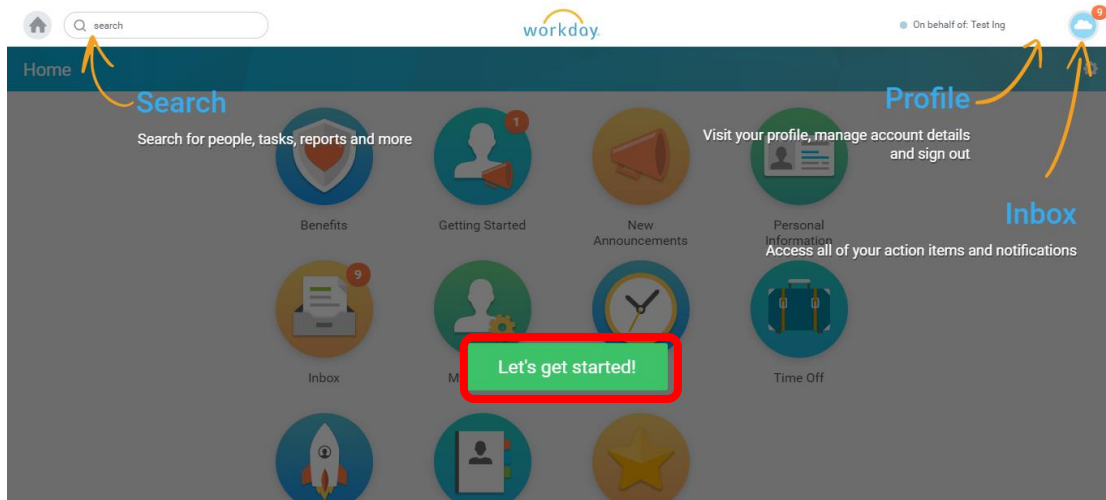
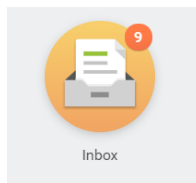


Employee Onboarding Quick Guide

1. Select the green **Let's get started!** Button to clear the instructional view (first log in):

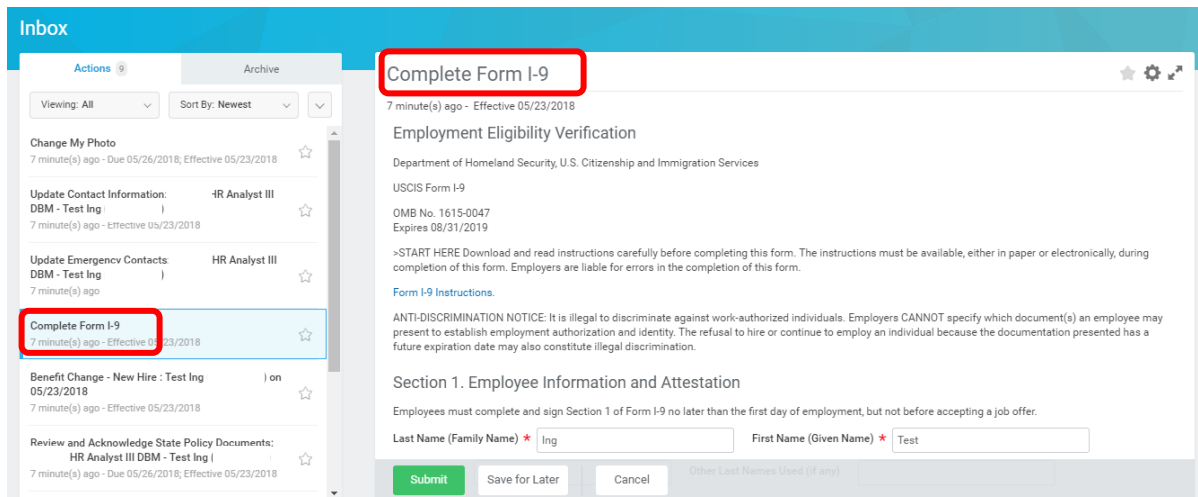


2. Navigate to the inbox using the provided worklet. The number shown in orange indicates how many onboarding items are awaiting completion:



Note: ALL items in your inbox need to be processed

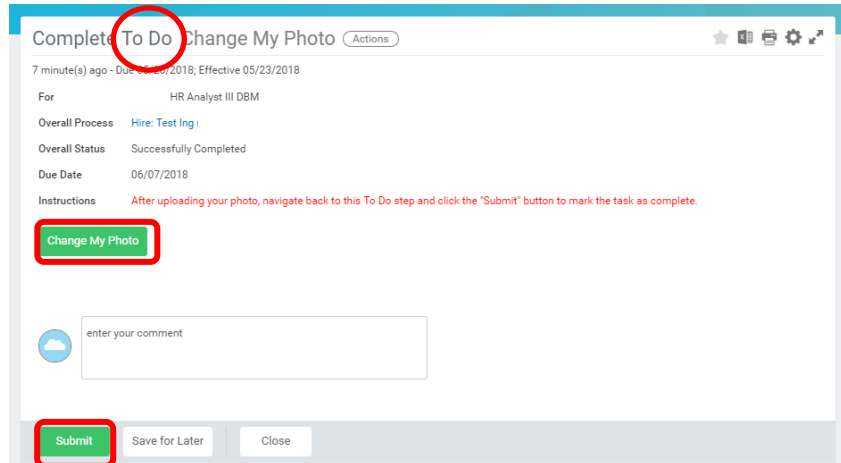
3. Inbox items to be completed will show on the left hand side of the inbox. After you click on an item, this step can be completed on the right hand side of the inbox:



4. There are different types of onboarding items: **To Do's, Data Update/Completion, Review and Acknowledge Documents**. See below, how to complete each type of item.

a) To Do's

There will be two green boxes in this item that can be selected. To complete this item, select the first or top green box (in this example **Change my Photo**); to skip this step select **Submit**.

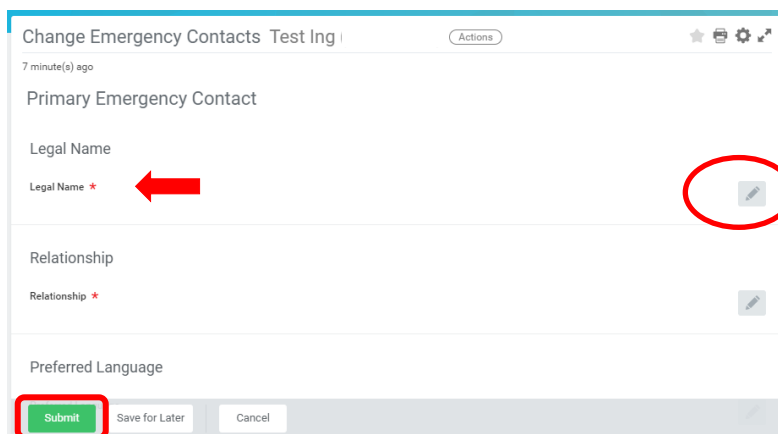


Notes:

- In order to complete this To Do item, you will need to navigate back to your inbox **after** and select the submit button to show it as completed in the onboarding process.
- To Do items that only have the green submit button are informational. These items are to be opened and reviewed as a helpful resource before submitting. You will need to select the submit button to show it as completed in the onboarding process

b) Data Update/Completion

Fill out ALL of the fields with accurate information by selecting the grey pencil icons by each field. Once all is completed, select the green submit button.



Notes:

- Some items show red asterisks for fields that must be filled out in order to submit the item and the system will trigger an error if any is missing.

- If you receive an error, click on it to read what the issue is. Make the adjustment and click submit again. If you are still having issues please contact HR personnel in your agency.
- When entering contact information, the fields are case sensitive (ex: baltimore/incorrect; Baltimore/correct)
- Once you complete and submit the Complete Form I-9 and the Change Emergency Contacts please notify your HR personnel as they must finish these processes in the system.

c) Review and Acknowledge Documents

Use the blue hyperlinks to open each document in these tasks; they should be reviewed thoroughly. Once this is done, check the box next to *I agree* for each document and then select *Submit*.

Review and Acknowledge State Policy Documents
Review Documents for Onboarding for Test Ing

7 minute(s) ago - Due 05/26/2018; Effective 05/23/2018

Please review each policy document, read each signature statement and check the corresponding box if you agree with the signature statement. If you have any questions regarding these documents, please contact your Agency HR Coordinator for more information.

Documents

Document	Code of Fair Employment Practices
Instructions	Please take some time to familiarize yourself with the Code of Fair Employment Policy. If you have questions, please contact Human Resources.
Signature Statement	Please acknowledge the receipt of the Code of Fair Employment Policy and your understanding of the policies contained therein.
I Agree	<input type="checkbox"/>

Document [Domestic Violence in the Workplace Policy](#)

Submit Save for Later Cancel

Notes:

- The system will not allow submission of these items without ALL documents acknowledged and will trigger an error if any documents are missed.
- If you have any questions or concerns about the policies you review, please contact HR personnel in your agency.

Key Points

- **Onboarding completion is necessary for HR to perform future process and should be completed in its entirety.**
- **There are deadlines to complete each onboarding item and if this date is missed, this will cause issues moving forward.**
- **Once all tasks are completed from onboarding, the inbox should be empty and the worklet should no longer have a number.**