

Virtual Steps for VIMS Faculty and Staff Check-in

*The Faculty and Staff check-in process is to be completed entirely online using DocuSign.
(A DocuSign account is not needed.)*

Information that will be needed to complete this form:

Your supervisor will need to provide you with the following information before you initiate this form:

- Your position number
- Your office phone number
- Your office location (building and room number)
- Your mail location (if different than office location)
- The name of the Section/Center/Unit your position is housed within
- The name and email address of your Section Chair/Center Director/Unit Director
- The name and email address of your Section/Center/Unit Financial Officer/Business Manager

You will also need the following information to complete this form:

- Your W&M Banner ID number
- Your W&M email address
- The name and phone number for an emergency contact
- Your supervisor's name and email address

Once you have the information needed, initiate the DocuSign form using ONE of these links:

U. S. Citizen / **NOT International:** <https://wmdocusign.wm.edu/url/go/vimsfacstaffcheck>

Non U.S. Citizen: <https://wmdocusign.wm.edu/url/go/vimsfacstaffcheckintl>

***You will need to sign-in with your W&M email and password.**

On the PowerForm Signer Information page, enter your information **AND** the correct names and email addresses for your Financial Officer/Business Manager, Supervisor, and Section Chair/Center Director/Unit Director. Click "Begin Signing" to access the form. Fill in the information requested on the form and click the "FINISH" button. The form will be routed automatically for signatures. You will receive a copy of the form via email once all signatures have been completed.

The following units will contact you once the form reaches them for signature or when it has been completed:

- 1) ITNS/Chris Palmer – You will receive a separate DocuSign document link to your W&M email that will assign your VIMS email and password.
- 2) Safety Office/Eric Fidler – To schedule Safety Orientation and assess additional training needs and requirements.
- 3) Communications & Marketing/Rebecca Latourell - To provide information about website development, social media, graphic design, and multimedia and print services offered.
- 4) Non-US Citizen form only: Mona Starman from William & Mary's Reves Center for International Studies will contact you to set up a time for International Scholar Orientation (this information may be provided before your start date, the Reves Center will not sign off on your form until you have attended the orientation session).