

## SLP FACULTY ONBOARDING CHECKLIST

Welcome to SLP! Please complete the following tasks prior to the introductory training scheduled for **Friday, September 28th**.

1. Access SLP's Faculty website:
  - Sign up for an account at [www.faculty-servicelearningnyc.org](http://www.faculty-servicelearningnyc.org).
  - Spend a little time becoming familiar with the many resources available on the website. The faculty site is a work in progress and we'd love your feedback.
  
2. Access SLP's Slack account:
  - This group messaging platform is a great resource for instant messaging on any topic, brainstorming with the SLP team, and sharing useful resources you've discovered or created. Download the [Slack app](#) on your computer and phone, and sign into [Service Learning Project Workspace](#).
  
3. Provide updated scheduling info:
  - If you have new information about your availability and potential conflicts, please send to [liz@servicelearningnyc.org](mailto:liz@servicelearningnyc.org).
  
4. Provide info for SLP website Faculty page:
  - Photo
  - Brief bio
  
5. Register for payroll, etc.:
  - You will be paid by the Fund for the City of New York (FCNY), SLP's fiscal agent, and need to be verified by the Fund's payroll system. To begin this process, send a copy or photo of 1-2 valid photo IDs to [liz@servicelearningnyc.org](mailto:liz@servicelearningnyc.org). You can find instructions and a list of valid forms of ID [here](#).
  
  - Once you submit your ID(s), keep an eye out for an email from FCNY which will include step-by-step instructions for how to register for their New Employee Website. *This website is where you will complete tax forms and register for Direct Deposit. Please do not hesitate to reach out with any questions about this process.*
  
6. Send the address where you would like to receive materials including folders for your students to [liz@servicelearningnyc.org](mailto:liz@servicelearningnyc.org).
  
7. Follow SLP on [Instagram](#), [Facebook](#), [Twitter](#), and [LinkedIn](#)!