday profile under the "Pay" section.
- **Q: Who do I talk to if I think my paycheck is wrong?**
 - A: Your first point of contact should be your direct leader. If they cannot resolve it, they will connect you with the appropriate HR or Payroll representative.

- **Q: What is the policy on overtime? (For non-exempt/hourly roles)**

- A: All overtime must be approved in advance by your leader. Overtime pay is calculated in accordance with federal and state laws, typically at 1.5 times your regular hourly rate for hours worked over 40 in a workweek.

Part 4: Benefits & Perks

- **Q: When does my benefits eligibility begin?**

- A: Eligibility for benefits like medical and dental insurance typically begins after a set waiting period (e.g., after 30-90 days of employment). You will receive detailed information and enrollment deadlines in your new hire packet.

- **Q: How do I enroll in benefits?**

- A: Enrollment is done online through a benefits portal, which you can access via your Workday profile. You must enroll during your initial enrollment period, otherwise you must wait for the annual Open Enrollment period, unless you have a qualifying life event (like marriage or birth of a child).

- **Q: How do I use my team member discount?**

- A: You will receive a Team Member Discount Card. You can also link your discount to your Target Circle account in the Target App for easy use in-store and online.

- **Q: How does paid sick time and vacation work?**

- A: You accrue sick and vacation time based on hours worked and length of service. Your accrued balances can be viewed in Workday. Policies for using and requesting time off will be explained by your leader.

- **Q: Does Target have a 401(k) plan?**

- A: Yes, Target offers a 401(k) retirement plan with a company match. You will receive information on eligibility and enrollment as part of your benefits package. Target will match 100% of your contributions, up to 5% of your pay.

Part 5: On-the-Job & Daily Life

- **Q: How does scheduling work for hourly roles?**

- A: Schedules are typically posted two weeks in advance. You can view your schedule and request time off or shift changes through an online scheduling system (often MyTime for Target).

- **Q: What is the attendance policy? How do I call out if I am sick?**
 - A: Punctuality and regular attendance are expected. Each store/facility has a specific call-out procedure. You must call the store/your leader a designated amount of time *before* your shift starts. A "No Call, No Show" is a serious violation. The specifics of the attendance policy (e.g., point system) will be covered in orientation.
- **Q: What are the policies for breaks and lunches?**
 - A: Break policies are governed by state law and Target policy. Typically, you receive one or two paid 15-minute breaks and one unpaid 30- or 60-minute meal break, depending on the length of your shift. You must clock out for your unpaid meal break.
- **Q: Where can I park? Is there a break room?**
 - A: Your leader will show you the designated team member parking areas, entrances, and the location of the break room, lockers, and restrooms.
- **Q: How do performance reviews work?**
 - A: Target has a culture of ongoing feedback. You will have regular check-ins with your leader to discuss performance and goals. Formal reviews are typically conducted on an annual basis.
- **Q: How do I get help with IT issues (computer, login, etc.)?**
 - A: Target has an internal IT Help Desk (often called the Client Support Center) that you can contact for any technical issues. Contact information will be provided during your orientation.