FermiWorks
Complete Initial Onboarding Actions
05.15.15

The FermiWorks New Employee Onboarding website link: http://fermiworks.fnal.gov/Onboarding_Training.shtml.
Please contact Monica Holmes if you have any questions 630.840.4634 or mholmes@fnal.gov.

There are five initial Action items to complete in your FermiWorks Inbox. (They may not display in this specific order.)
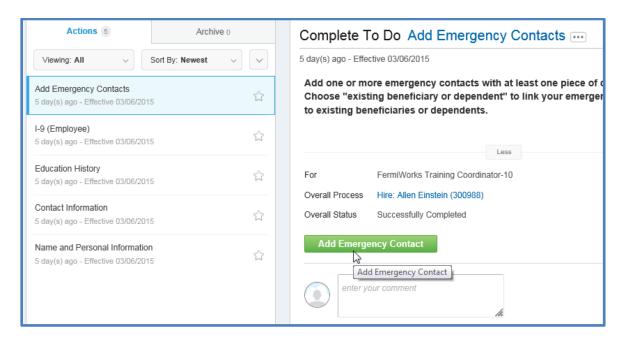
- Add Emergency Contacts
- I-9 (Employee)
- Education History
- Contact Information
- Name and Personal Information

After completing these Actions three more remain:
- Change My Government IDs
- Change My Licenses
- Review Documents

1. Log into your FermiWorks account.

2. Click **My Account > Inbox** to display the initial five Actions to complete.

Add Emergency Contact

1. Click **Add Emergency Contact**.

2. Click **Add My Emergency Contacts**.

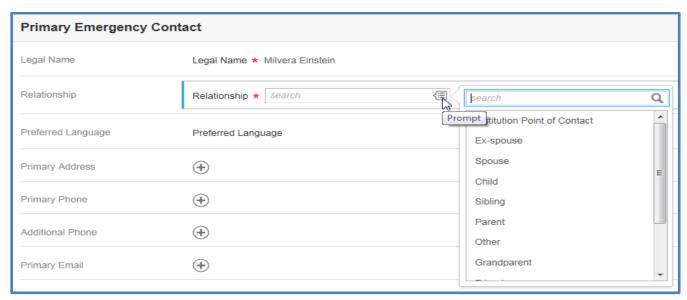3. Click **Legal Name** to open the section.

4. Complete the following fields:
   - **First Name** of Emergency Contact
   - **Last Name** of Emergency Contact

5. Click **Done**.

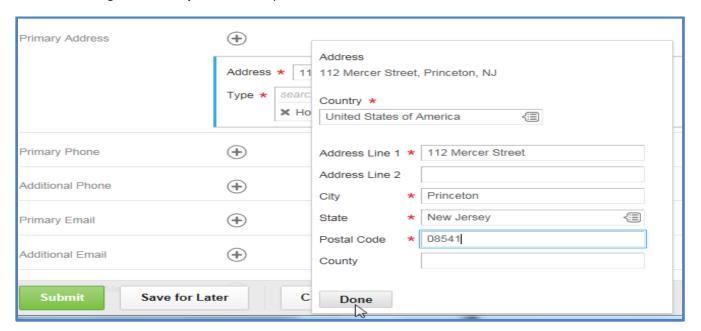6. Click **Relationship** to open the section.

7. Click Prompt and select the appropriate **Relationship** of your Emergency Contact.

8. Click **+** to the right of **Primary Address** to open the section.

9. Complete the following fields for your Emergency Contact:
    - **Country**
    - **Address Line 1** – 25 characters maximum
    - **City**
    - **State**
    - **Postal Code**

10. Click **Done**.

1. Click **+** to the right of **Primary Phone** to open the section.

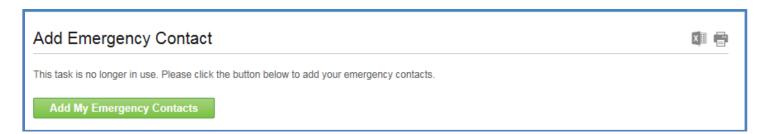NOTE: Your primary emergency contact must have at least one primary phone number or email address.

2. Complete the following fields for your Emergency Contact:
   • **Phone Device**
   • **Area Code**
   • **Phone Number**

3. Click **Done**.

OR

1. Click **+** to the right of **Primary Email** to open the section.

2. Enter the emergency contact's **Primary Email** address.

3. Select the **Type**.
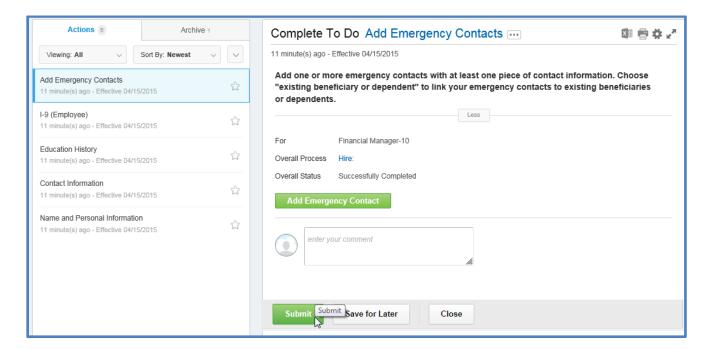
4. Click **Submit** at the bottom of the window.

The following window displays:

5. Click My Account > Inbox to open your Inbox to complete the Add Emergency Contacts Action item.

6. Click **Submit**.

NOTE: You MUST click **Submit** to complete the process. Some Actions will have two green buttons.   You MUST click first the Action button and then the Submit button to complete the process.
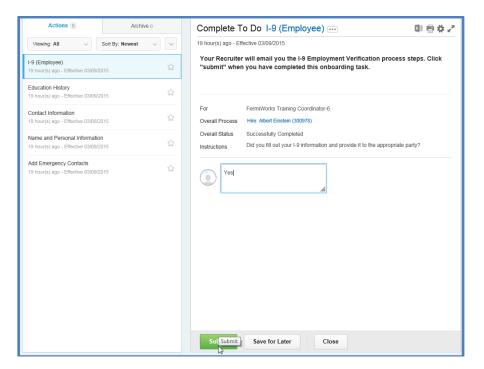
7. Click **Done**.

I-9 (Employee)

1. Enter a **Comment** to verify you have completed the I-9 onboarding task.

NOTE: On your first day bring with you all documents that establish both your employment eligibility and identity.

2. Click **Submit** to complete the I-9 (Employee) Action.
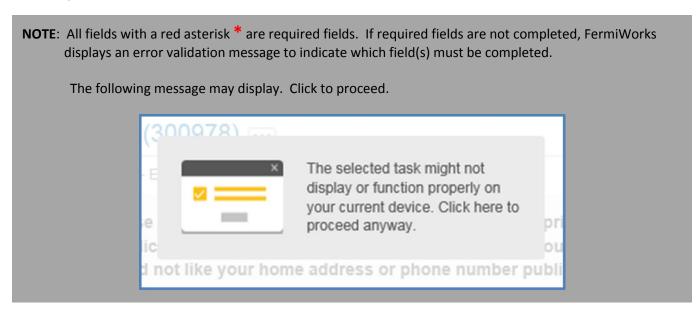

3. Click **Done**.

Education History

1. Click **Add Education**.

2. Enter your name in the **Worker** field.

NOTE: All fields with a red asterisk * are required fields. If required fields are not completed, FermiWorks displays an error validation message to indicate which field(s) must be completed.

The following message may display. Click to proceed.

3. Click **OK**.

> **NOTE:** A Prompt icon opens a pick list of entries for a field. Entries must match a selection from the pick list for all fields that have a prompt icon.

Add Education

Worker ★ | Albert Einstein | ... | ≣
Prompt

4. Complete the following fields:
    - **Country**
    - **School**
    - **Degree**
    - **Degree Received**
    - **Year Degree Received**
    - **Field of Study**

> **NOTE:** Enter completed degrees only. Include your High School diploma. This information is used for reporting.

5. Click **Add** to enter additional degrees if appropriate.

6. Click **Submit** when all degrees are entered.

7. Click **Done**.

8. Click **Submit** to complete the Education History section.

9. Click **Done**.

Contact Information

> **NOTE:** A local address is required for your health insurer to mail ID cards. It is also required to open a Fidelity account on your first day of employment.

1. Click **+** to the right of **Primary Address** to open the section.

2. Complete the following fields:
   - **Country**
   - **Address Line 1** – 25 characters maximum
   - **City**
   - **State**
   - **Postal Code**

3. Click **Done**.

Primary Phone

1. Click **+** to the right of **Primary Phone** to open the section.

2. Complete the following fields:
   - **Phone Device**
   - **Country Phone Code**, if applicable
   - **Area Code**
   - **Phone Number**

3. Click **Done**.

4. Click **Submit** at the bottom of the window.

5. Click **Done**.

Name and Personal Information

1. Click the **Name and Personal Information** Action.

2. Click **Gender** to open the section.

3. Select your **Gender**.

4. Click **Date of Birth** to open the section.

5. Enter your **Country of Birth**.

6. Click the Prompt to open the pick list of Countries.

7. Click **Preferred Countries** and select the Country where you were born.

8. Click Prompt to open the pick list of States to select the **Region of Birth**.

9. Select the appropriate state where you were born.

10. Enter the **City** where you were born.

11. Enter your **Marital Status** and **Marital Status Date** so this information is correctly captured in both FermiWorks and PeopleSoft.

12. Click **Citizenship Status** to open the section.

13. Click **Prompt** to open the pick list of countries. Select the country.

14. Click **Submit** at the bottom of the window.

15. Click **Done**.

This completes the initial Action items in your Inbox. There are additional Actions to complete. Click Refresh in your Inbox.