

New Hire Onboarding Information

All correspondence from Human Resources will be by email to the email address you provided on your application.

1. HR will be sending an email to you asking for your "Confidential Information". You will log in to your FastTrack application and update the Post Hire Information section.

Home Home	Custom Reports		
◄ ► View Posted Positions ☆		📴 📷 🖕 Favorites	New Window The My Print Queue
Profile Data for NEW EMPLOYEE			Your Account
Profile Section Update Email Address and Username/Password Update Post-Hire Information	Status Completed <u>Incomplete</u>	Last Updated 10/23/2015 Update Post Hire	1 New Messages View Messages Log Out

- a. After you complete this section and click save, it will disappear. Your completed application will be sent to HR.
- 2. You will receive another email once HR has added you to our Skyward Employee system.
 - a. This email will provide the following:
 - i. Link to the onboarding website
 - ii. Password to book your onboarding appointment with HR. Do not book your appointment until you complete step #3
- 3. Follow the step-by-step instructions on the onboarding website to log in to Skyward Employee Access and complete your online forms.
 - a. You must click on **ALL** links or your forms must be reset requiring you to start over.
 - b. **DIRECT DEPOSIT:** To add your bank account information, click on the **Add Net** button. After you enter your information, the status will show as Pending Approval.
 - c. **DISTRICT POLICIES:** You <u>MUST</u> click on the links to view the policies. They each open in a new window that you can close after you read the policy. When you are done reading, you can close that window to be taken back to the list of policies. You must **DATE** and **AGREE** this page and click save to move on to the next step.

Employee Online Form - WH\EP\OF - 29548 - 05.15.10.00.03 - Google Chrome		
Attps://skyfin.jordan.k12.ut.us/scripts/wsisa.dll/WService=wsFin/honlfedite	005.w	
Employee Online Form		📾 🕤 👼 🗅
5. District Policies Agreement	20	015 New Hire ClsC
Click the link below to complete the required form and click the save button to submit.	1	. Employee Address
Click on this link for District Policies Agreement	2	. Employee Information
	3	. Direct Deposit
	4	. New Hire Information
	5	District Policies Agreement
	6	. W4 Employees Withholdin
	7.	. 19 Employment Eligibility
	8	Insurance Benefits
	9.	Complete Online Form
District Policies Agreement Name: Employee Type: Classified C	ont Building Code: 045	
Name Employee Type: Classified C All district employees are responsible for reading and abiling by all district publicss, which are found http://www.jordandistrict.org. A last of critical policies will be reviewed with you by your pranopal or support <u>Billioprimeri</u> (AAMO) - Click here to read Employee <u>Billioprimeri</u> (AAMO) - Click here to read	on the district website	<u>B</u>
Name Employee Type: Classified C All district employees are responsible for reading and abiding by all district policies, which are found http://www.jordandistrict.org. A list of crisical policies will be reviewed with you by your principal or • Scope of Employment (AAH09) - Click here to read	on the district website	
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Human Resources U

- d. **W-4 FORM:** This is a PDF that you will complete and **PRINT** out. You will bring this form to HR at your Onboarding Appointment.
- e. **I-9 FORM:** This is a PDF that you will complete and **PRINT** out. You will bring this form and documentation to satisfy the I-9 requirements (*see I-9 page 9*) to HR at your Onboarding Appointment.
- f. **INSURANCE:** If you are a <u>contracted</u> employee, you will have an insurance section. You must click the link and acknowledge the 30 day window to complete and turn in paperwork to the Insurance Department.



- 4. Book your appointment.
 - a. Password is provided in the previous email from HR.
 - b. Onboarding appointment days available vary depending on position.
 - i. Licensed: Tuesdays/Thursdays
 - ii. Classified/Misc: Mondays/Wednesdays
 - c. If you have a schedule conflict on the available days, please contact your HR Feeder Assistant to make arrangements. Find your HR contact online at: http://workatjordan.org/contact/ourteam/feeder-system/
- 5. Onboarding Appointment
 - a. Bring:
 - □ W-4
 - 🗆 I-9
 - □ I-9 Documents
 - □ Fingerprinting Fee

We will be taking your JSD ID Badge picture. Hats and sunglasses are not permitted in this photo. You will be asked to remove them.