



## **Your First Day at Travelers – Melville Office**

100 Baylis Road  
Melville, NY 11747

### **Welcome to Travelers!**

Welcome aboard! We look forward to working with you. To facilitate your introduction to the Melville Service Center, your manager will provide you with an orientation to the organization on your first day.

The topics to be discussed include:

- > Company information and history
- > Company intranet
- > Employee benefits and policies
- > Building information
- > Safety information
- > Melville-specific information
- > New employee orientation breakfast
- > The employee referral program

You will also tour the Melville facility and be introduced to our executive management team.

### **Parking**

Parking is available on the north, south and east sides of the building. There is no reserved parking with the exception of spaces for handicapped parking.

### **Where to Go**

Go to the second floor reception area on your first day, and announce yourself to the receptionist who will call your manager.

### **When to Arrive**

Your manager will have arranged a time for you to arrive and will have scheduled your orientation.

### **What to Bring**

You received instructions in the “Welcome to Travelers” email regarding the completion of the electronic I-9 form. Section 1 of the I-9 form should be completed prior to your first day. On your first day of work, bring the appropriate document(s) to verify your identity and eligibility to work in the United States. A list of acceptable documents can be found once you have electronically signed the I-9 form. Your manager or HR representative will need to complete section 2 of the electronic I-9 form within the first three days of employment.

### **What to Do in Case of Bad Weather**

To obtain office information and guidance during inclement weather or a natural disaster, call 888.287.2666 (this number has a recorded message that will be updated every hour during inclement weather).

### **Additional Questions**

Contact the Travelers Employee Services Unit at 800.441.4378.