

New Employee Orientation FAQs

1. Where can I find the required new employee forms?

Please visit the [New Employee Orientation \(NEO\) website](#). All forms due on your first day can be found in the “Due on first day” section.

2. How do I submit my paperwork?

Please submit all paperwork by email to HRHelp@wsdot.wa.gov.

3. I am a rehire or an agency transfer, do I need to complete all of the first day paperwork?

Yes, all employees must complete all paperwork listed in the “Due on first day” section of the New Employee Orientation (NEO) website.

4. What is WSDOT’s Agency Code?

WSDOT’s agency code is 405-0. This code is needed to fill out your Authorization for Direct Deposit form.

5. Should I include my personal or work email address when completing paperwork?

Please use your personal email address so we can include it in the profile we set up in our HR system and to use in case of emergencies.

6. When/how do I get my Employee ID Number?

It may take up to a week for your Employee ID Number to be generated. It cannot be created until we have received your Date of Birth and Social Security Number, and you have been added into our HR system. You may email our team at HRHelp@wsdot.wa.gov and we will send it to you when it has been generated. Some first day forms ask for an Employee ID Number; if yours has not been generated yet, you may leave that field blank and still submit the form.

7. When will my first paycheck arrive in the mail?

Your first paycheck should arrive on payday; however, it could arrive day or two earlier or later. We recommend anticipating it the entire week of payday.

8. Can I split my direct deposit into separate accounts?

WA State Agencies do not have the ability to split your direct deposit into two different accounts. However, certain credit unions do contract with WSDOT to set up a recurring deduction into a credit union account. Please reach out to HQ Payroll at WSDOTHQPayroll@wsdot.wa.gov or 360-705-7562 to inquire about this option.

9. What happens if I don’t enroll in healthcare benefits and/or retirement by the deadline?

Failure to complete your healthcare enrollments timely will result in default enrollments as follows: Uniform Medical Plan Classic, Uniform Dental Plan, basic life, basic AD&D insurance, 60% Employee-Paid LTD plan, dependents will not be enrolled, and a \$25 per account monthly tobacco use premium surcharge will be incurred (WAC 182-08-197 (1)(b)). Forms must be submitted even if you are choosing to waive medical coverage.

Failure to complete your retirement enrollments timely will result in a default enrollment into PERS Plan 2.

10. When is PEBB's annual Open Enrollment?

Open enrollment is from October 28th through November 25th. During annual open enrollment you can make changes to your medical/dental plans; add/remove dependents; enroll in or waive medical; enroll in Life, AD&D, LTD, FSA, and/or DCAP.

11. What is the difference between the Health Savings Account (HSA) and the Flexible Spending Arrangement (FSA)?

Both the [HSA](#) and [FSA](#) are pre-tax medical expense accounts that you can use to pay for qualifying medical expenses. You must enroll in a Consumer-Directed Health Plan (CDHP) in order to enroll in an HSA. The HSA is funded by monthly employer contributions and optional pre-tax employee contributions. The FSA is fully funded by monthly pre-tax employee contributions; the employer does not contribute to this account. To continue your FSA, you must reenroll in the plan each year during open enrollment. The HSA does not require reenrollment each plan year as long as you are enrolled in a CDHP medical plan.

12. If I was previously enrolled in a DRS PERS Plan, do I have to reenroll in the same plan or can I choose a different one?

You are required to enroll in the same DRS PERS Plan that you previously held. If you were previously enrolled in PERS Plan 3, you must reselect your contribution rate and investment program within your first 90 days of hire. If a selection is not made by the deadline, you will be defaulted into the 5% contribution rate and the SELF investment program.

13. What is the Deferred Compensation Program (DCP) automatic enrollment?

All new employees are automatically enrolled in DCP at a 3% contribution rate. Approximately 30 days after your hire date, you will receive a mailed DCP notification letter from the Department of Retirement Systems (DRS) with instructions on how you can opt out of this optional program within 30 days of the date on the notification letter.

14. Does WSDOT contribute to DCP?

No, all DCP contributions are funded by the employee.

15. Can I change my DCP contribution at any time?

Yes, you can start, cancel, or adjust your contribution to DCP at any time. You will not be able to make elections within your first 30 days, as DRS will not have you in their system yet. After 30 days you should receive a letter in the mail from DRS, and you can make elections at that time. Please keep in mind that although changes can be made at any time, they take approximately 2 pay periods to take effect.

16. Does Vacation and/or Sick Leave roll over from year to year?

All sick leave rolls over each year with no limit. However, only 280 hours of vacation leave rolls over each year. On your anniversary date, anything over 280 hours of vacation leave will be forfeited.

17. If I have previously worked for a WA State Agency, will my leave balances transfer?

If you did not have a break in service from your previous agency, your leave balances will transfer over within a few weeks and be visible in your DOTtime. If you do not see your leave balances updated within a month of your hire with WSDOT, reach out to HQ Payroll at WSDOTHQPayroll@wsdot.wa.gov. If you did have a break in service, your vacation leave would have been cashed out and there will be no vacation balance to transfer. If you are returning to state service within 5 years, your sick leave will be reinstated.

18. If I have previously worked for a WA State Agency, what will my accrual rate be?

If you are transferring from another state agency with no break in service, your accrual rate will continue. If you had a break in service but have at least 5 years of total WA state service, your previous accrual rate will be reinstated. If you do not have at least 5 years of total WA state service, your accrual rate will start over at 9.33333 hours per month until you reach your 5th year of total WA state service, and then will be increased to the 5-year accrual rate.