Welcome Aboard, _____!

We're excited to have you join our team!

We understand the first week can be overwhelming, so please use this packet as a guide!

What's Included:

- ➢ Password Sheet – Your manager also has a copy.
- ➢ First Week Checklist
- ➢ General Things to Know

Your manager is _____.

New Hire Orientation: _____

- ➢ We have New Hire Orientation every other Wednesday at 12pm. You can expect Orientation to last 1 hour and lunch is provided.
- ➢ If Wednesday is your off day, please talk to your manager about swapping your off day that week.

If you have any questions, please reach out to your manager, designated Employee Relations Coordinator, or Ashley Grigsby (HR Specialist). They will be happy to help!

- ➢ **Cullman:** Hattie Lee/ Hattie.Lee@longlewis.net
- ➢ **Hoover, Alabaster, & Calera:** Megan Moran/ Megan.Moran@longlewis.net
- ➢ **North Alabama:** Micah Hinton/ Micah.Hinton@longlewis.net
- ➢ **O&A:** Ashley Spalding/ Ashley.Spalding@longlewis.net
- ➢ **Prattville:** Alicia Carter/ Alicia.Carter@longlewis.net

Once again, Welcome to the team! 😊

<u>New Hire Checklist</u>

Unsure what to do? Let's start here!

- **Set-up Your Desk**
  - Get with your manager or Employee Relations Coordinator if you're missing equipment or supplies.
- **Login to all Programs**
  - Most passwords expire within 24-48 hours. If you need any passwords reset, reach out to AG.Passwordhelp@longlewis.net.
  - Set-up UKG Apps on Phone **
  - Set-up Email on Phone **
- **Read Over "Welcome Aboard" Email from Ashley Grigsby**
  - Includes: List of HR Contacts and other important information
- **Set-up Email Signature ****
- **Set-up Phone & Voicemail ****
  - If your desk phone isn't showing your extension. Please fill out a Wildix Support Form located on the Help Desk.
    - Include the last 4 of the MAC number (click checkmark on desk phone)
  - https://longlewisauto.com/phone-wildix-support/
- **Tour the Building with Employee Relations Coordinator**
- **Bookmark the Help Desk**
  - https://longlewisauto.com/help/
- **Order Business Cards (If Applicable) – Found on Help Desk**
  - https://longlewisauto.com/businesscards/
- **Send Picture to Maggie Martin for New Hire Section of the Newsletter**
  - Email: Maggie.Martin@longlewis.net

<u>Notes</u>

** Anything noted with an asterisk will be sent to you in a Welcome Team email from Ashley Grigsby.

General Things to Know

The Farm/Remote Desktop System – This tool allows you to login your desktop from any Long-Lewis Computer.

Courses/Certifications – You will have required training based on your job role. It is important to monitor you email for all training communications.

- ➢ **UKG Pro Learning:** Long-Lewis Policies and Procedures
- ➢ **VeraSuite/KPA:** Safety & Environmental and Privacy & Safeguard Training
- ➢ **Ford & Lincoln University:** Product Knowledge

Wildix – Auto Group Phone System

- ➢ **How to Set-up Wildix on Mobile Phone**
    1) Download Wildix Collaboration Mobile

    2) Login Using Information on Password Sheet
        a. Username is your extension.
        b. Domain: longlewis.wildixin.com
    3) Set-up Wildix Profile Picture
        a. Setting > Icon Beside Name

- ➢ **Set-up Speed Dials on Desk Phone**
    1) Open Wildix in Web Browser – www.longlewis.wildixin.com
    2) Settings > FN Keys

- ➢ **Search for an Extension in Wildix**

    In the top left-hand corner, type first/last name or position.