

Let's Get Started!



Get Connected

- HR@Revature.com
 - Case Tracking System / 24 - 48 hour response time
- Employee Resources Groups: connect@revature.com
 - Women in Technology
 - Revature LGBTQ+ Pride
 - Military Veterans

set.up **[Company Logins]**

Employee Logins



Revature Connect - Zoho
DAY 1

Usage: E-mail & Intranet
Login: Setup with link in personal e-mail



Time & Expense Portal
DAY 5

Usage: Timesheets & Expenses
Login: Revature e-mail; Reset password for first login



ADP Workforce Now
DAY 5

Usage: Payroll, benefits, 401k
Login: Registration code sent to Revature e-mail



Skillsoft Percipio
WEEK 2

Usage: HR Compliance Training
Login: Setup with link to Revature e-mail

save: 'Bookmarks'

Time & Expenses

- <https://rev2.force.com/revature>

ADP (Payroll & Benefits)

- <https://www.workforcenow.adp.com>

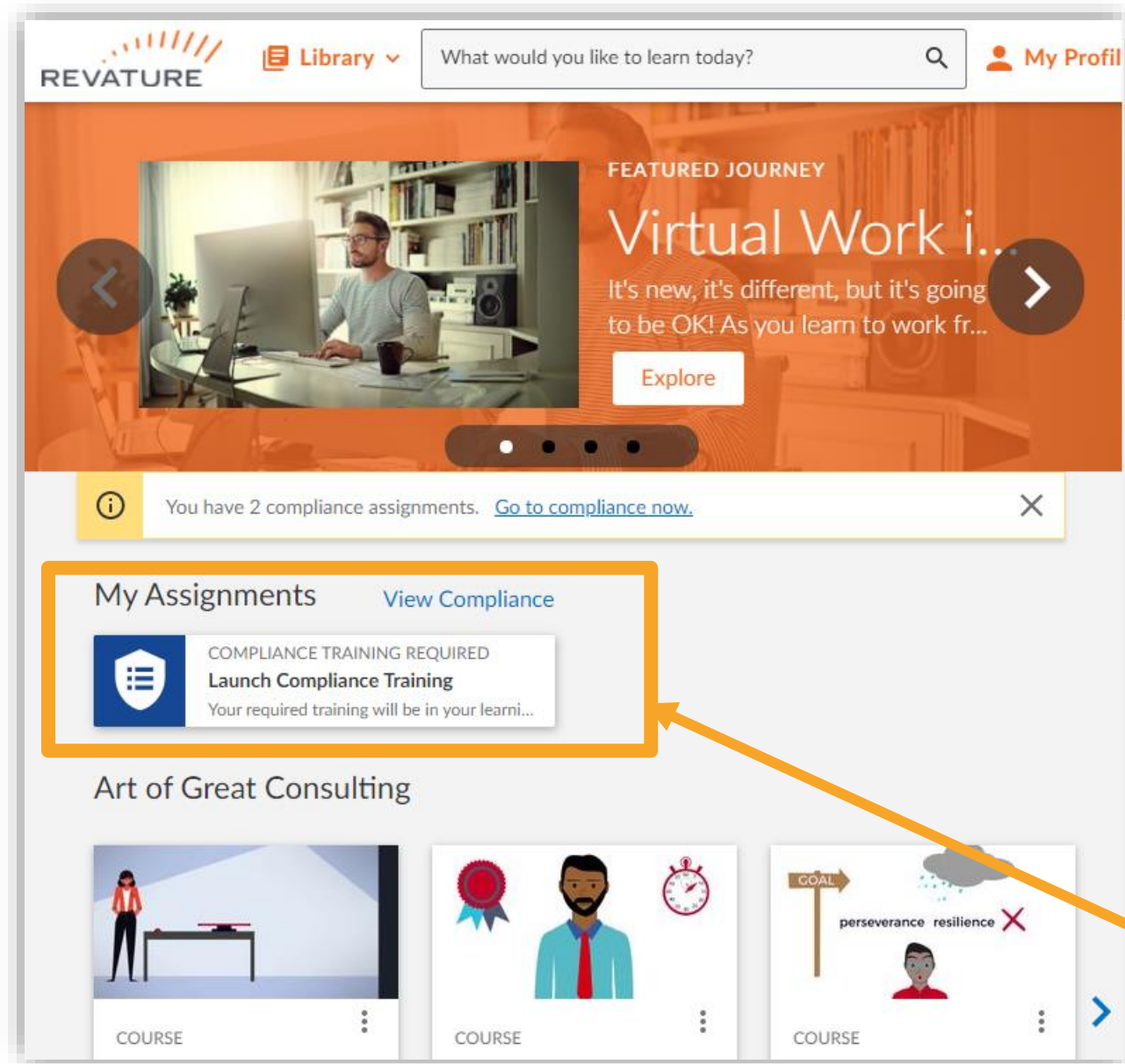
Revature Connect (E-mail & Intranet)

- <https://www.connect.revature.net>

HR Training Portal (Skillsoft Percipio)

- <https://revature.percipio.com/>





Percipio Landing Page

- 90 days from start date to complete mandatory trainings:
 1. Bridging the Diversity Gap
 2. Global Cybersecurity Basics
 3. Global Workplace Harassment Prevention for Employees
- Additional learning available at no cost
- Need help with this?
 - Learning@Revature.com

**Assigned Training
for Completion**

//*review: **REVATURE-policies**

Payroll Processes

- Payroll processed bi-weekly (every other Friday)
- Paid 2-weeks in arrears
- Paid as direct deposit (1-2 pay cycles to activate)
- PayCards used as alternate payment method

Timesheet Requirements

- Submit weekly by 6:00pm ET
- Standard work week is 40 hours
- If working above or below 40 hours, trainer pre-approvals required

April							May						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

EXAMPLE PAYROLL

- April 19 start date
- April 10 – 23 is pay period
- May 7 pay day includes:
 - Work hours from Apr 19 – Apr 23
- May 21 pay day includes:
 - Work hours from Apr 24 – May 7

Payroll & Holiday Calendar

1 = Payroll Day

1 = Revature Holiday



Payroll Calendar available
in Revature Connect



Payroll Calendar 2021

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July

S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

August

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	= Payroll Date
	= Revature Holiday (Office Closure)

Sample Timesheet



Timesheet Detail - Pending

[← Back To Timesheets](#)

<

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TASK DESCRIPTION		SAT 01/11/20	SUN 01/12/20	MON 01/13/20	TUE 01/14/20	WED 01/15/20	THU 01/16/20	FRI 01/17/20	WEEK TOTAL
Revature	Regular	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revature	PTO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours:									0.00

Comments:

Attach Files

Work Hours

Paid Time Off

Additional Approvals

Total Work AND Paid Time Off Hours

Comments box for specific info

<https://www.rapidfs.com>

Customer Service: 888-727-4314



- Mailed to address on I-9 Form during first week
- PayCards issued for company expenses (relocation/certifications)
- PayCard used for payroll if direct deposit is not active
- You can activate & pay with card OR move funds into bank account on website



- * Check paperwork for details on fees.
- * There is no fee for transferring funds to your bank.
- * Contact Rapid! for additional questions

/enroll: **"Benefits"**



Insurance

- 60-days from start date to enroll in ADP
- Enrollment begins 1st of month after 60-days
- Check Benefits Guide in Revature Connect for details on insurance coverage and costs



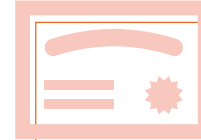
Commuter Benefits

- Update at any time in ADP
- Contribute up to \$265/month for parking or mass transit
- Helps budget & contributions are tax-free



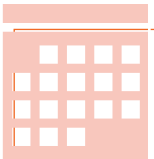
401(k) Retirement Savings

- Update at any time in ADP
- Roth and Traditional options (pre and post tax contributions)
- No company match



Certifications

- 2 certifications reimbursable per year
- Must be approved by Revature
- Can only reimburse for passed attempt



Paid Time Off & Company Holidays

- PTO accruals start after joining first client project
- 8 paid Revature holidays per year
- Unpaid leave is available with approvals



Employee Assistance Program (EAP)

- Available to all employees – phone and online
- Cost free – life counseling, professional advice, legal and financial consulting

What you should do now...



- ✓ Complete required paperwork
- ✓ Set up your account logins
- ✓ Start submitting timesheets
- ✓ Enroll in insurance (60-days)
- ✓ Complete HR Training in Percipio (90-days)

Contact Info:

HR@Revature.com

HR/Benefits/Payroll questions

Connect@Revature.com

Employee Resource Groups

Learning@Revature.com

HR Training Support

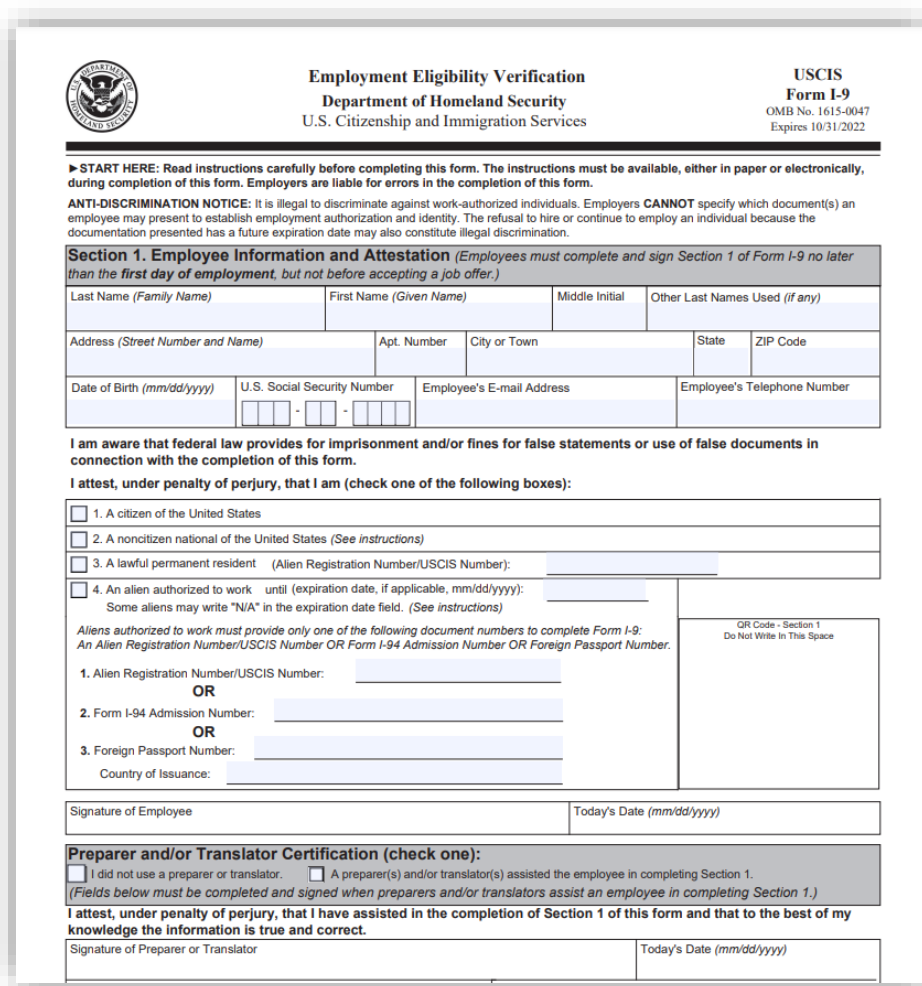
A professional office setting where a woman in a light-colored blazer is shaking hands with a man in a dark suit. They are both smiling. In the background, a man with a beard and a woman are seated at a table, also smiling. The scene is brightly lit with large windows in the background.

Thank you!

>>> complete (**"Paperwork"**) >>>

>>> complete ("Paperwork") >>>

- I-9 Form & Supporting Documents
- Direct Deposit Authorization Form



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

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

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	Other Last Names Used (if any)
Address (Street Number and Name)		Apt. Number	City or Town
State		ZIP Code	
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number

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

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number):
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy):

Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number:
OR
2. Form I-94 Admission Number:
OR
3. Foreign Passport Number:
Country of Issuance:

QR Code - Section 1
Do Not Write In This Space

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

Preparer and/or Translator Certification (check one):
☐ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator Today's Date (mm/dd/yyyy)



ADP TotalSource
Bottom Line. Your team just got better.®

Direct Deposit Authorization

Employee Name: _____
Last 4 Digits of SSN: _____ Date: _____
Worksite Employer: _____
Company Code: N/A Paygroup: N/A

☐ I choose to waive Direct Deposit Authorization (Otherwise complete Direct Deposit Authorization information below)
Employees are allowed to set up a maximum of five direct deposit accounts. A maximum of three checking accounts and two saving accounts are allowed.

Account Number: _____
Your bank account number follows the transit number on the lower, left corner of the check (see diagram).

Transit Number: _____
A nine-digit number located in the lower, left corner of the check (see diagram).

Account Type	Transit/ABA Number	Account Number	Full Net Deposit	Partial Deposit	Amount
			(Check if partial deposit)		
1.			<input type="checkbox"/>	<input type="checkbox"/>	
2.			<input type="checkbox"/>	<input type="checkbox"/>	
3.			<input type="checkbox"/>	<input type="checkbox"/>	
4.			<input type="checkbox"/>	<input type="checkbox"/>	
5.			<input type="checkbox"/>	<input type="checkbox"/>	


☐ Send remainder as a live check.

Authorization Statement:
By signing the Direct Deposit Authorization form below you are agreeing to the following:

- I authorize ADP TotalSource and the bank listed above to deposit my net pay or a portion thereof as indicated into my account each pay date.
- If funds to which I am not entitled are deposited to my account, I authorize ADP TotalSource to direct the bank to return said funds to ADP TotalSource.

submit { "I-9 Form" }

- Section 1 (Employee Info)
 - Name
 - Address
 - Date of Birth
 - Social Security Number
 - Work Auth. Status (CHECK ONE)
 - Sign & Date
- Supporting Documents
 - Page 3 of the I-9 Form
 - Establish identity & eligibility to work in US
 - Original & unexpired documents

		Employment Eligibility Verification Department of Homeland Security U.S. Citizenship and Immigration Services		USCIS Form I-9 OMB No. 1615-0047 Expires 10/31/2022	
<p>▶ START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.</p> <p>ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.</p>					
Section 1. Employee Information and Attestation <i>(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.)</i>					
Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)
Address (Street Number and Name)		Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's E-mail Address		Employee's Telephone Number
<p>I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.</p> <p>I attest, under penalty of perjury, that I am (check one of the following boxes):</p>					
<input type="checkbox"/> 1. A citizen of the United States					
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>					
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number):					
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Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>					
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p>					
1. Alien Registration Number/USCIS Number:					
OR					
2. Form I-94 Admission Number:					
OR					
3. Foreign Passport Number:					
Country of Issuance:					
QR Code - Section 1 Do Not Write in This Space					
Signature of Employee				Today's Date (mm/dd/yyyy)	
Preparer and/or Translator Certification (check one):					
<input type="checkbox"/> I did not use a preparer or translator. <input type="checkbox"/> A preparer(s) and/or translator(s) assisted the employee in completing Section 1.					
<i>(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)</i>					
<p>I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.</p>					
Signature of Preparer or Translator				Today's Date (mm/dd/yyyy)	

// /* I-9 Form Supporting Documents //



Documents that
Establish Both
Identity and
Employment
Authorization

or



Documents
that Establish
Identity

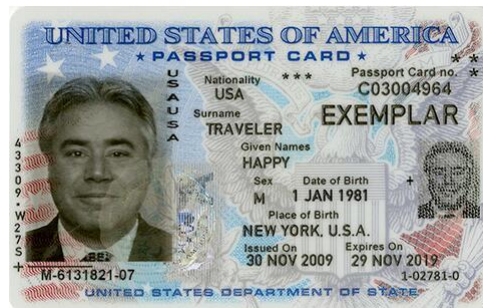
+



Documents
that Establish
Employment
Authorization

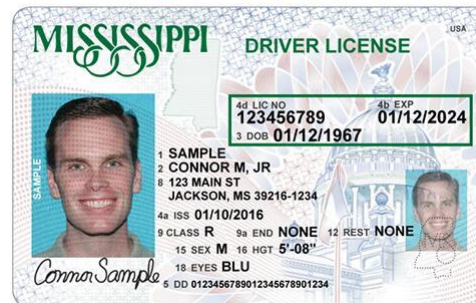
List A Examples

- US Passport
- I-551 (Green Card)



List B Examples

- Driver's License
- ID Card



List C Examples

- Social Security Card
- US Birth Certificate



set.up [Direct Deposit]

Direct Deposit Authorization Form

- Name
- Last 4 of SSN
- Date
- Account Details
- Amount (if more than 1 account)
- Sign & Date

Bank Documentation

- Void Check or other document with ABA & Account Numbers

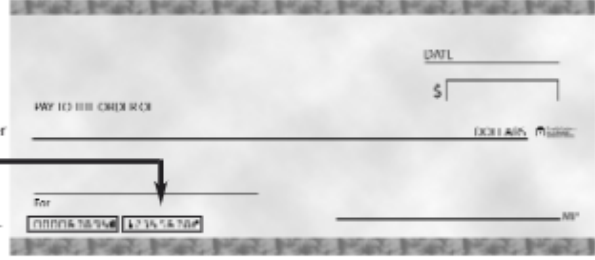
ADP TotalSource Bottom Line. Your team just got better.® **Direct Deposit Authorization**

Employee Name: _____
Last 4 Digits of SSN: _____ Date: _____
Worksite Employer: _____
Company Code: N/A Paygroup: N/A

☐ I choose to waive Direct Deposit Authorization (Otherwise complete Direct Deposit Authorization information below)
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A nine-digit number located in the lower, left corner of the check (see diagram).



	Account Type	Transit/ABA Number	Account Number	Full Net Deposit	Partial Deposit (Check if partial deposit)	Amount
1.	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
2.	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
3.	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
4.	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
5.	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

☐ Send remainder as a live check.

Authorization Statement:

By signing the Direct Deposit Authorization form below you are agreeing to the following:

- I authorize ADP TotalSource and the bank listed above to deposit my net pay or a portion thereof as indicated into my account each pay date.
- If funds to which I am not entitled are deposited to my account, I authorize ADP TotalSource to direct the bank to return said funds to ADP TotalSource.