The First Day on the Job

When you start a new job, in less than 30 seconds you have made a first impression. A first impression is the opinion others form of you just from the image you present. You make a first impression with your supervisor and your coworkers. You want to form a good first impression to help ensure your success on the job. Others will be more likely to help you get adjusted to your new job if you have made a good first impression.

How to Make a Good First Impression

- Dress appropriately.
- Smile.
- Be polite.
- Act friendly.
- Listen carefully.
- Ask questions about the job.
- Don't talk about your previous job and supervisors.
- Don't talk too much about yourself.
- Don't ask coworkers personal questions.
For the first few days at your new job, you will probably be nervous. A new job means a new routine, new skills to learn, and new people. A positive attitude will help you learn these new things. A willingness to learn will help you be successful. On the first day of work, you will need to complete some paperwork before you can start. Some of the forms you may be asked to fill out are a W-4 form, employee information forms, insurance forms, retirement benefit forms, and union forms.

To assist you in completing the paperwork, take along the following:

- Small Notebook
- Pen (with black or blue ink)
- Personal Information Sheet
- Social Security Cards (for you, your spouse, and any children you have)
- Dates of Birth (for you, your spouse, and any children you have)
- Driver's License
- Work Permit (if needed)
- License to Perform Job (if needed)
- Checking Account Number (in case you get paid through direct deposit)
- Emergency Contact Information
The First Day on the Job Quiz

1. Within the first _____ seconds, you have made a first impression.

2. What is a first impression?

3. List four ways to make a good first impression.

4. List four things to bring with you to assist you in completing paperwork on the first day of a new job.

5. List three different types of paperwork you may be required to fill out on the first day of a new job.

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6. True or False. Since you already have the job, it is okay to dress casually on your first day at a new job.

7. True or False. On your first day, it is okay to ask questions pertaining to your job.

8. True or False. You should tell your new coworkers how much you hated your previous supervisor.

9. True or False. You don’t have to write your Social Security number on your W-4 form if you don’t want to.

10. True or False. If you have a positive attitude, you will be more successful at your new job.
Your Paychecks

Before you can get paid for your work, you need to complete a W-4 form. The Internal Revenue Service provides this form. On the W-4 form, you will record the number of withholdings you claim for tax purposes. From this information, taxes will be taken from your gross pay. Your gross pay is your pay before taxes and other deductions are taken from your check. Federal income tax, Social Security tax, and Medicare will be deducted from your paycheck. Other deductions may include state income tax, if your state has one, premiums for health, dental, and disability insurance; union dues; retirement contributions; withdrawals for supplementary insurance plans; payments for uniform rental and cleaning; and charitable contributions. After these deductions are taken from your paycheck, what you receive is called your net pay or take-home pay.

You should know what an employer is going to pay you before you accept a job. Does your pay come in the form of an hourly wage or a salary? An hourly wage is the amount of money earned per hour worked. If you are earning an hourly wage, you may be required to work overtime. Overtime is the additional amount paid to some employees for working over a normal 40-hour work week. It is usually calculated at one and a half or two times the regular hourly wage. A salary is a set amount of money earned for an entire year. If you are earning a salary, your pay will not change because of the number of hours you work.

It is important to know how you are being paid so that you can check the accuracy of your paycheck.

You should also know how often you are going to be paid. It is helpful to know what the following terms mean:

- **Weekly**: paid at the end of each week (52 times a year)
- **Biweekly**: paid every 2 weeks (26 times a year)
- **Semimonthly**: paid twice a month (24 times a year)
- **Monthly**: paid once a month (12 times a year)
Practice Problems

1. If you earn $8.75 an hour and you worked 42 hours last week, what would your weekly gross pay be? You earn time and one half for hours worked over 40.

2. If you earn $9.50 an hour and you worked 57 hours last week, what would your weekly gross pay be? You earn time and one half for hours worked over 40, but 8 of last week's 57 hours will be paid at a double-time rate because you worked on a holiday.

3. If your semimonthly gross pay was $1,278, determine your semimonthly net pay assuming that you had the following deductions:

   Federal Income Tax – $192.00
   State Income Tax – $81.00
   FICA – $78.90
   Health Insurance Contribution – $42.74
   Retirement Contribution – $26.78

   Using your net pay in this situation, compute your average annual net pay.

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4. Your annual salary is $25,500, and you are paid bimonthly. What is your gross pay for each paycheck?

5. You are currently making $10.55 an hour. You typically work 40 hours per week, 50 weeks per year. Your employer has offered to pay you an annual salary of $23,500 instead of an hourly wage. If you work the same amount of time, what is the best pay — the hourly wage or the annual salary?

6. If you earned $450.30 last week, what is your average hourly wage if you worked 38 hours with no overtime?
Employee Benefits

In addition to your hourly wage or salary, you may be offered employee benefits that can be very important to you. There are no government regulations dealing with benefits, so the benefits you are offered will depend on the employer. You need to know the benefits offered before you accept a job. Benefits are important, and you need to consider them carefully.

Typical Benefits

- Health Insurance (all or partial)
- Eye Care Insurance
- Disability Insurance
- Retirement Benefits
- Paid Holidays
- Personal Days
- Child Care
- Uniform and Uniform Cleaning
- Dental Insurance
- Life Insurance
- Accident Insurance
- Prescription Card
- Paid Vacations
- Sick Leave
- Discounts
- Tuition Refund or Reimbursement
More Information on Benefits

Health, Dental, and Eye Care Insurance
With the cost of medical, dental, and eye care services increasing dramatically, insurance benefits are becoming even more important. Each employer will offer different insurance plans. While employers may pay for a portion of the premium and cost of the insurance plan, you will still pay a percentage of the total cost. The premium that you pay will typically be deducted from each paycheck.

When you go to the doctor, you will usually need to pay a copay or a deductible before the insurance company will pay any of the insurance claim. After you have paid the copay or deductible, the insurance company will pay its portion of the cost of the medical service provided. If the insurance company will not pay any part of the bill, you will be responsible for paying the entire bill.

When you start a new job, you will be given a copy of the insurance policy and an insurance card. You should keep the insurance policy with your important papers. If you go to the doctor, you will need to take along your insurance card. You also should keep a copy of any claims that are filed.

Retirement Contributions
Some employers provide a way for you to save and invest money for your retirement. These investments will supplement Social Security benefits and are paid out when you retire. The employer often will contribute to this fund to encourage you to save for your future. The most popular plan is the 401(K) plan. The 401(K) plan allows you to save without having to pay taxes on the amount deducted from your paycheck, as long as the money is not withdrawn before you reach a certain retirement age.

Time Off From Work
Paid vacations, holidays, and sick leave are days you are off from work, but you still get paid for these days. Each company has a different policy regarding paid vacations, holidays, and sick leave. You need to read an employee handbook or ask someone on your first day of work how time off is handled.
Practice Insurance Enrollment Form

On the first day of your new job, your employer asks you to complete an insurance enrollment form. You are going to have traditional health and dental insurance coverage, not only for yourself but also for your spouse and three children. You work for Office Furniture Warehouse as an assistant manager, and the company’s insurance group number is 4532-3. You also are going to enroll in the life insurance coverage. You don’t want any other type of insurance at this time.

Employee Information

Full Legal Name (last, first, middle initial)

Street Address

PO BOX (if any)

City State ZIP Code

Social Security Number

Date of Birth

Phone Number Gender

Employment Information

Employer Name

Insurance Group Number

Date of Employment

Position

Reason Why You Are Enrolling

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Building Your Future
Insurance Coverage

*Health*
- Single
- Family

*Type of Plan (choose only one type)*
- Traditional (80/20 Plan)
- PPO (Preferred Provider Plan)
- Fill in circle, and initial line if you don’t enroll. ______

Alternate Benefit Programs

*Dental*
- Single
- Family

*Long-Term Disability*
- Self
- Self and Spouse
- Fill in circle, and initial line if you don’t enroll. ______

*Long-Term Care*
- Self
- Self and Spouse
- Fill in circle, and initial line if you don’t enroll. ______

*Life*
- Self
- Self and Spouse
- Fill in circle, and initial line if you don’t enroll. ______

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Dependent Information

Is your spouse or one of your dependent children disabled?

○ Yes
○ No

If so, please state the dependent's name and the nature of the disability.

________________________________________

________________________________________

Fill out the following information for your spouse and any dependents (if applicable):

First Name    Middle Initial    Last Name

Relationship

○ Spouse
○ Child
○ Other ______________________

Gender

○ Male
○ Female

Date of Birth    Social Security Number

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First Name  Middle Initial  Last Name

**Relationship**
○ Spouse
○ Child
○ Other ____________________

**Gender**
○ Male
○ Female

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Date of Birth  Social Security Number

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First Name  Middle Initial  Last Name

**Relationship**
○ Spouse
○ Child
○ Other ____________________

**Gender**
○ Male
○ Female

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Date of Birth  Social Security Number

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All of the information I have provided is true, to the best of my knowledge.

Signature  Date