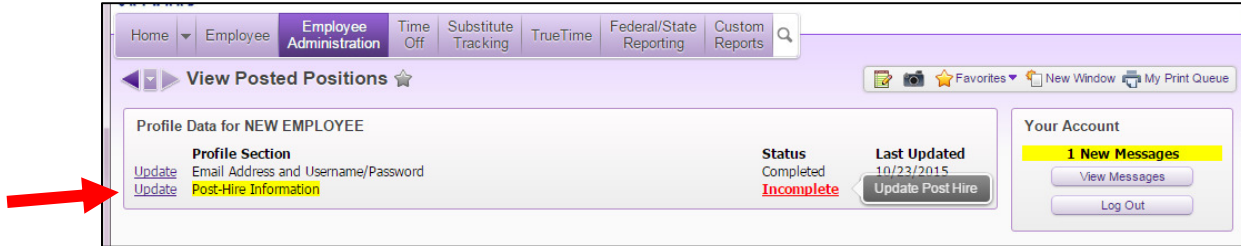


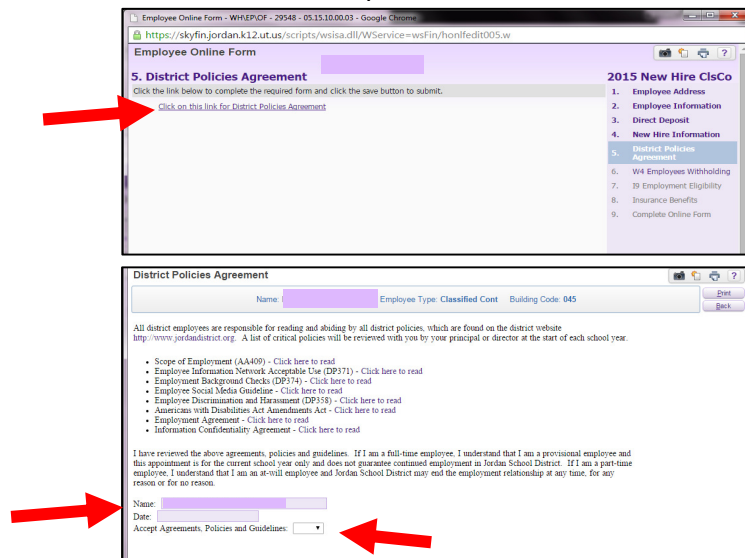
New Hire Onboarding Information

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

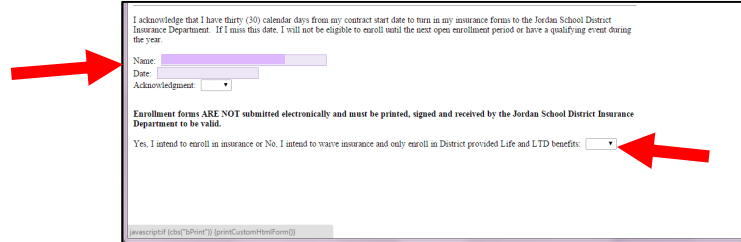
1. HR will be sending an email to you asking for your “Confidential Information”. You will log in to your FastTrack application and update the Post Hire Information section.



- 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 **MUST** 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.



- 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 contracted 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.



I acknowledge that I have thirty (30) calendar days from my contract start date to turn in my insurance forms to the Jordan School District Insurance Department. If I miss this date, I will not be eligible to enroll until the next open enrollment period or have a qualifying event during the year.

Name:

Date:

Acknowledgment:

Enrollment forms ARE NOT submitted electronically and must be printed, signed and received by the Jordan School District Insurance Department to be valid.

Yes, I intend to enroll in insurance or No, I intend to waive insurance and only enroll in District provided Life and LTD benefits:

- 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.