



Getting Started - Defining Orientation

What is orientation?

What do you know about orientation?

Has anyone gone through an orientation?



Getting Started - Defining Orientation

Orientation is:

- A meeting held by an employer, for new employees, before starting a job.

Orientation is meant to ensure new employees have the information they need to be successful.

Orientation is often referred to as onboarding.

**You will all one day attend an orientation, and we want you
to be prepared and feel confident!**





Getting Started - New Hire (Onboarding) Documents

You will need to provide certain documents before starting a new job. This enables you to be paid by your employer!

Prerequisites for employees:

- A U.S. citizen
- A non-U.S. citizen national
- A lawful permanent resident or
- An immigrated person authorized to work

You can provide 1 document from List A. This proves your identity and work status.

OR

You can provide 1 document from List B (this proves your identity) and 1 document from List C (this proves your employment status).

In other words, if you have a passport or a green card, you have all you need to start a new job.

If you do not have a passport or green card, you need an official picture ID card, such as a driver's license or state ID card **AND** your social security card or birth certificate.

List A

Documents that establish your identity and employment eligibility



See full list of accepted documents on the next page.

List B

Documents that establish your identity



See full list of accepted documents on the next page.

List C

Documents that establish employment eligibility



See full list of accepted documents on the next page.



Getting Started - New Hire (Onboarding) Documents

List A	List B	List C
<p><i>Documents that establish your identity and employment eligibility</i></p> <ul style="list-style-type: none"> • An unexpired U.S. Passport, • A U.S. Passport Card, • A Permanent Resident Card (often called a "green card") or Alien Registration Receipt Card with photograph, • An unexpired Temporary Resident Card, • An unexpired foreign passport with an I-551 stamp, or with Form I-94 (For the certain alien who is authorized to work with restrictions. The person should also attach the documents which indicate an unexpired employment authorization.), • An unexpired Employment Authorization Document issued by the United States Department of Homeland Security that includes a photograph (Form I-766) or • An unexpired Employment Authorization Card. 	<p><i>Documents that establish your identity</i></p> <ul style="list-style-type: none"> • Driver's license or identification card issued by a U.S. state or outlying possession of the U.S. provided it contains a photograph or identifying information such as name, date of birth, gender, height, eye color and address; • Federal or state identification card provided it contains a photograph or identifying information such as name, date of birth, gender, height, eye color and address; • School identification card with photograph; • U.S. Armed Services identification card or draft record; • Voter Registration Card; • U.S. Coast Guard Merchant Mariner Card; • Native American tribal document; • Driver's license issued by a Canadian government authority or • Trusted traveler documentation (Global Entry, NEXUS, SENTRI). <p>For individuals under the age of eighteen, the following documents may be used to establish identity:</p> <ul style="list-style-type: none"> • School record or report card; • Clinic, doctor or hospital record or • Daycare or nursery school record. 	<p><i>Documents that establish employment eligibility</i></p> <ul style="list-style-type: none"> • A U.S. Social Security card issued by the Social Security Administration unless it indicates one of the following: <ul style="list-style-type: none"> ◦ NOT VALID FOR EMPLOYMENT (generally issued to non-immigrant aliens unauthorized to work) ◦ VALID FOR WORK ONLY WITH INS AUTHORIZATION ◦ VALID FOR WORK ONLY WITH DHS AUTHORIZATION, • A birth certificate issued by the U.S. State Department (Form FS-545 or Form DS-1350), • Original or certified copy of a birth certificate from the U.S. or an outlying possession of the U.S., bearing an official seal, • A Certificate of U.S. Citizenship (Form N-560 or N-561),[8] • A Certificate of Naturalization (Form N-550 or N-570),[8] • Native American tribal document, • U.S. Citizen ID Card (Form I-197), • An ID Card for the use of a Resident Citizen in the United States (Form I-179), • An unexpired employment authorization card issued by the Dept. of Homeland Security (other than those included on List A) or • Consular Report of Birth Abroad (Form FS-240). • U.S. citizens who have lost their social security card can apply for a duplicate at the Social Security Administration. <p>Employees who supply an item from List C (to establish employment eligibility) must also supply an item from List B (to establish identity).</p>



Getting Started - New Hire (Onboarding) Documents

You will need to provide certain documents before starting a new job. This enables you to be paid by your employer!

New Hire paperwork consists of completing an I-9 and W-4. You can talk to Human Resources if you have questions about these forms.

Form I-9 verifies employment eligibility

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1611-0047
Expires 05/31/2027

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [instructions](#).

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name) _____ First Name (Given Name) _____ Middle Initial (if any) _____ Other Last Names Used (if any) _____

Address (Street Number and Name) _____ Apt. Number (if any) _____ City or Town _____ State _____ ZIP Code _____

Date of Birth (mm/dd/yyyy) _____ U.S. Social Security Number _____ Employer's Email Address _____ Employer's Telephone Number _____

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.)

1. A citizen of the United States
 2. A noncitizen national of the United States (See instructions.)
 3. A lawful permanent resident (Enter USCIS or A-Number) _____
 4. A noncitizen (other than item numbers 2, and 3, above) authorized to work until (exp. date, if any) _____

If you check item Number 4, enter one of these:
 USCIS A-Number _____ or Form I-94 Admission Number _____ or Foreign Passport Number and Country of Issuance _____

Signature of Employee _____ Today's Date (mm/dd/yyyy) _____

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the [Preparer and/or Translator Certification](#) on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see instructions.

Document Title	List A	List B	AND	List C
Document Title 1				
Issuing Authority				
Document Number (if any)				
Expiration Date (if any)				
Document Title 2 (if any)				
Issuing Authority				
Document Number (if any)				
Expiration Date (if any)				
Document Title 3 (if any)				
Issuing Authority				
Document Number (if any)				
Expiration Date (if any)				

Additional Information _____

Check here if you used an alternative procedure authorized by DHS to examine documents.

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.

First Day of Employment (mm/dd/yyyy) _____

Last Name, First Name and Title of Employer or Authorized Representative _____ Signature of Employer or Authorized Representative _____ Today's Date (mm/dd/yyyy) _____

Employer's Business or Organization Name _____ Employer's Business or Organization Address, City or Town, State, ZIP Code _____

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

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Form W-4 is a tax form

Form W-4 Employee's Withholding Certificate
OMB No. 1545-0047

Department of the Treasury
Internal Revenue Service

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Give Form W-4 to your employer. Your withholding is subject to review by the IRS.

2024

Step 1: Personal Information

(a) First name and middle initial _____ Last name _____
 Address _____
 City or town, state, and ZIP code _____

(b) Social security number _____

(c) Single or Married filing separately
 Married filing jointly or Qualifying surviving spouse
 Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at [www.irs.gov/W4App](#).

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do only one of the following:

(a) Use the estimator at [www.irs.gov/W4App](#) for most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use this option; or

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate.

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependent and Other Credits

If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000 \$ _____

Multiply the number of other dependents by \$500 \$ _____

Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here 3 \$ _____

Step 4 (optional): Other Adjustments

(a) **Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income 4(a) \$ _____

(b) **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here 4(b) \$ _____

(c) **Extra withholding.** Enter any additional tax you want withheld each pay period 4(c) \$ _____

Step 5: Sign Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.) _____ Date _____

Employers Only

Employer's name and address _____ First date of employment _____ Employer identification number (EIN) _____

For Privacy Act and Paperwork Reduction Act Notice, see page 3. Gen. No. 162004 Form W-4 (2024)



Getting Started - Company Policies

Policies are specific to each employer, but general rules of thumb are:

Attendance, Absenteeism, Tardiness, Calling Out, Time-off

- No call no shows (not showing up to work without informing anyone) are unacceptable and can lead to immediate termination
- Frequent tardiness can result in disciplinary action
 - **Know your company’s policy on what to do if you cannot make it to work or if you will be late**
 - **Know how many times you are able to call out or be late before being disciplined**
 - *You should learn this in orientation but if you are not sure you can ask your supervisor, ask Human Resources, check your employee handbook, or ask a trusted and experienced coworker.*
 - Please show up on time and do not call out unless necessary!

What should you do if you are late for work? _____

What should you do if you cannot make it in to work? _____

- To request time off (vacation, sick time for an appointment, etc.) the more notice the better. Usually at least 2 weeks is necessary. At times this is done by filling out a form or doing something online. Other times it’s done by verbally asking your supervisor.
 - **All employees earn sick time whether part or full time**
 - **You may or may not earn vacation or personal time**
 - *If you aren’t sure, ask your supervisor, Human Resources, check your employee handbook, or ask a trusted and experienced coworker*

Schedules, Meals/Breaks

- There are different kinds of schedules, know yours
- Know when you are assigned to work. We’ll cover more of this later in the unit.
- Know when your break is scheduled and how long it is. There are policies around taking breaks.
 - You may or may not be able to leave your workplace during your break.

Employee Conduct

- Dress Code
- Telephone and Computer use
 - You may not be allowed to go on your cell phone during your shift
 - Use company computers for business purposes only
- Other expectations
 - You should learn these policies in orientation, but you can always ask your supervisor, Human Resources, check your employee handbook, or ask a trusted coworker.