NASDA’s New Hire Onboarding Wizard

(Employee Instructions)

Welcome to NASDA!

Congratulations! You are well on your way to becoming a NASDA employee. The next step is to complete the ***New Hire Onboarding Wizard***. The following instructions will help guide you through the process to complete the NASDA onboarding forms. Should you have any issues please contact your NASDA Supervisor.

A video tutorial is also available to walk you through each form step-by-step. Please click or type the link below into your web browser to view the video. Another option is to copy and paste the link into your web browser.

http://youtu.be/UzAUG5cBfEg?hd=1

New Hire Welcome Email

STEP 1:

- An email has been sent to your email account with a link to fill out NASDA onboarding information. A sample of the email has been provided below.
- If you need to finish the process later, you can return to the onboarding process anytime by entering your username and password that you created when you first clicked on the New Hire link. Instructions to return to the onboarding forms are at the bottom of the original email .

iSolved Onboarding Initiated   Inbox x

payrollnetwork@myisolved.com   12:57 PM (1 minute ago)
to me

Hello Penny,

We'd like to welcome you to **National Association of State Departments of Agriculture** and congratulate you on your new position. The next step will be to complete our New Hire Onboarding Process.

What can I expect to answer in the Onboarding Process?
You will proceed through a set of screens where you will be able to enter various personal, tax and other relevant employment information.

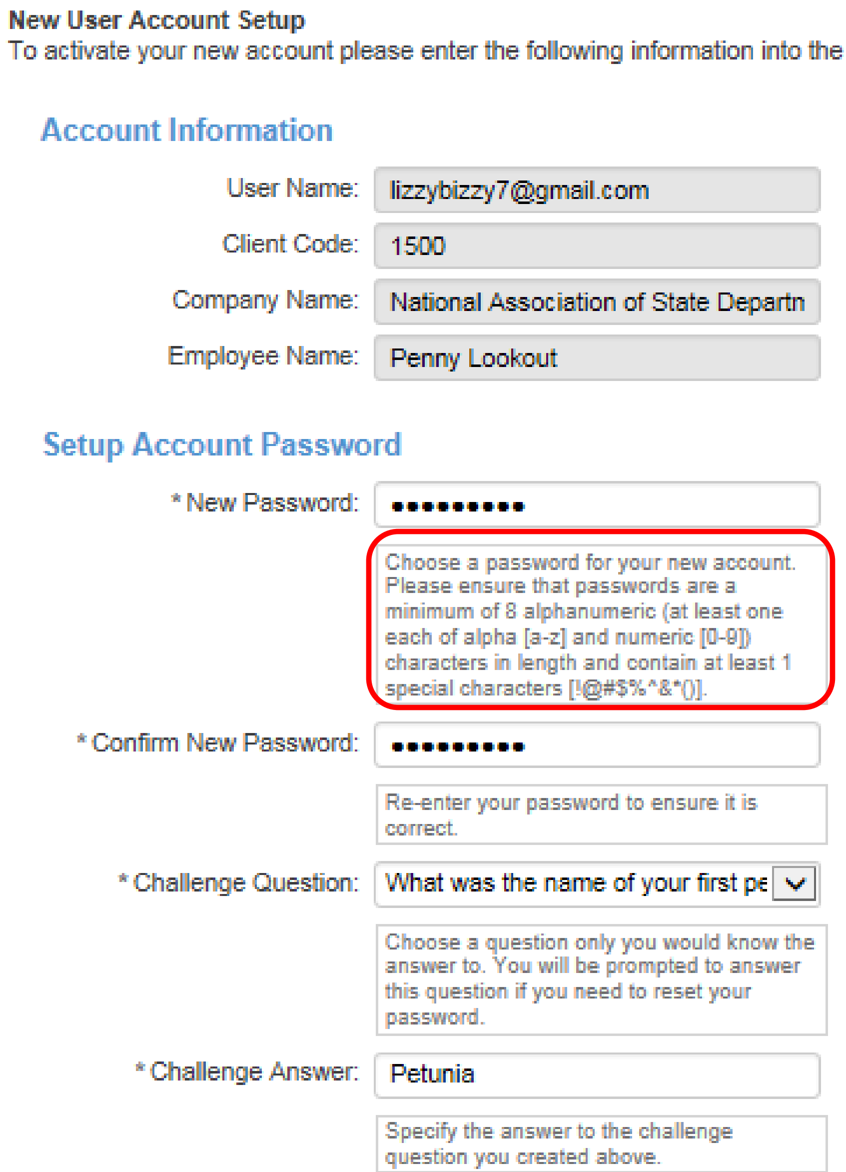
How long does it take?
The average time ranges between 10-20 minutes. Note that your sessions will expire after 20 minutes of inactivity. If you need to return to the Onboarding Wizard, follow the steps at the bottom of this email.

When you're ready, click the link below to authenticate your credentials and begin the Onboarding Process.
https://payrollnetwork.myisolved.com//AuthenticateUser.aspx?ticket=fbc48f6d-fef5-4fb3-9fc5-a864d88106dc&eid=0&peid=2921&

To return to the Onboarding Wizard after authenticating your user credentials, follow these steps:

1. Go to https://payrollnetwork.myisolved.com/
2. Enter your username (your email address) and the password you created during authentication. If you forgot your password, click the forgot password link.
3. Click **Login**

New User Account Setup



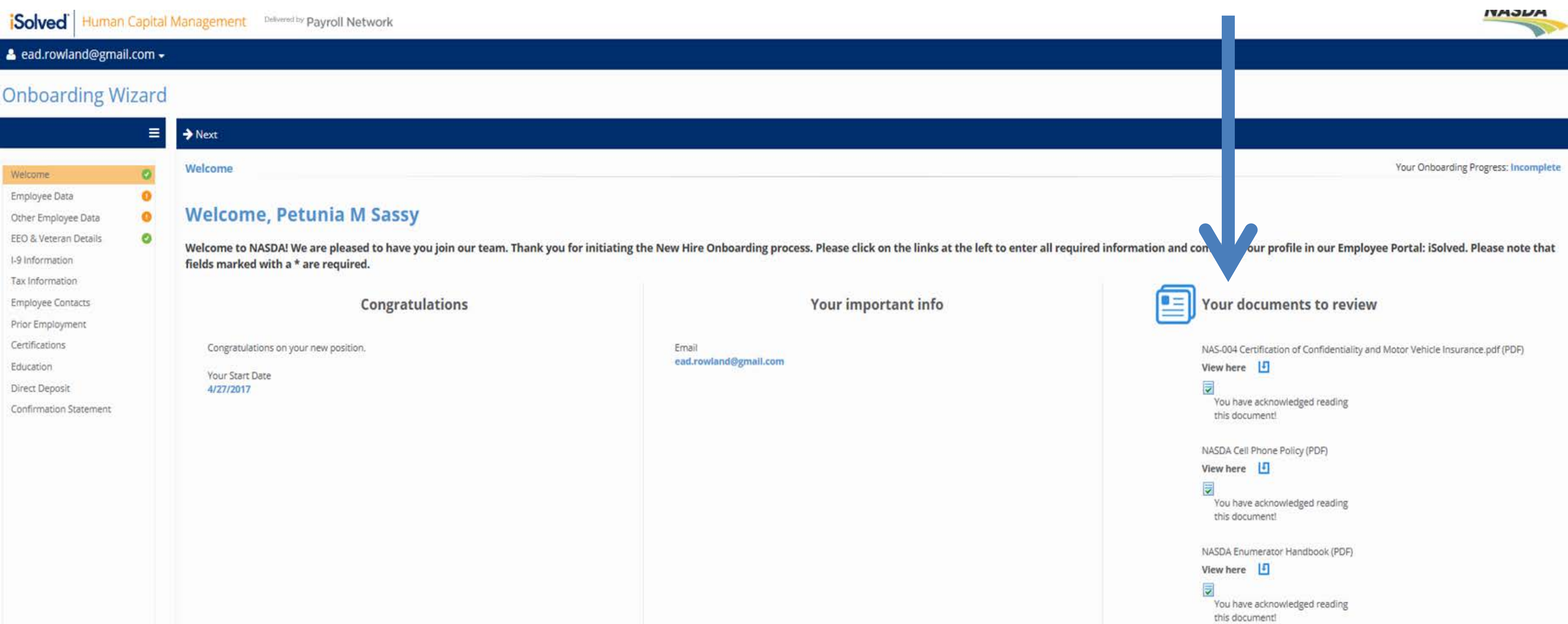
STEP 2:

- After clicking the New Hire link, a page to setup your account to access your onboarding documents will appear.
- Make sure to follow the password guidelines located under **New Password** to meet the password criteria.
- Once you have entered a password, challenge question and a mobile number, click **CONTINUE.**

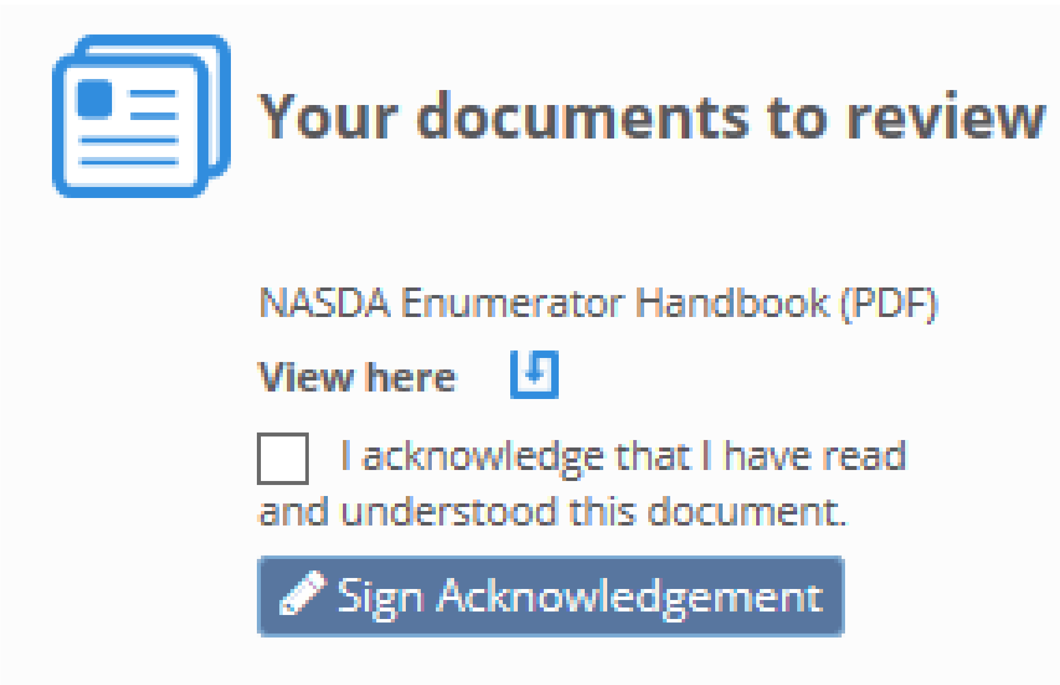
New Hire Onboarding Dashboard

STEP 3:

- Review NASDA policies and forms on the right hand side of the dashboard



Review and Acknowledge Documents



STEP 3a:

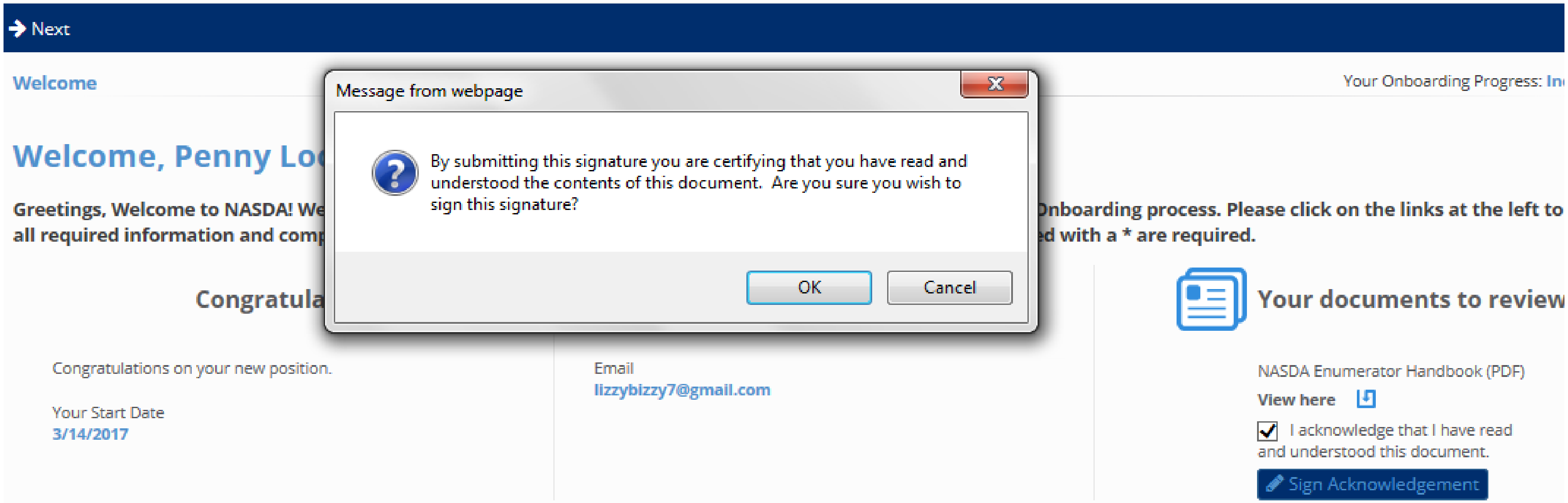
- Click the blue arrow icon to view each policy. After the document has been reviewed, click the "I acknowledge that I have read and understood this document" box. A check mark will appear in the box.

STEP 3b:

- Once the box has been checked you will click **Sign Acknowledgement.**

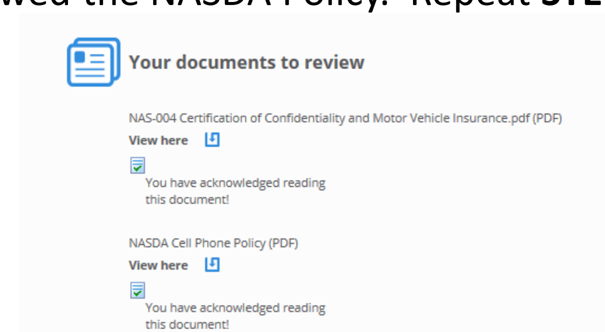
STEP 3c:

- Once the **Sign Acknowledgement** button has been clicked a message will pop up asking you to verify again that you wish to sign this signature. Click “OK” to sign and acknowledge. This message will appear twice. Please click “OK” each time it asks you.



STEP 4:

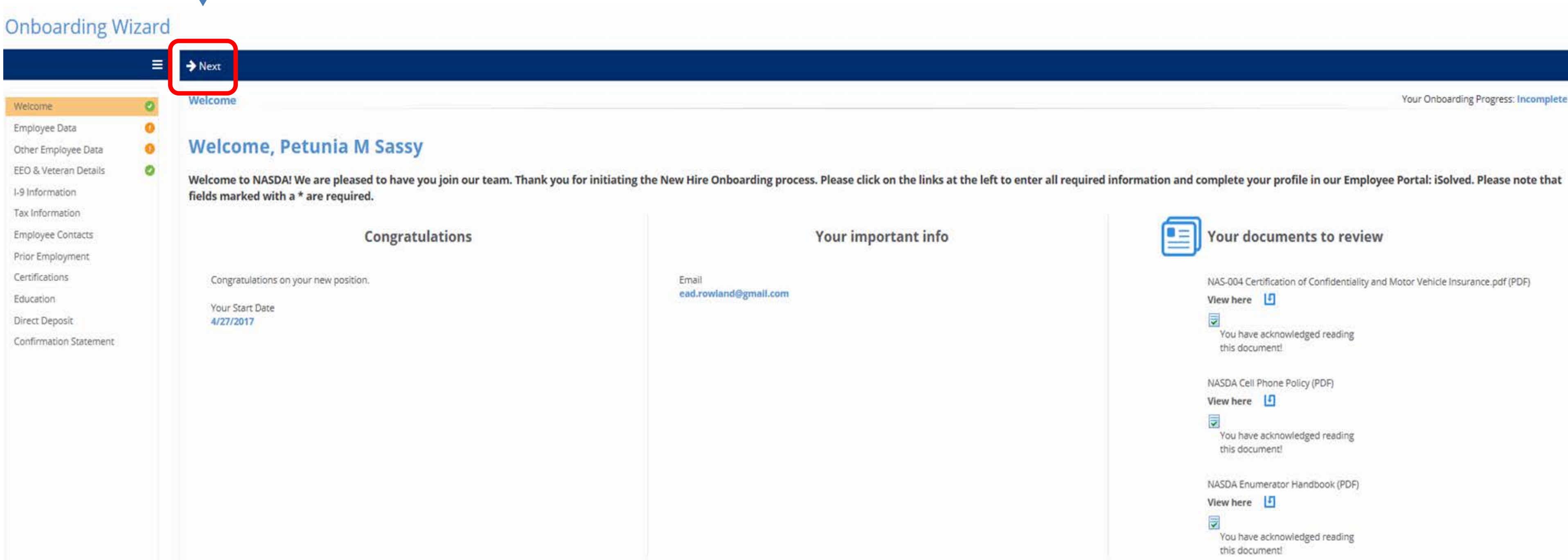
- After clicking **OK,** a green check mark will appear with a message below indicating you have successfully acknowledged and reviewed the NASDA Policy. Repeat **STEP 3** to acknowledge all NASDA Policy forms.



Starting the New Hire Onboarding Wizard

STEP 5:

- After you have read and acknowledged NASDA policy documents, click **NEXT** to begin the New Hire Onboarding Wizard



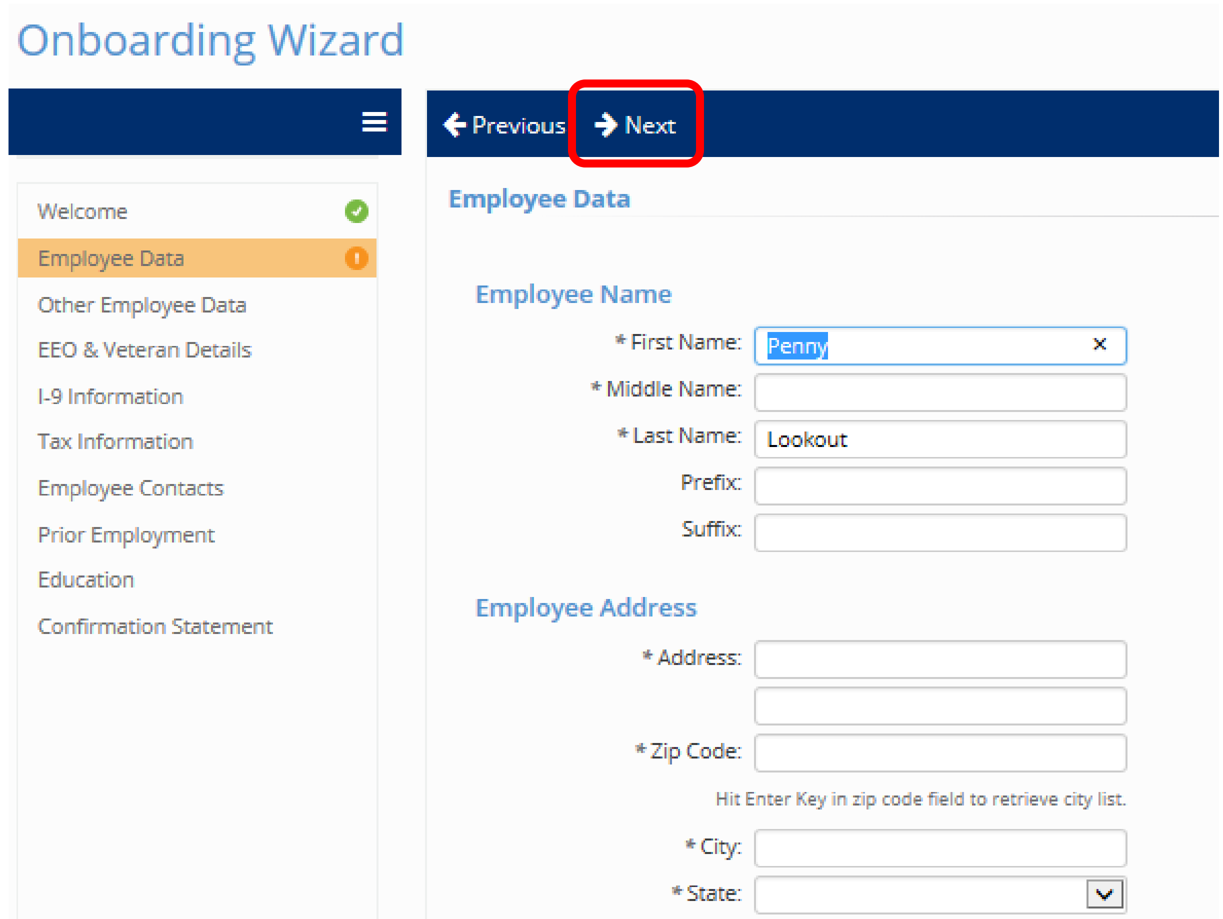
Employee Data

STEP 6:

- Enter the required information for each line of the forms.
- Anything with an* indicates a required field that must be filled in.
- Anytime during the process, you can click the **Previous** button to go back to a previous screen.

STEP: 7

- Once all the requested lines of information have been entered, click **NEXT** to move to the next form.



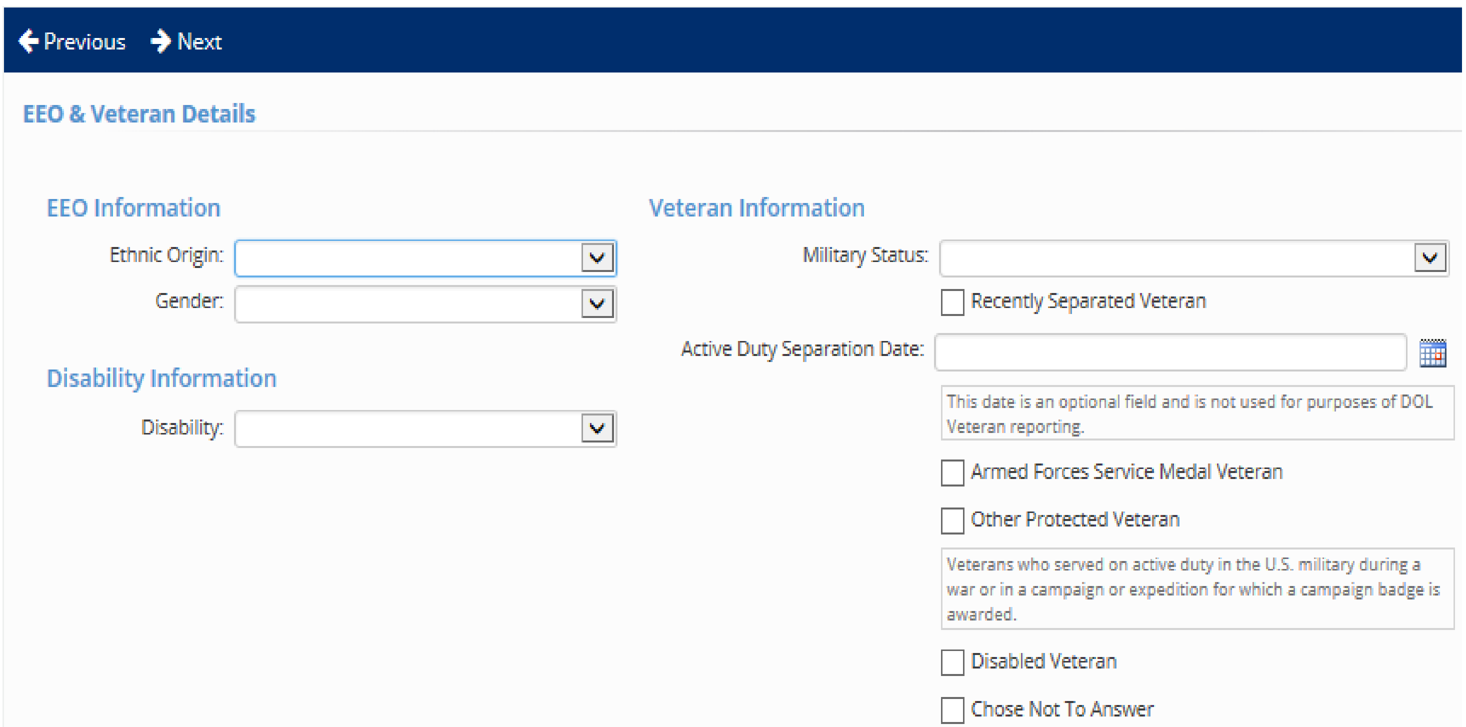
EEO & Veteran

STEP 8:

- Use the drop down menus and check boxes to fill out any EEO & Veteran information that may apply to you.

STEP 9:

- Click **NEXT** to move to the next form.



I-9 Information

STEP 10:

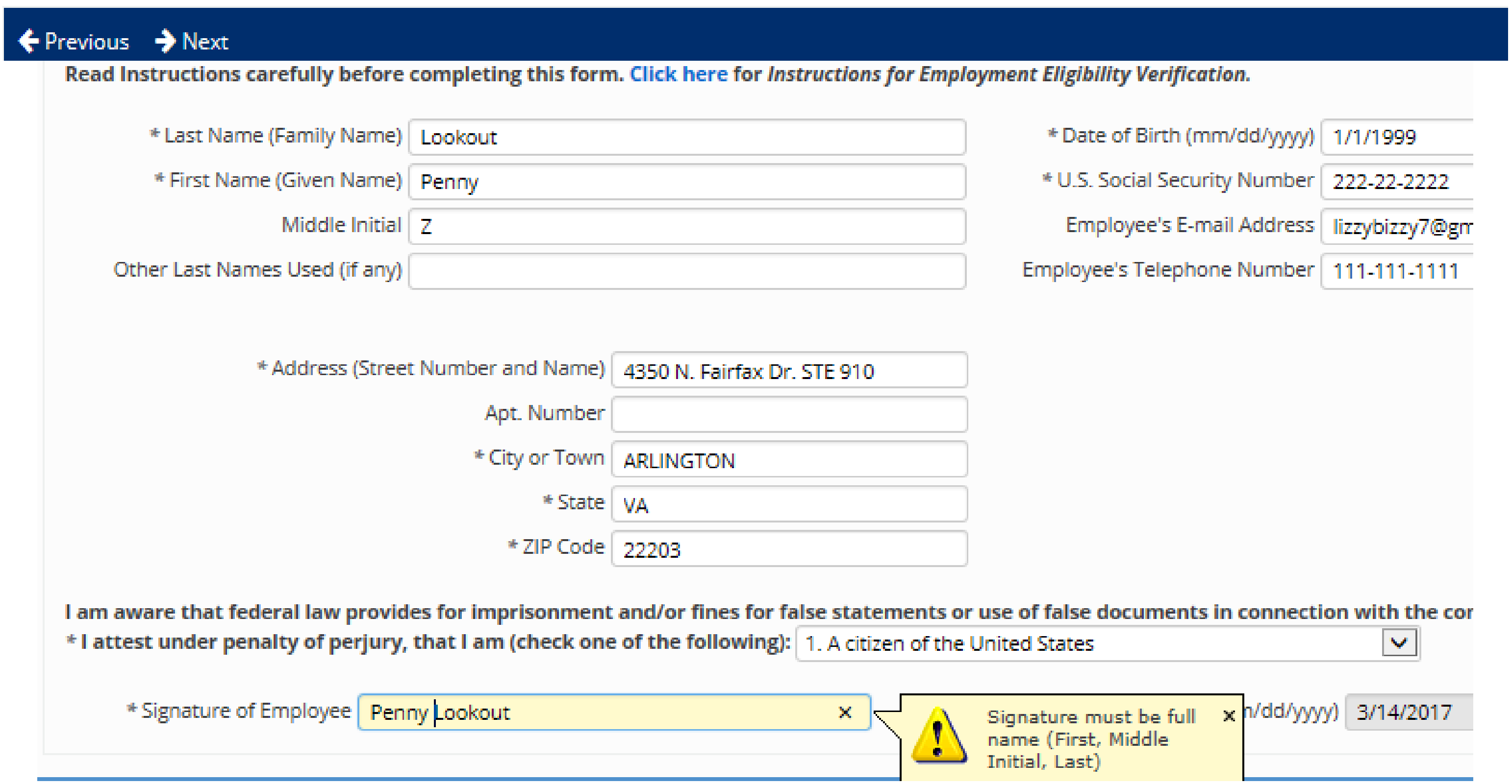
- Use the drop down menu next to ***I attest under penalty or perjury, that I am….*** to select your citizenship status.

STEP 11:

- Sign the I-9, by typing your First, Middle Initial, and Last Name. Once you have typed your name correctly, enter the date next to your typed name.

STEP 12:

- Click **NEXT** to continue to the next form.



Previous Next

Read Instructions carefully before completing this form. Click here for *Instructions for Employment Eligibility Verification.*

* Last Name (Family Name): Lookout
* First Name (Given Name): Penny
Middle Initial: Z
Other Last Names Used (if any):
* Date of Birth (mm/dd/yyyy): 1/1/1999
* U.S. Social Security Number: 222-22-2222
Employee's E-mail Address: lizzybizzy7@gm
Employee's Telephone Number: 111-111-1111

* Address (Street Number and Name): 4350 N. Fairfax Dr. STE 910
Apt. Number:
* City or Town: ARLINGTON
* State: VA
* ZIP Code: 22203

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the cor

*** I attest under penalty of perjury, that I am (check one of the following):** 1. A citizen of the United States

* Signature of Employee: Penny Lookout ×

Signature must be full name (First, Middle Initial, Last) ×

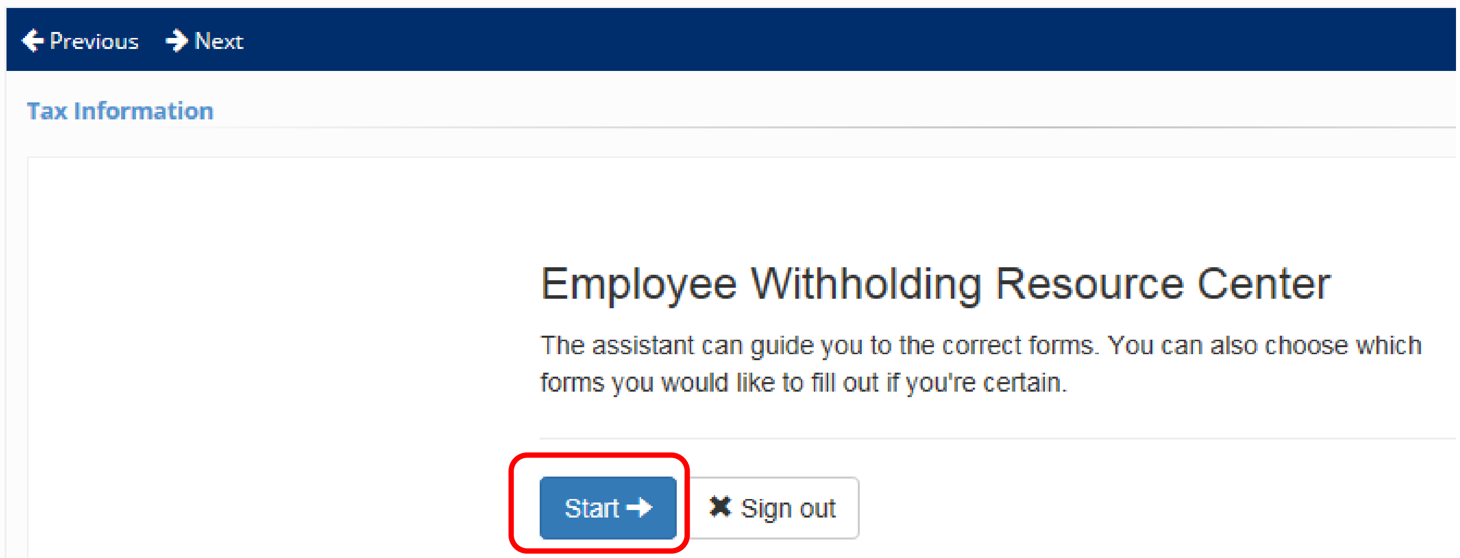
n/dd/yyyy) 3/14/2017

Tax Information

Your work location determines the state and local tax forms that need to be completed.

STEP 13:

- Click **START** to begin filling out Federal and State tax forms. Follow the prompts for calculation worksheets and other resources for help.



STEP 14:

- Once the W4 and state tax forms have been completed click **NEXT** to continue to the next section

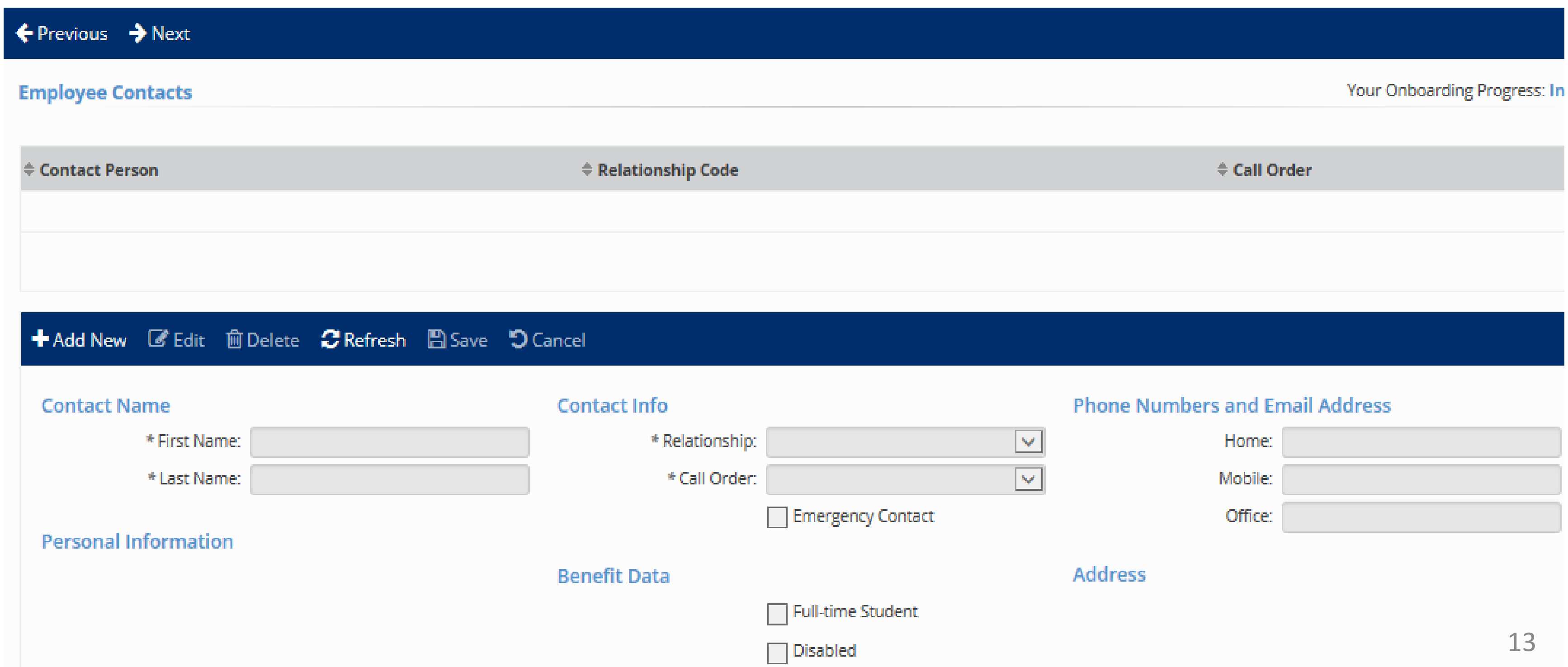
Employee Contacts

STEP 15:

- To add an Employee Contact click **Add New.**
- Enter the requested information and use the drop down menus to make required selections.
- Click **Save**
- To add another Employee Contact, repeat the process.
- Contacts can be edited by selecting the contact below Employee Contacts and clicking the **Edit** button
- Contacts can be deleted by selecting the contact below Employee Contacts and clicking the **Delete** button

STEP 16:

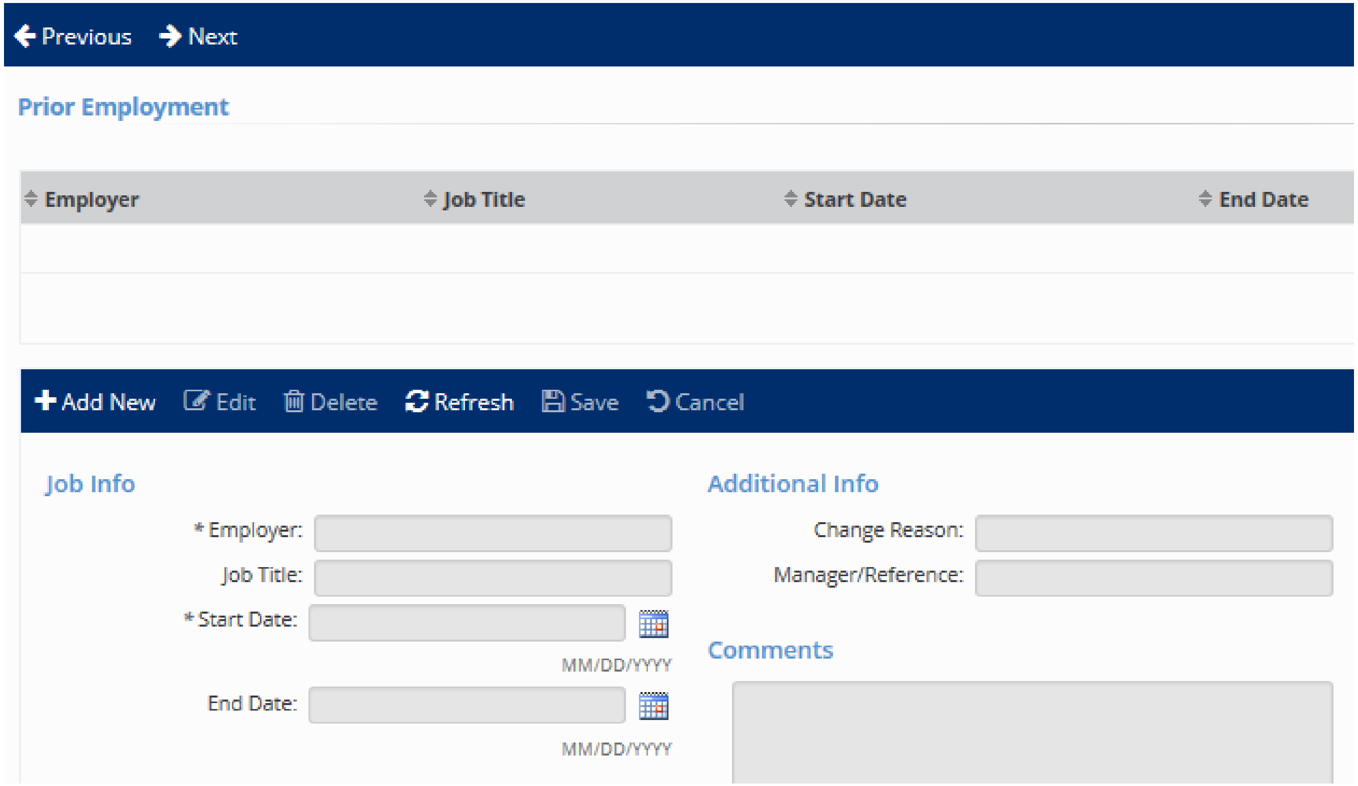
- Click **Next** to move to the next form.



Prior Employment

STEP 17:

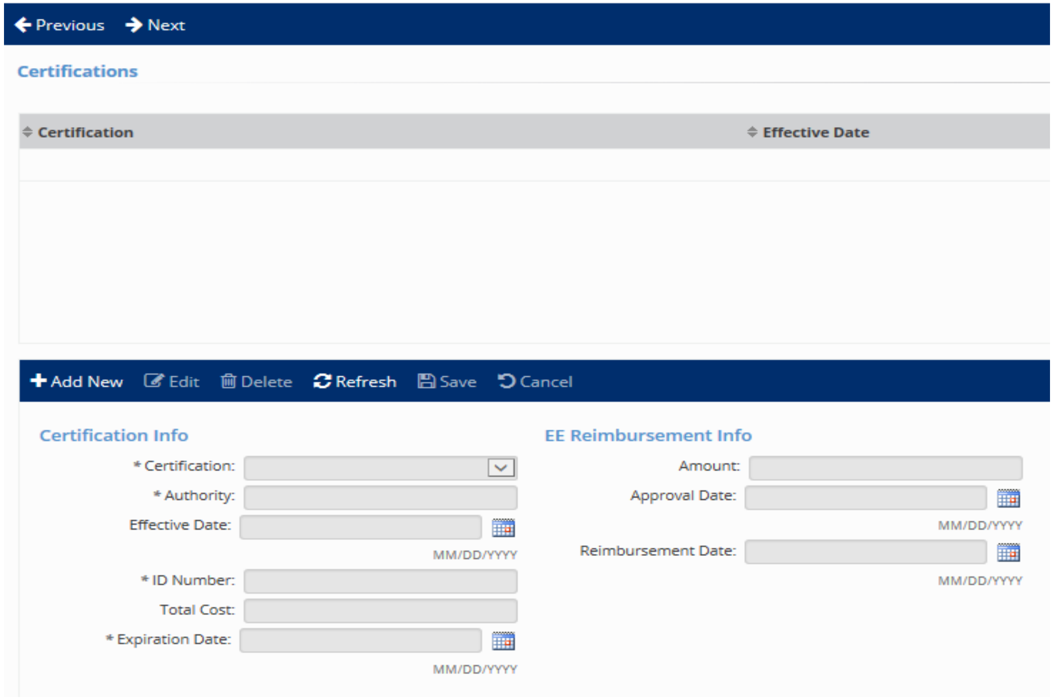
- Click **Add New** to add Prior Employment
- Fill in the requested information
- Click **Save** once the information has been completed.
- To add another prior employment record click **Add New.**
- When all information has been entered, click **NEXT.**



Certifications

STEP 18:

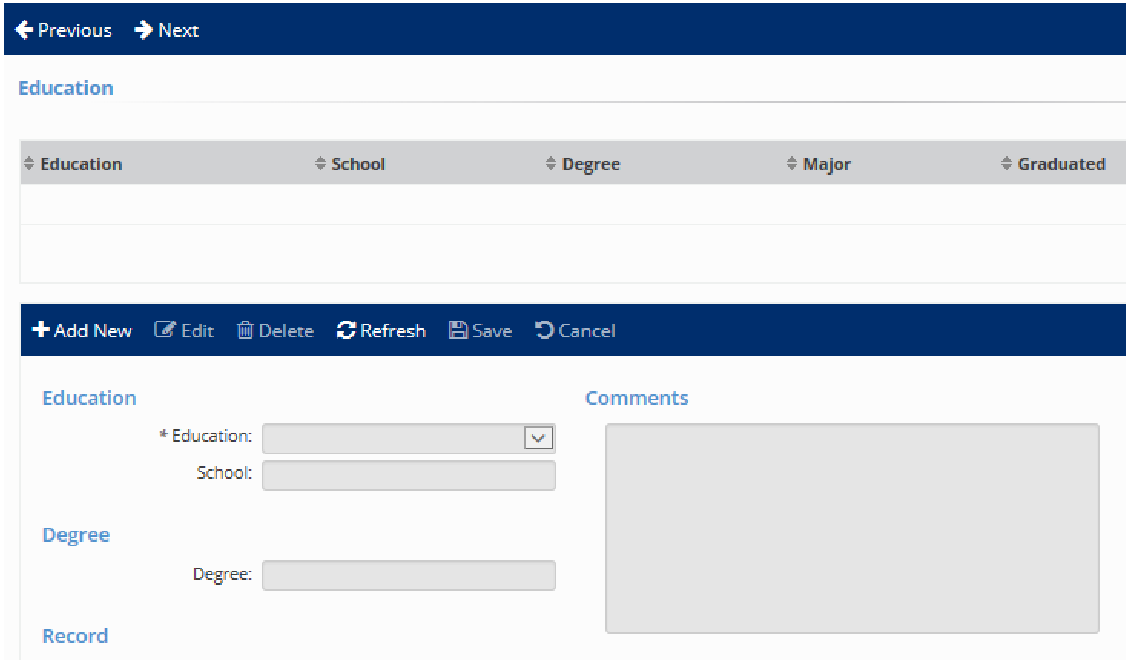
- Click **Add New** to add a Certification. **NASDA Field Enumerators should enter driver's license information here.** Office Enumerators may go to STEP 19.
    - Use the drop down menu next to Certification to select **Driver's License #.**
    - Enter the state that issued your driver's license as the **Authority**.
    - Enter the date the license was issued as the **Effective Date**.
    - Enter your driver's license # as the **ID Number.**
    - Enter the **Expiration Date** of your license.
    - Click **SAVE** when you have filled in the Certification, Authority, Effective Date, ID Number, and Expiration Date. You can ignore the EE Reimbursement Info portion of the screen.
    - Click **NEXT** to move to the next form.



Education

STEP 19:

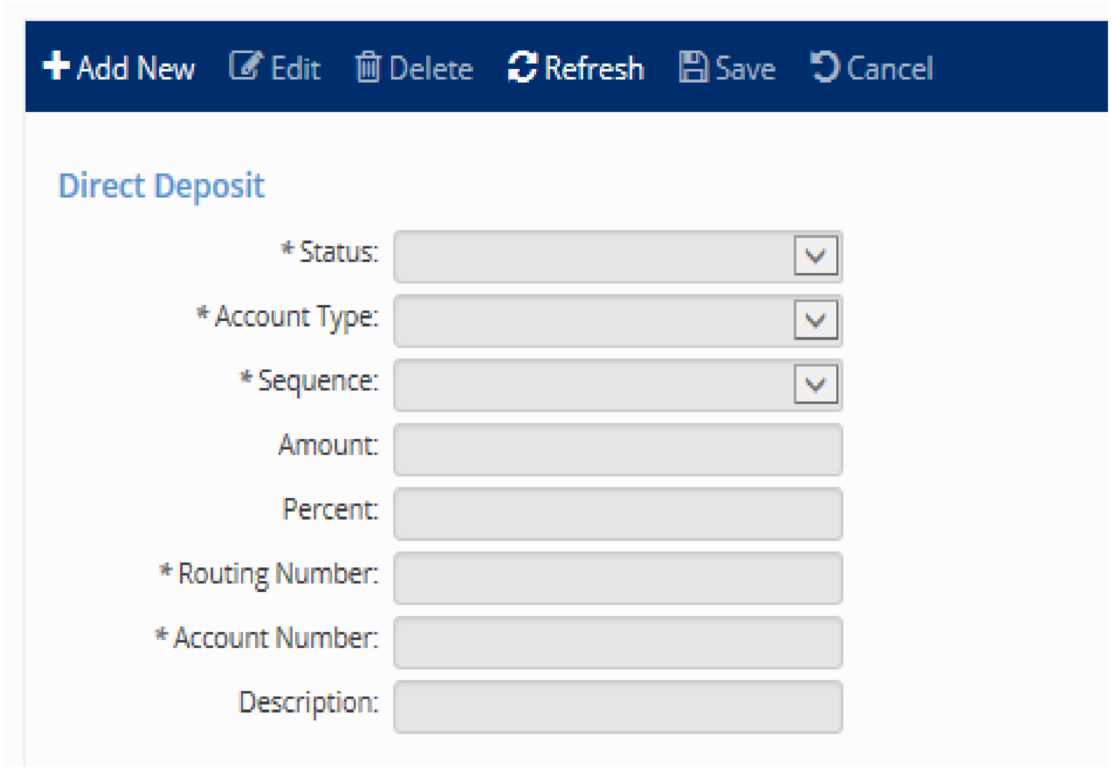
- Click **Add New** to add Education information.
- Fill in the requested information
- Click **Save** once the information has been filled out.
- To add another education record click **Add New.**
- Click **Next** when all Education information has been entered.



Direct Deposit

STEP 20:

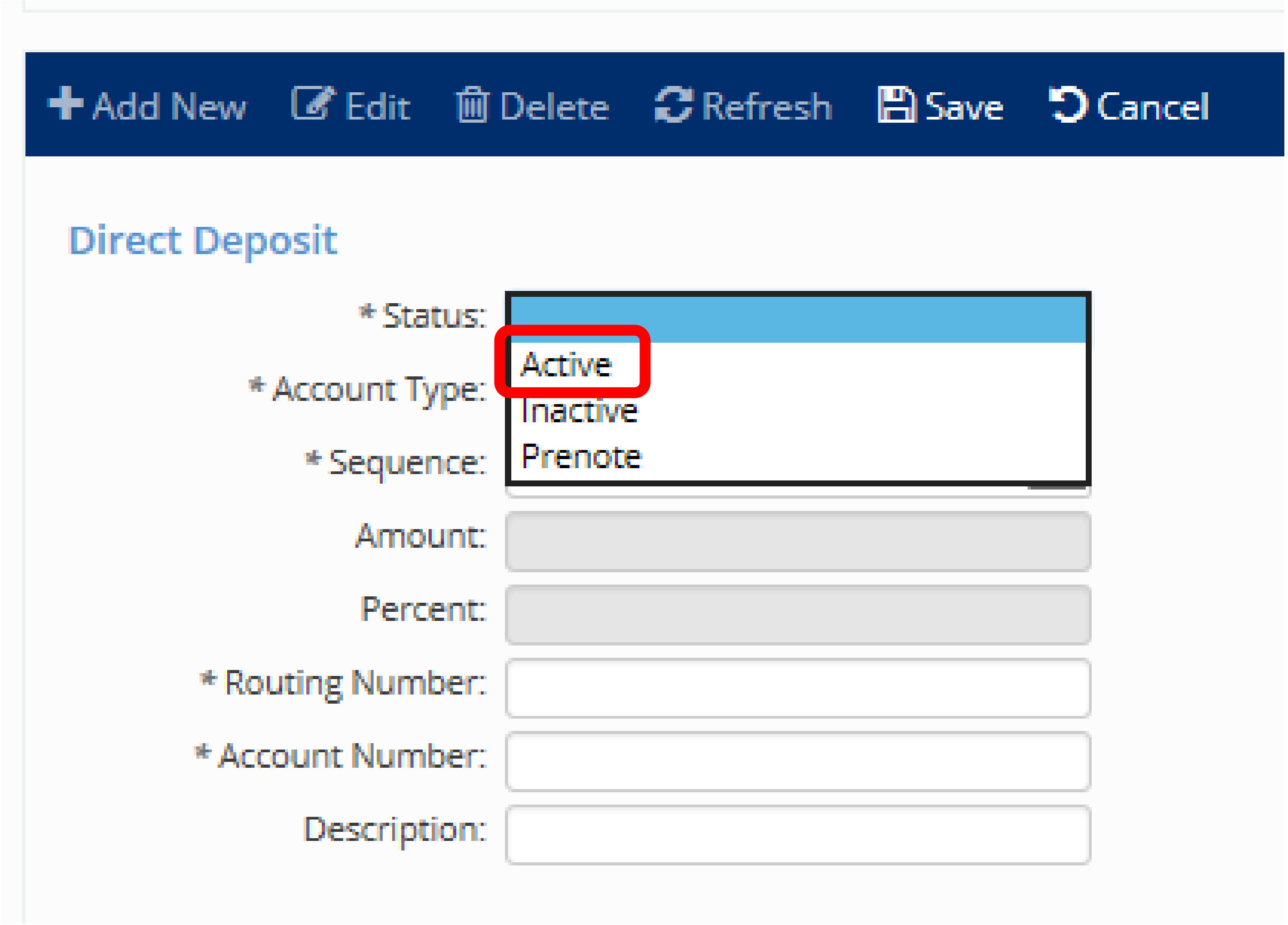
- NASDA strongly recommends that all employees enroll in direct deposit. To add your direct deposit account(s), click **+ Add New.** You will have the option to add multiple direct deposit accounts.



Direct Deposit

STEP 20a:

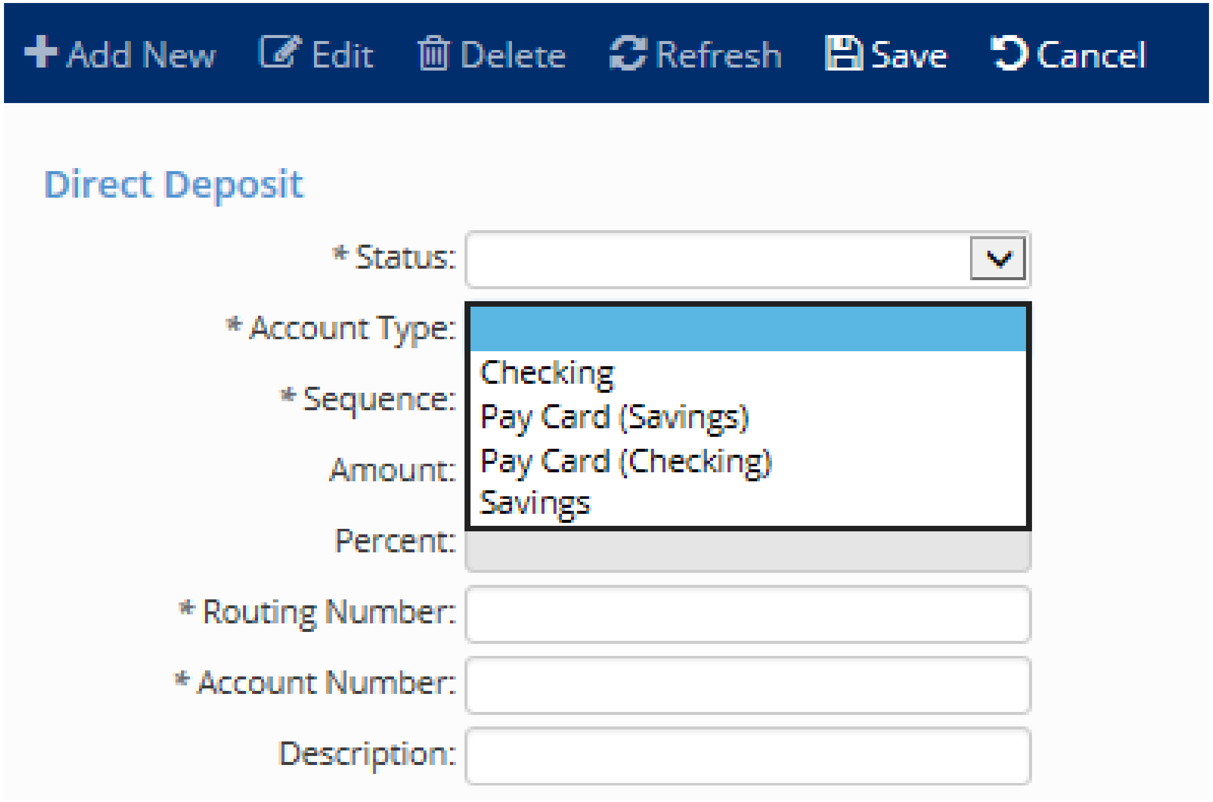
- Select **Active** as the status.



Direct Deposit

STEP 20b:

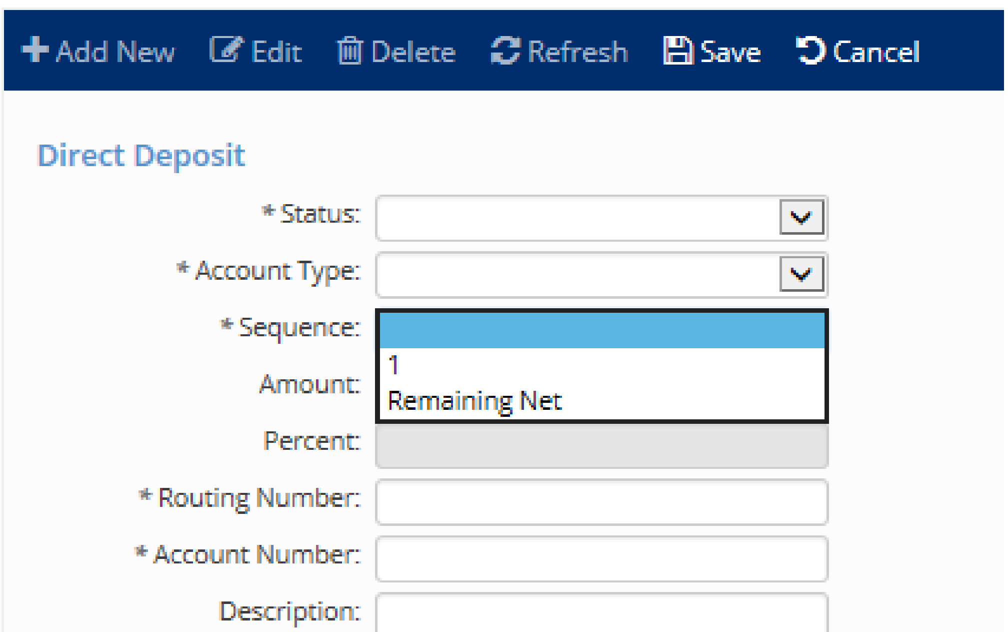
- Use the drop down menu to select the Account Type for your direct deposit. The options are Checking, Pay Card (Savings), Pay Card (Checking), Savings.



Direct Deposit

STEP 20c:

- Use the drop down menu to select the **Sequence**. If you are only entering one account, you will select "**Remaining Net**." You must always have "Remaining Net" selected for one of the accounts entered. The portion of your paycheck not assigned to another sequence (as directed below) will be deposited into the account assigned as "Remaining Net." Move to **STEP 20d** to complete the process for adding the account.
- If you would like your paycheck to be split between multiple accounts, select Sequence "1" for the second account you would like to add. When selecting a Sequence other than "Remaining Net," you must enter an **amount** or **percentage** to be sent to that account for each pay period you are paid. The system will only let you submit a percentage or amount not both. To enter more accounts, continue selecting Sequence #s.



Definitions of Sequences:

- **1** (2,3 etc)– Sends a specific amount or percentage to a direct deposit account. This option is used if you are setting up more than one direct deposit account.
- **Remaining Net** – Sends all or remaining funds to a direct deposit account. Must be used for one account.

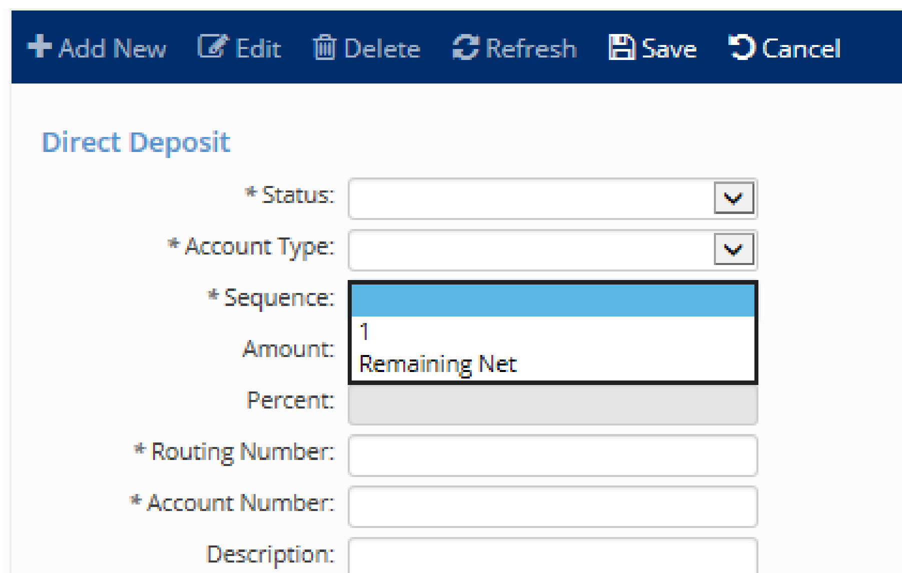
Direct Deposit

STEP 20d:

- Enter the **Routing** and **Account Number** associated with your direct deposit. Double check that the information you entered is correct. Incorrect information will cause a delay in receiving your paycheck. Routing numbers are always 9-digits long.

STEP 20e:

- Click **SAVE** when you have completed entering the required direct deposit information for the account.
- To add another direct deposit account repeat **STEP 20.**
- If you have completed adding your direct deposit information, click **NEXT.**



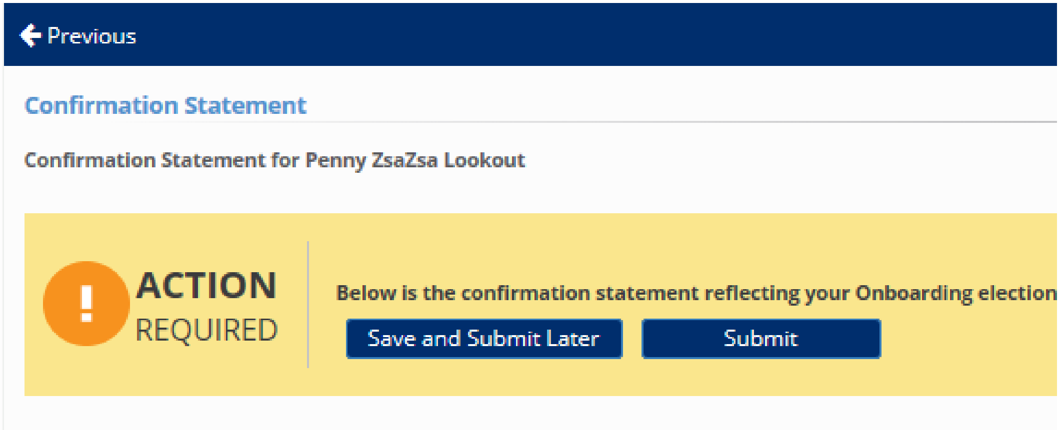
Confirmation Statement

STEP 21:

- Review all of the information you have entered for each onboarding form by scrolling down the Confirmation Statement page.
- If any changes are needed, use the **Previous** button to return to a specific section of the New Hire Onboarding Wizard to make edits to any information entered.

STEP 22:

- Once you have reviewed the information and everything is correct, click **Submit.**
- If you need to save and return later, click **Save and Submit Later.**



STEP 23:

- After the forms have been submitted, an email will be sent to your email account for you to **activate** your official NASDA Employee iSolved Account. Please activate your account within **72 hours** or the link will expire.
- If the link expires, please email your NASDA Supervisor for a new one.

Additional NASDA Onboarding Instructions and Tutorials

There are other tutorial videos that are available to help with your onboarding process. These videos can be found on our YouTube Channel, NASDA NASS or click the links below to view each video. They also can be found at www.nasda.org/nass under **Personnel Resources>Handbooks**

iSolved Activation Account Tutorial

https://www.youtube.com/watch?v=HFcsa4CSAwY&t=8s

iSolved Time Training

https://www.youtube.com/watch?v=x-qALKt1Zhg&t=695s