



My Employee Orientation Contacts

This table provides a quick reference guide showing your contact information. If any of the information is missing, please contact your sponsor, supervisor, or Employee Orientation Manager (EOM) for assistance. Note to EOM, the WorkforceTransformation Tracking Systems (WTTS) will automate completion of this table. In the interim please complete the table and provide it to your new employee by their first duty day.

Contact	Name	Organization	Mail Code	eMail	Office Phone	Fax	Bldg/ Office
New Employee Information							
My Sponsor							
1st Level Supervisor/ Group Lead							
2nd level Supervisor							
3rd Level Supervisor							
Administrative Assist.							
Staffing Specialist							
Benefits Contact							
Relocation Contact (if applicable)							
Organizational Safety Representative							
Employee Orientation Manager							