



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## What to expect when you arrive

### Onboarding documents

New seasonal employees should arrive between 8:30 am and 5:00 pm from Monday to Friday. Please do not arrive before your arrival date, as your room may not be ready. Please report to the HR office located on the lower level of the Administration Building. During your hiring process, you received instructions on completing your paperwork documents through Paycom; it will help if you download the Paycom app to your phone. It is your responsibility to complete your checklist prior to your arrival at the HR office.

Upon arrival, you will be given a room assignment and directions to staff housing. You will complete a Room Condition Form on your arrival day to record the condition of the room and its contents.

### I-9 Documents

During your hiring process, you received instructions on which forms of IDs are appropriate to use with your I-9 document. Those forms of ID must be provided at the time of your check-in with the Human Resources Office. They MUST be original, valid, and unexpired. Failure to produce these documents will result in rescinding your employment offer.

By clicking on the following link, you will be able to see in more detail the documents accepted. <https://cutt.ly/QVWxALk>

### ID Badge

Once your identity documents have been verified and we confirm that you have completed all the onboarding documents on Paycom you will receive your YMCA ID badge, including your photo, name, state, or department you serve.

All staff members must wear their ID badges while on duty or while eating in the dining areas.

## **Cellphone and Wi-Fi realities**

We encourage you to keep in touch with your friends and loved ones!

### **Wi-Fi**

- The YMCA has open and free Wi-Fi in all our buildings, including staff housing (YMCA Guest).
- Wi-Fi speed is good enough for video calls and most common uses; at night, the internet speed may be slowed down.
- Inappropriate uses of the internet connection are not allowed. Please refer to our Communications Systems Policy in your Employee Handbook.
- We do have computers you can use for free in the HR lobby and the Library. You are encouraged to bring your own electronic device (laptop, tablet, phone, etc.)

### **Phone**

- Staff dormitories have phone lines; they are only for local and toll-free phone calls.
- International calls cannot be made from YMCA lines.

### **Mail**

You can receive mail and packages (including online shopping) using these addresses:

#### **USPS:**

**YOUR FULL NAME**  
**Snow Mountain Ranch**  
**PO Box 2270**  
**Granby, Colorado, 80446**

#### **UPS / FEDEX:**

**YOUR FULL NAME**  
**Snow Mountain Ranch**  
**1101 Co Rd 53**  
**Granby, Colorado, 80446**