Employee Experience Team



Purpose:

The Employee Experience team was created to provide you support facilitating an optimal experience along your Revature journey

What we do:

- Strategic engagement calls to confirm your progress
- Connect you with your new point-of-contacts throughout the training and staging process
- Support you throughout your journey at Revature on all nontechnical fronts
- Provide you with best practices equip you to be successful

Adrian Nesbeth	Shelby Woods	Cameron Coley	Shelby Lloyd
Director of Employee Experience	Senior Employee Experience Specialist	Employee Support Specialist	Employee Support Specialist
Adrian.Nesbth@Revature.com	Shelby.Woods@Revature.com	Cameron.Coley@Revature.com	Shelby.Lloyd@Revature.com

Get Connected With Your Support



Employee Resources Groups: connect@revature.com

- Women in Technology
- Revature LGBTQ+ Pride

Employee Assistance Program (EAP): www.ibhworklife.com

- Outreach is anonymous
- 24/7 consultations with a counselor via the phone 1-800-386-7055
- 3 free in-person counseling sessions per year

HR@Revature.com

- Health Insurance enrollment
- Payroll discrepancies
- Background Check
- Employee relation Issue
- Case Tracking System / 24 48 hour response time

ITSupport@Revature.com

- Sets up your Revature Connect and email by the third day of employment
- Timecard expense portal login

Beneficial to Revature



When to contact Human Resources?

- I have questions about my tax forms on ADP or my tax information is incorrect
- I would like to change my Wisley elections
- I have questions about Revature policies
- I need to update my Direct Deposit information
- My name is innocent on my documents in ADP and/or my timesheet
- I have moved and need to update my address and state tax withholdings
- Any pay relocated questions
- Any sick of bereavement leave
- I had a qualifying life event happens
- I have questions about the specifics of the different insurance plans
- My Social Security Number (SSN) is wrong in ADP
- Questions about my Timesheet



When to the Employee Experience Team?

- I have not received my Wisley pay card within 10 business days
- I didn't receive my training classroom link
- I don't know who to contact about tech/ADP/HR issues
- I'm having trouble with my onboarding paperwork

Employee Logins



ADP Workforce Now DAY 1

Usage: Onboarding, Payroll, Benefits, 401k

Login: Registration code & Associate ID sent via e-mail



Ceridian DAY 1

Usage: Onboarding, Payroll

Login: information will be sent

via e-mail



Microsoft & Connect DAY 1

Usage: E-mail & Intranet

Login: Setup with link in personal

e-mail



Time & Expense Portal FIRST FRIDAY

Usage: Timesheets & Expenses

Login: Revature e-mail; Reset

password for first login



Skillsoft Percipio WFFK 2

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

Bookmarks



Time & Expenses

https://rev2.force.com/revature

ADP (Payroll & Benefits)

• https://www.workforcenow.adp.com

Revature Connect (Email & Intranet)

https://www.connect.revature.net

HR Training Portal (Skillsoft Percipio)

https://revature.percipio.com/



Will I have access to these links?

We will email you all this information and these links today around 12:30 PM EST.





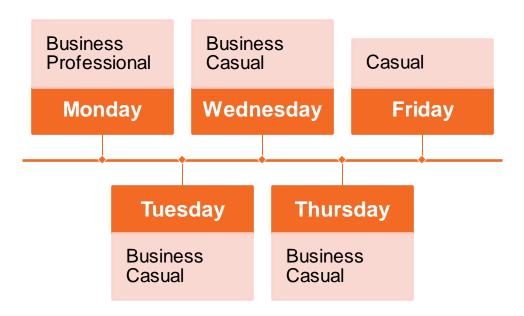
Drug Use – Zero Tolerance Policy



- As a federal contractor/subcontractor we promote a drug-free workplace
- Drug Screenings can occur:
 - Pre-Project Testing
 - Post-Accident Testing
 - Random Drug Testing
- Failing a drug screen breaches your agreement with Revature
- Policy is based on federal law, so state-permitted substances are controlled on the federal level

Dress Code





 Dress Code may vary when on a project depending on which client you work with

Paid Time Off



- Revature recognizes employees need Paid Time Off (PTO) from work for illness, vacation and other purposes
- PTO accrual begins on your first payroll after beginning client work
 - Balances available in ADP for US associates and Ceridian for Canadian associates
 - PTO is earned at a rate of 2.31 hour per pay period for your first year

Payroll



US Payroll Processes

- Payroll processed bi-weekly (every other Friday)
- Paid 1-weeks in arrears

June 2022

29	30	31	01	02	03	04
			08			11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

EXAMPLE PAYROLL

- May 31 start date
- May 31–June 10 is pay period
- June 17 payday includes:
 - Work hours from May 31 June 10

Your first payday is on June 17, for days worked from May 31 – June 10

Canada Payroll Processes

- Payroll processed bi-weekly (every other Friday)
- Paid 2-weeks in arrears

June 2022

29	30	31	01	02	03	04
05	06	07	80	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25

EXAMPLE PAYROLL

- May 31 start date
- May 31 June 3 is pay period
- June 17 payday includes:
 - Work hours from May 23 June 3

Your first payday is on June 17, for days worked May 31 – June 3

Payroll & Holiday Calendar



US Payroll Calendar 2022





= Revature Observed Holiday



dependence Day - July 4, 2022

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30	31																				

	= Pay Date			
0	= Holiday			
			2022 Revature US Holidays (US Opera	itions closed)
ML	K Day - Jan 17, 202	22	Labor Day - Sep 5, 2022	Day after Thanksgiving - Nov 25, 2022
Me	morial Day - May	30, 2022	Thanksgiving Day - Nov 24, 2022	Christmas Day - Dec 26, 2022



Observed Holidays 2022

US Observed Holidays

Martin Luther King Jr. Day

•January 17, 2022

Memorial Day

•May 30, 2022

Independence Day

•July 4, 2022

Labor Day

•September 5, 2022

Thanksgiving

•November 24 – 25, 2022

Christmas

•December 26, 2022

Canada Observed Holidays

New Year's Day

January 3, 2022

Islander Day

• February 21, 2022

Good Friday

• April 15, 2022

Victoria Day

• May 23, 2022

Canada Day

• July 1, 2022

Labour Day

• September 5, 2022

Thanksgiving

• October 10, 2022

Christmas

• December 26, 2022



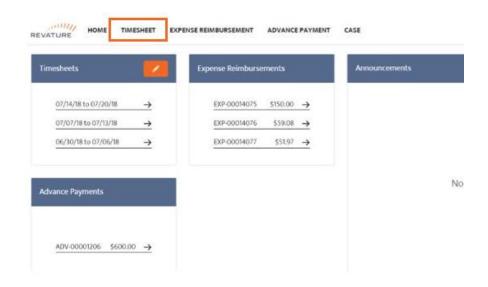
Do I have to put anything on my time sheet for a paid holiday?

No, you can leave the Revature approved paid holiday blank and you will be paid for that day accordingly.

Timesheet



To fill out your timesheets log into RevConnect and click the timesheet tab



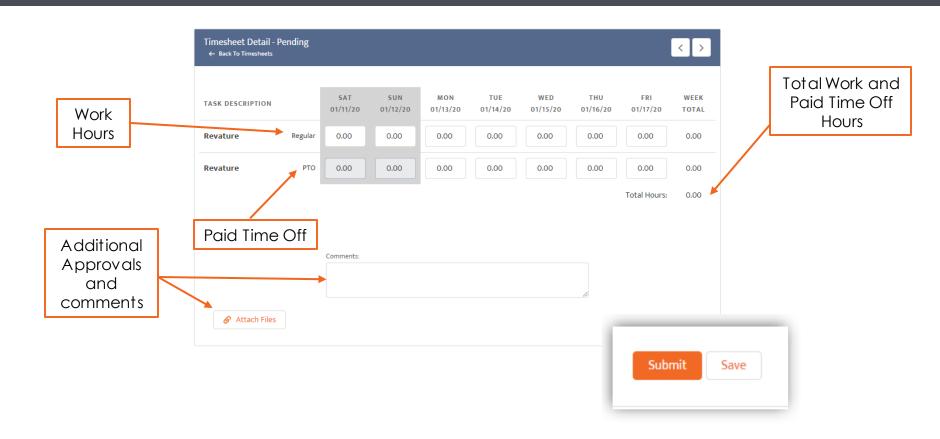


Do I use the timesheets in ADP?

No, ADP is for your paystubs and insurance enrollment. You will use https://rev2.force.com/revature to fill out the timesheet.

Sample Timesheet







When do I submit my timesheets?

Every Friday by 6 pm EST. The standard work week is 40 hours

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 (US Only)

- 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 (US Only)

- 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

ENROLLMENT





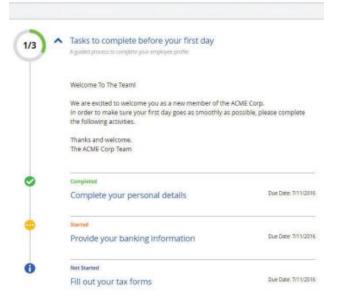
Canadian Enrollment



Your Onboarding Checklist

Welcome to Acme Corp. We're excited for your first day on Tuesday, July 12. In order to make sure your onboarding experience goes as smoothly as possible, please make sure to complete the activities below. Thanks and welcome.

The ACME Corp Team



If you have not received an email from Ceridian, please contact the Employee Experience Team.



Ceridian is our Canadian based HR software where you can view your pay stubs, PTO, and benefit elections.





Canadian Enrollment



You will need to upload a copy of the following into Ceridian

- A Photo ID Containing: Name, Date of Birth, Photo and Signature
- SIN Letter, SIN Card or any other document containing SIN
 - IF TEMPORARY SIN: Additional proof of work authorization in Canada



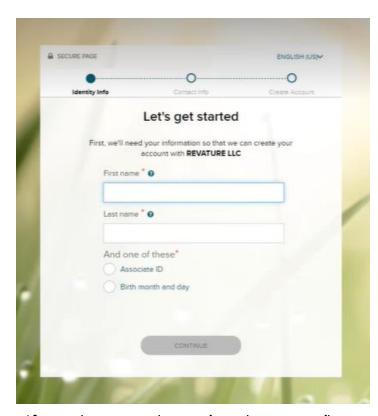


How do we know if everything is complete and/or approved in Ceridian?

No news is good news! Some documents will say "approved" but not all. If there is a problem with your documents, someone will reach out to you.

US Enrollment





If you have not received an email from ADP, please contact the Employee Experience Team.



ADP is our HR software where you can view your pay stubs, PTO, and benefit elections.



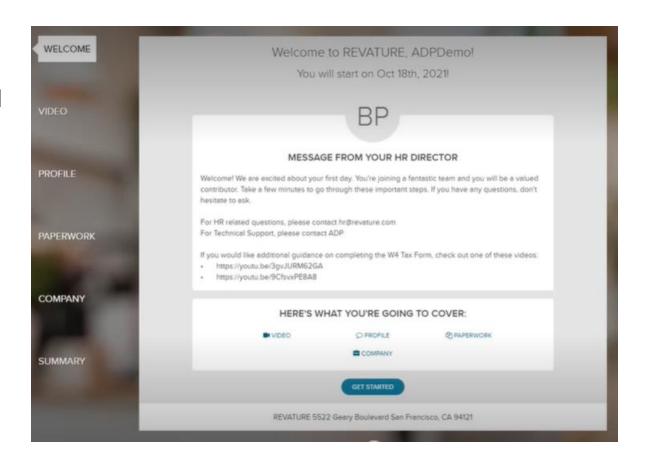
<u>I had ADP with a former Employer, do I still need to register with Revature?</u>

Provide HR with an alternative email, you cannot use your previous ADP email. To log in, you will then use the associate ID sent by HR to create your Revature specific ADP account.

US Enrollment

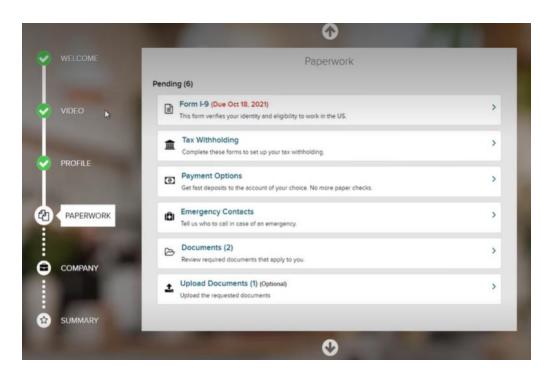


Once Logged in you will be directed through a process of setting up your profile and filling out the required "paperwork"



US Complete the "Paperwork"







How do we know if everything is complete and/or approved in ADP?

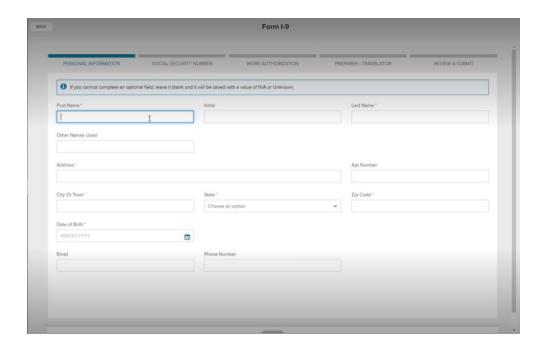
No news is good news! Some documents will say "approved" but not all. If there is a problem with your documents, someone will reach out to you.

In ADP you will be guided through a process to fill out the following "paperwork"

- I-9 Form
- W4 Form
- Direct Deposit
 Information
- Emergency Contact
 Information
- Wisley Payment Form
- Upload Supporting Documents

US Paperwork – 19





ADP will have you answer a series of questions to fill out Section 1 of the I-9 document

- Your<u>full legal name</u>
- Current address
- Date of Birth
- Social Security
 number
 - Your email
 address and
 phone number

Paperwork – 19 Continued



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Once you answer all the questions you will see that ADP will fill out the I-9 document in the highlighted areas with the information you provided.
This does not mean the I-9 form is complete.

To complete the I-9 you will need to upload the following documents...

US Paperwork – 19 Supporting Documents

or

or





Documents that Establish Both Identity and Employment Authorization

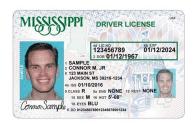


Documents that Establish Identity



Documents that Establish Employment Authorization









List A Examples

- US Passport
- I-551 ("Green Card," front and back)

List B Examples

- Driver's License
- ID Card

List C Examples

- Social Security Card
- US Birth Certificate

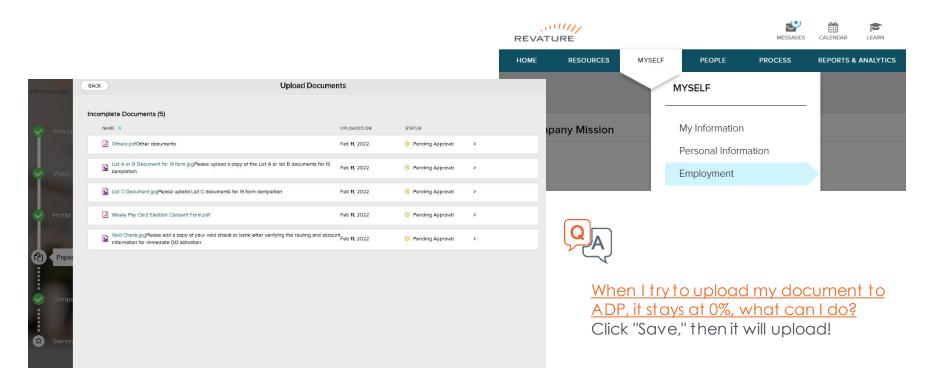
Further details on approved documentation can be found on page 3 of the 19 in ADP or at

https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents

US Paperwork – 19 Supporting Documents Continued



- You will upload you 19 documents at the last stage of onboarding in ADP after you
 have completed the paperwork in the "upload documents section"
- If you skip doing it at this stage, you can upload the documents under the Myself Tab > Employment > My Documents > Upload



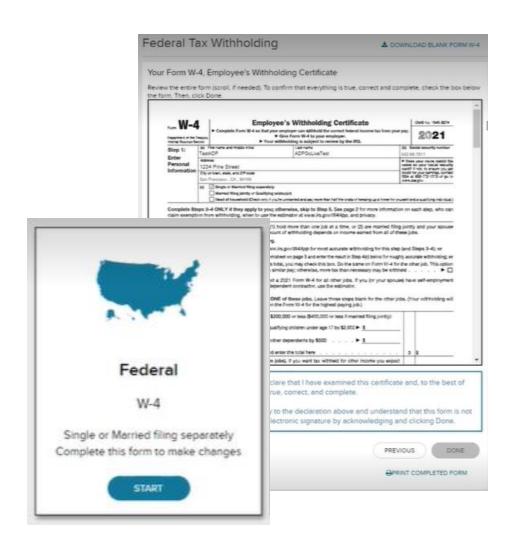
US Tax Withholdings (W4)



Just like the 19, ADP will ask you various questions to assist you with filling out your W4.

- Location
- Dependents
- Income status

Based on your answers ADP will autopopulate your W4 form with the appropriate tax withholdings



Direct Deposit



To enroll in Direct Deposit, you must fill out the Direct Deposit Authorization Form in ADP by providing your

- Account Number
- Routing Number

And upload a form of account verification

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What will happen if I do not upload a Voided Check or Direct Deposit Form?

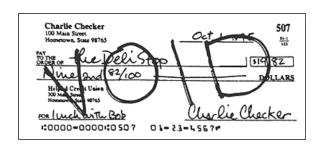
If you do not provide any bank account information at all, all pay will be defaulted to the Wisley pay card.

Direct Deposit Account Verification



To finalize setting up your direct deposit you must upload one of the following

- VOID Check
- Bank Account Authorization Form (From your bank)
- A screenshot of your mobile banking app that showing your full account number, routing number, and account type







What will happen if I fill out the Direct Deposit form in ADP but do not upload a document?

If you do not provide any documentation confirming your bank account information you will be defaulted to Wisley for two pay periods until HR can manually confirm your account.

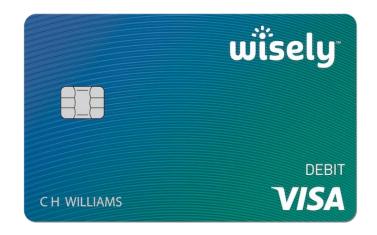
US Wisley Pay Card



Wisely can be used to receive your paychecks if you Opt-out of Direct Deposit

If you have Direct Deposit set up, you will have still need Wisely for any Revature reimbursements.

Reimbursements cannot be sent via Direct Deposit, only via Wisely or check





When do I need to have my direct deposit and Wisley forms uploaded by?

Before the end of your first week in training.

US Wisley Set Up



Wisely PayCard Consent Form

SAVE a copy of the form to your
computer

E-FILL both pages of the form
PAYROLL Select payroll method on
form
EXPENSES Indicate if you want to use
the Wisley PayCard or receive checks
for expense reimbursements
UPLOAD into Documents in ADP

EXPENSE REIMBURSEMENTS

reimbursements issued via:
You must check one box:

Wisely Pay card
Wisely Check

CONSENT TO DEPOSIT WAGES

EMPLOYEE INFORMAT	ON (print and complete all fie	lds)		
First Name	Mi	ddle Initial	Last Name	
Legal Address (No PO E	Box)			Apt # (if applicable)
City			State	Zip Code
Home Phone	Mobile Phone		Email Addres	ss
Mailing Address (options	al)			Apt # (if applicable)
City			State	Zip Code
☐ Partial Deposit: In confirm my authorization ad the Wisely Pay card I fisely Pay card. I will neechedule by activating my ovide my personal inform PPLYING FOR A NEW Fundering activities, Fede ach person who opens at our name, address, date	to be paid through the Wisel- Fee Schedule, Cardholder Agid to accept and agree to the C Wisely Pay card. By electing lation to ADP to enroll in and REPAID CARD ACCOUNT - ral law requires all financial in account. What this means for of birth, Social Security numb	y Pay card is reement, and Cardholder Ag Wisely Pay or request a Wise To help the or nostitutions to or you: When	f my full net pay fully voluntary. Privacy Notice. eement and to ard as my wage ely Pay card. In overnment figh obtain, verify, a you open a Prej ication number	d every payday on my Wisely Pay card every p I acknowledge I have receive I understand that in order to u pay the fees as indicated on the payment choice, I am consent IPORTATN I THORNATION At the funding of terrorism and in of record information that left paid Card account, ADP may re and other information that left documents. You will not be s
DP to identify you. ADP ro a credit check. WISLEY CHECK				

US Wisley Info



https://mywisely.com/

Customer Service: (866) 313-6901



- Mailed to address 10 business days after completing ADP Onboarding
- If opting out, do not activate the Pay Card and checks will be mailed instead
- Pay Card used for:
 - 1. Payroll if direct deposit is not active
 - Company reimbursement expenses (relocation/certifications)
- You can activate & pay with card OR move funds into bank account on website
- Inactivity fee: if funds on card are not used or transferred for 6 months or more

^{*}Contact Wisely for additional questions about the policies of the card



^{*}Check paperwork for details on fees.

^{*}There is no fee for transferring funds to your bank.

ADP Vaccine Survey

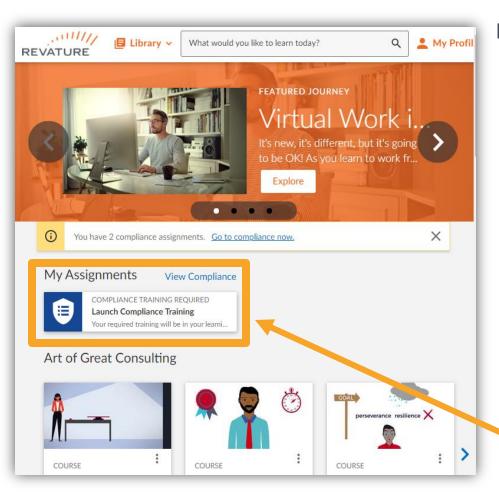


You will receive a survey from ADP within your first two weeks of employment requesting your vaccine status. We want to assure you that the information provided is confidential and does not determine your employment status with Revature.

We only use this information for scheduling purposes with our clients based on their safety standards.

Percipio





Percipio Landing Page

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

Assigned Training for Completion

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

<u>Learning@Revature.com</u>
HR Training Support