

Employee Policies & Procedures Manual Receipt

Instructions for Accessing the Warren Wilson College Employee Policies & Procedures Manual:

- Open your web browser (Netscape Navigator, Internet Explorer, etc.)
- Enter this address: <http://www.warren-wilson.edu>
- If you are not using a College computer, your browser may open with the Intranet page; if so click on the Internet web page.
- Under the Info tab, click on Jobs & HR
- When the Human Resources page opens, click on Current Employees
- When the Current Employees page opens, click on Employee Policies & Procedures Manual (PDF)

You may also access the Employee Policies & Procedures Manual from the Intranet page by clicking on Human Resources, under the Resources & Tools Menu and then under, Faculty & Staff.

Directory- From the Employee Policies & Procedures Manual home page, you may access any section by clicking on the corresponding link in the directory,

My signature below acknowledges that I have received instructions for how to access the Warren Wilson College Polices & Procedures via the Internet. I understand that I am responsible for reading the Employee Policies & Procedures Manual and all changes. I also understand I am responsible for following the policies and guidelines in it.

Employee's Signature

Date