



Welcome to Revature

Today's Agenda

10:05 Revature Company Presentation

10:35 5-Minute Break

10:40 Icebreaker & Meet Your Trainer

11:00 Onboarding Presentation

11:45 15-Minute Break

12:00 IT Introduction

1:00 1-Hour Lunch –

Join Trainers Classroom after lunch



Why did I just see two letters added to my Zoom name?

We added them so we can assign you to the proper group during the Icebreaker. Please do not remove these letters.

What We Do

Purpose:

The Onboarding Success Team was created to provide you support facilitating an optimal experience along your Revature journey

What We Do:

- Help you transition to Revature's training program
- Provide you with all the tools, guidance, and accounts to be successful
- Answer any non-technical questions you may have as you get started

Get Connected With Additional Support



Employee Resources Groups: Coming soon on the Intranet

- Women in Technology
- Revature LGBTQ+ Pride

Employee Assistance Program (EAP): worklife.uprisehealth.com

Access Code: worklife **Email:** eapcounselor@uprisehealth.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

- Assistance with access to any of your Revature accounts

HR Support

When to contact Human Resources?

- I have questions about my tax forms on ADP or my tax information is incorrect
- I have questions about Revature policies
- I need to update my Direct Deposit information
- My name is incorrect 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 or 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

What to Expect

Training Overview

- **10AM-6PM (EST) M-F Schedule**
(9AM-5PM Central, 8AM-4PM Mountain, 7AM-3PM Pacific)
- **Weekly QC's**
Mock technical Interview questions
- **Professional Development Lessons**
- **Development Projects**
 - 2 Individual Projects
 - 1 Small Group Project
 - 1 Large Group Project
- You are expected to have your webcam on while in training sessions.

Percipio

Percipio Landing Page

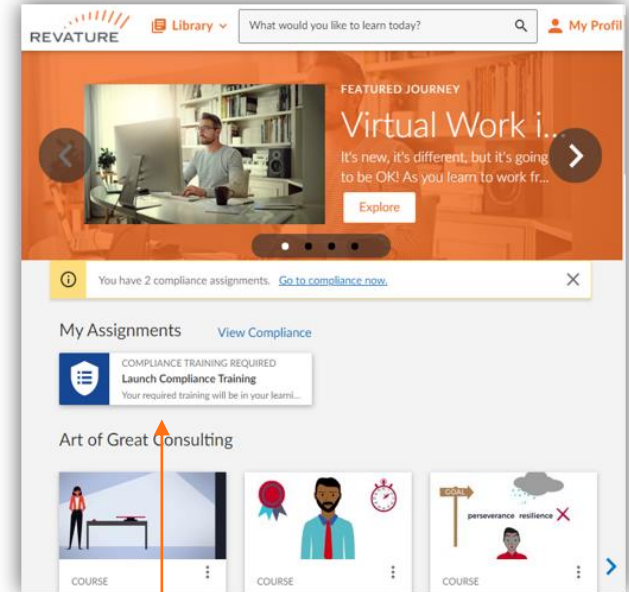
•90 days from start date to complete mandatory training:

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?

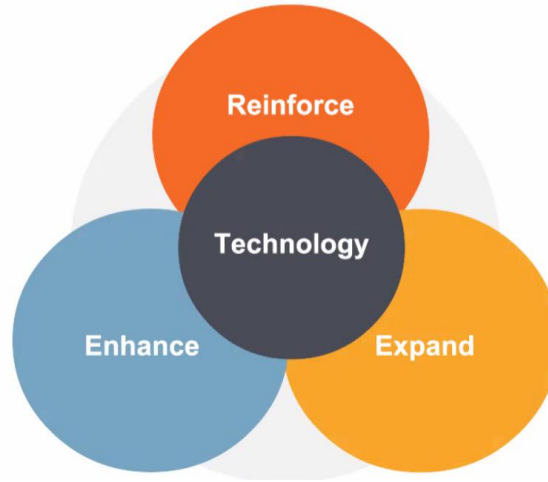
•Learning@Revature.com



Assigned Training
for Completion

Post-Training

Preparing for client interviews:



- Mock interviews with peers
- Reviewing materials from training
- Coding Challenges and Refreshers

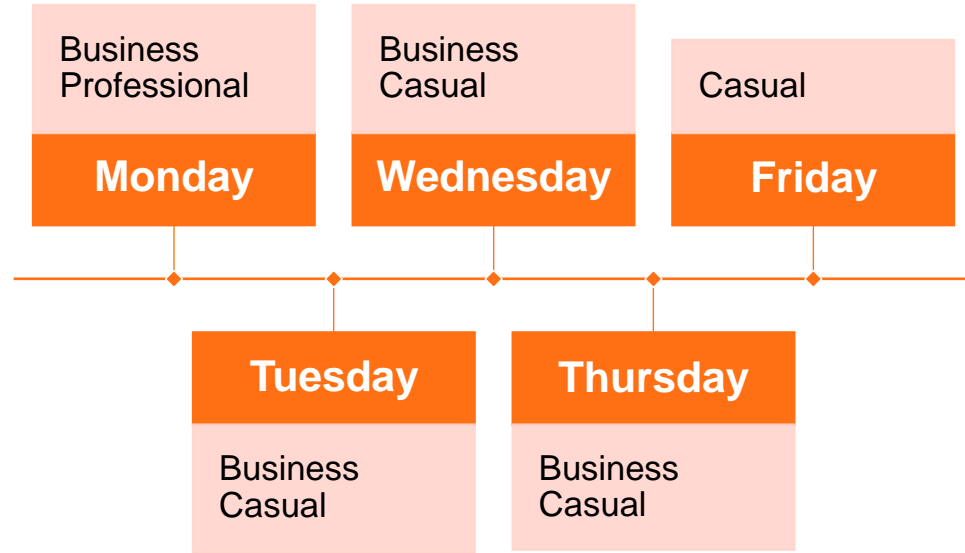
Post-Training

Frequently Asked Questions

- Will I be paid in Post-Training?
- What is the Post-Training Schedule?
- How long will I be in Post Training?
- Will my interviews be behavioral or technical?
- Will I interview with more than one client at a time?
- How long will I have to relocate once I have been selected?



Dress Code



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

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

The policy is based on federal law, so state-permitted substances are controlled on the federal level

Tools and Information

Revature Accounts



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 & Intranet
DAY 1

Usage: E-mail & Intranet

Login: Setup with link in personal
e-mail



Rev2Force
FIRST FRIDAY

Usage: Timesheets & Expenses

Login: Revature e-mail; First login



Skillsoft Percipio
WEEK 2

Usage: HR Compliance Training

Login: Setup with link to Revature
e-mail

Timesheets Rev2Force

Every Friday by 6 pm EST you will need to submit a time sheet.

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

| Timesheets | Expense Reimbursements | Announcements |
|------------------------|-------------------------|---------------|
| 07/14/18 to 07/20/18 → | EXP-00014075 \$150.00 → | |
| 07/07/18 to 07/13/18 → | EXP-00014076 \$59.08 → | |
| 06/30/18 to 07/06/18 → | EXP-00014077 \$51.97 → | |

| Advance Payments |
|-------------------------|
| ADV-00001206 \$600.00 → |

*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.

Timesheets Rev2Force

Timesheet Detail - Pending
← Back To Timesheets

| 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

Submit Save

Work Hours

Total Work and
Paid Time Off Hours

Additional Approvals and
comments

When do I submit my timesheets?
Every Friday by 6 pm EST. The standard work week is 40 hours

US Payroll

November 2022

SUN MON TUE WED THU FRI SAT

| | | | | | | |
|----|----|----|----|----|----|----|
| | | 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, 2022

SUN MON TUE WED THU FRI SAT

| | | | | | | |
|----|----|----|----|----|----|----|
| | | | | 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 |

Your Start Date

11/14/2022

Pay Period

11/12/2022 - 11/25/2022


First Pay
Date 12/2/2022


Includes days
worked from 11/14 - 11/25

Why is there 1-week between the pay period and pay day?
Revature has 1-week pay arrears (behind/delay). This means we need a week to process your payroll information and send it to your bank.

Payroll & Holiday Calendar

Payroll and Holiday Calendar are available on ADP, the Intranet, and RevPro

 = Payroll Day

 = Revature Observed Holiday



US Payroll Calendar 2022

| January | | | | | | | February | | | | | | | March | | | | | | |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | | 1 | | | | | | | | | | | | | | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | | | | | | 27 | 28 | 29 | 30 | 31 | | |
| 30 | 31 | | | | | | | | | | | | | | | | | | | |
| April | | | | | | | May | | | | | | | June | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | | |
| | | | | | | | | | | | | | | | | | | | | |
| July | | | | | | | August | | | | | | | September | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 25 | 26 | 27 | 28 | 29 | 30 | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | 31 | | | | | | | | | | |
| 31 | | | | | | | | | | | | | | | | | | | | |
| October | | | | | | | November | | | | | | | December | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | | | | 1 | | | | | | | | | | | | | | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 30 | 31 | | | | | | | | | | | | | | | | | | | |

 = Pay Date

 = Holiday

2022 Revature US Holidays (US Operations closed)

MLK Day - Jan 17, 2022 Labor Day - Sep 5, 2022 Day after Thanksgiving - Nov 25, 2022

Memorial Day - May 30, 2022 Thanksgiving Day - Nov 24, 2022 Christmas Day - Dec 26, 2022

Independence Day - July 4, 2022

Benefits

Benefits



Insurance

- Your Benefits effective date is the 1st of the month after 60-days of employment
- Your enrollment window will open on the 61st day and you will have 30 days to enroll
- 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 \$280/month for parking or mass transit
- Helps budget & contributions are tax-free



401(k) Retirement Savings (US Only)

- You are eligible to participate in the 401k plan on the 1st of the month following your start date
- 1 week after your start date, you will receive an email to activate your 401k account through Fidelity's NetBenefits site and designate your contribution amount
- Pre-Tax and Roth/Post Tax Contribution options available
- No company match, at this time



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
- Worklife.uprisehealth.com; **Access Code:** worklife; **Email:** eapcounselor@uprisehealth.com

US Observed Holidays 2022

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

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.

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

- US Employees - PTO is earned at a rate of 2.31 hours per pay period for your first year
- Canadian Employees – PTO is earned at a rate of 4% of your gross earnings

US Health Benefits (Employee Cost)

Below shows the Cigna medical plans
cost to employee per month

| | OAP HAS National | OAP 500 National |
|--------------------------|---------------------|---------------------|
| Employee Only | \$72.64 | \$105.54 |
| Employee + Spouse | \$361.41 | \$443.27 |
| Employee + Child(ren) | \$326.99 | \$401.05 |
| Employee + Family | \$473.27 | \$580.47 |

When are my benefits effective?

They will be effective the 1st of the month following 60 days of
employment.

US Dental (Employee Cost)

Below shows the Guardian Dental plans
cost to employee per month

| | Guardian PPO | Guardian PPO Alternative |
|--------------------------|--------------|-----------------------------|
| Employee Only | \$22.36 | \$35.45 |
| Employee + Spouse | \$44.51 | \$70.56 |
| Employee + Child(ren) | \$52.89 | \$102.91 |
| Employee + Family | \$75.05 | \$140.78 |

US Vision Benefits (Employee Cost)

Below shows the EyeMed Vision Care cost to employee per month

| | EyeMed Vision |
|-----------------------|---------------|
| Employee Only | \$5.45 |
| Employee + Spouse | \$10.34 |
| Employee + Child(ren) | \$10.89 |
| Employee + Family | \$16.01 |

Where do I enroll for these benefits?

On your ADP homepage, you will have a task to fill out your benefit elections

Health Benefit Enrollment

| January, 2023 | | | | | | | February, 2023 | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|----------------|-----|-----|-----|-----|-----|-----|
| SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 29 | 30 | 31 | | | | | 26 | 27 | 28 | | | | |



Start Date

11/14/2022



Enrollment
Window Opens

1/14/2023



Benefits Effective
Date

2/1/2023



Enrollment
Window Closes

2/13/2023

Medical Benefits

For any other information on the benefits Revature has to offer
or personal questions about our plans please reach out
to HR@Revature.com

Enrollment

US Enrollment



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

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

A screenshot of the Revature 'Let's get started' registration form. The form is titled 'Let's get started' and includes a progress bar at the top with three steps: 'Identity Info' (selected), 'Contact Info', and 'Create Account'. Below the title, it says 'First, we'll need your information so that we can create your account with REVATURE LLC'. The form contains input fields for 'First name *' and 'Last name *', both with red asterisks indicating required fields. Below these, there is a section 'And one of these*' with two radio button options: 'Associate ID' and 'Birth month and day'. A 'CONTINUE' button is located at the bottom of the form.

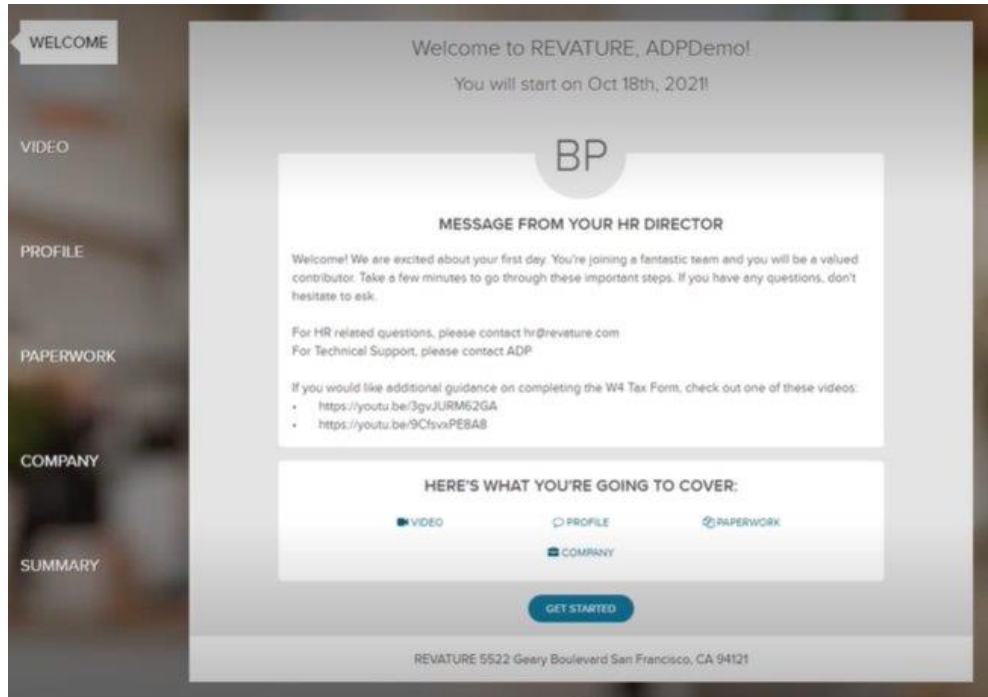
I had ADP with a former employer, do I still need to register with Revature?

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.

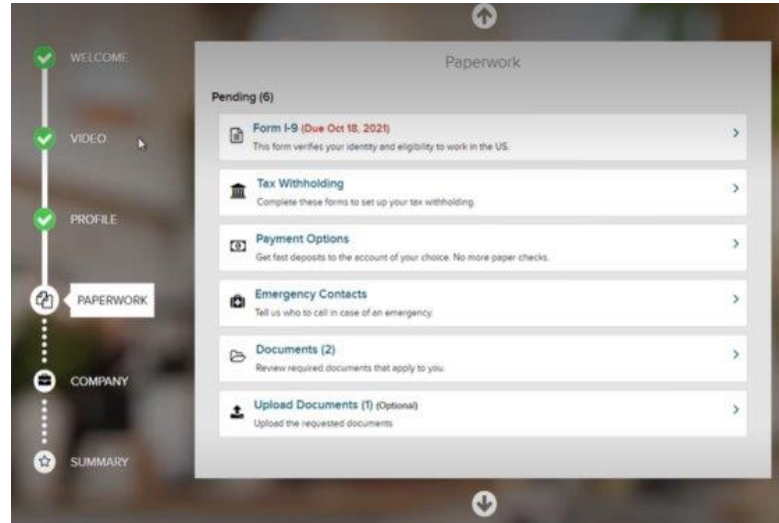
US Enrollment



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



US Enrollment



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
- Upload Supporting Documents

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.

US Enrollment I-9

A screenshot of the ADP Form I-9 enrollment interface. The title bar at the top says 'Form I-9'. Below it are five tabs: 'PERSONAL INFORMATION', 'SOCIAL SECURITY NUMBER', 'WORK AUTHORIZATION', 'PREPARED / TRANSLATOR', and 'REVIEW & SUBMIT'. The 'PERSONAL INFORMATION' tab is active. A message at the top of the form states: 'If you cannot complete an optional field, leave it blank and it will be saved with a value of N/A or Unknown.' The form contains several input fields: 'First Name' (with a cursor), 'Initial', 'Last Name', 'Other Names Used', 'Address', 'Apt Number', 'City Or Town', 'State' (with a dropdown menu), 'Zip Code', 'Date of Birth' (with a calendar icon), 'Email', and 'Phone Number'.

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

- Your full legal name
- Current address
- Date of Birth
- Social Security number
- Your email address and phone number are optional
- Citizenship status

US Enrollment I-9



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

USCIS
Form I-9
OMB No. 1615-0047
Expires 03/31/2016

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form.
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employee 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) PRINT your last name | | First Name (Given Name) first name | | Middle Initial middle initial | Other Names Used (if any) | |
| Address (Street Number and Name) PRINT your address here (NO P.O. Boxes) | | Apt. Number | City or Town | State | Zip Code | |
| Date of Birth (mm/dd/yyyy) PRINT D.O.B. | | U.S. Social Security Number PRINT D.O.B. | E-mail Address | Telephone Number | OPTIONAL (Otherwise, enter "N/A") | |

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):

☐ A citizen of the United States.

☐ A noncitizen national of the United States (See instructions).

☐ A lawful permanent resident (Alien Registration Number/USCIS Number): **If checked, include #**

☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy). **If checked, include date**. Some aliens may write "N/A" in this field. (See instructions).

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: _____

OR

2. Form I-94 Admission Number: _____

If you checked Option 4, enter either the Alien Registration Number OR the Form I-94 Admission Number.

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: _____

Country of Issuance: _____

If you entered a Form I-94 Admission Number, fill out these two fields.

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions).

Signature of Employee: _____ **SIGN here** Date (mm/dd/yyyy): **PRINT current date**

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)

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

Signature of Preparer or Translator: _____ Date (mm/dd/yyyy): _____

Last Name (Family Name) _____ First Name (Given Name) _____

Address (Street Number and Name) _____ City or Town _____ State _____ Zip Code _____

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 documents on the following page.

US Enrollment I9



Documents that Establish Both Identity and Employment Authorization

or



Documents that Establish Identity

+



Documents that Establish Employment Authorization



or



+



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

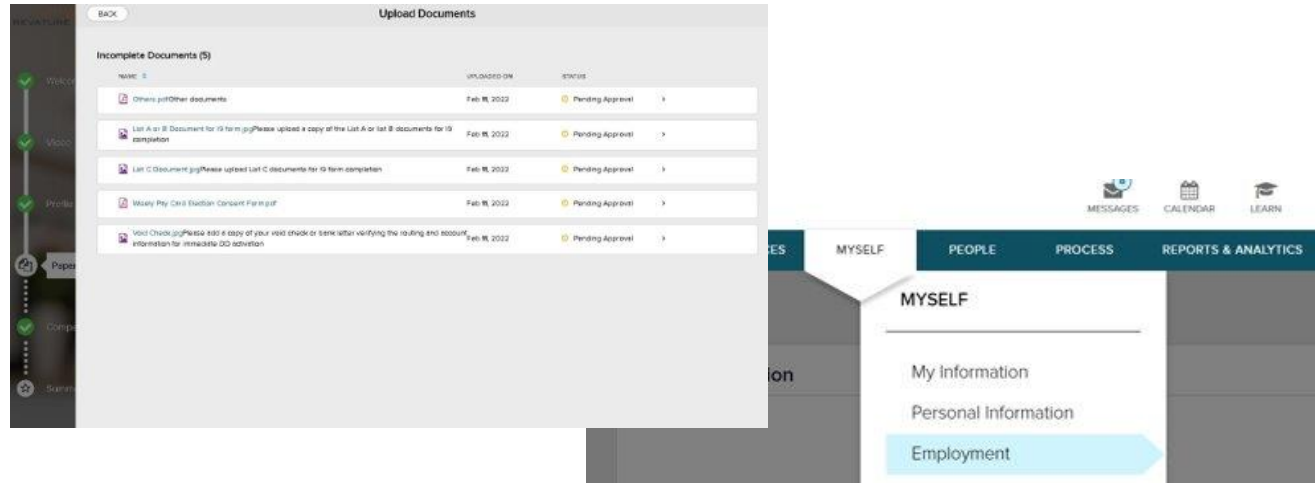
Further details on approved documentation can be found on page 3 of the I9 in ADP or at

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

US Uploading Documents



- You will upload your I-9 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



When I try to upload my document to ADP, it stays at 0%, what can I do?
Click "Save," then it will upload!

US W4



Federal Tax Withholding

DOWNLOAD BLANK FORM W-4

Your Form W-4, Employee's Withholding Certificate

Review the entire form (scroll, if needed). To confirm that everything is true, correct and complete, check the box below the form. Then, click Done.

Form W-4 Employee's Withholding Certificate **2021**

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.

Step 1: Enter Personal Information

(a) First name and middle initial: **TestADP** (b) Last name: **ADPOnlineTest** (c) Social security number: **542-85-7011**

(d) Address: **1234 Pine Street** (e) Home or other phone number: **415-555-1234** (f) Cell or other phone number: **415-555-1234** (g) Email address: **test@adp.com**

(h) Marital status: ☒ Single or married filing separately ☐ Married filing jointly or qualifying widow(er) ☐ Head of household (Check only if you're unmarried and live with one or more that 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, when to use the estimator at www.irs.gov/efile, and Example.

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/efile for most accurate withholding for this step (and Steps 3-4); or

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding, 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 accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld. ☐

Step 3: Claim Dependents

TSR To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3-4(c) 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(c) on the Form W-4 for the highest-paying job.)

If your total income will be \$100,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000 \rightarrow \$ **0**

Multiply the number of other dependents by \$500 \rightarrow \$ **0**

Add the amounts above and enter the total here **\$ 0**

Step 4: Other income (not from jobs). If you want tax withheld for other income you expect:

☐ Under penalties of perjury, I declare that the information on this form is true and correct to my knowledge and belief, it is true and correct to the best of my knowledge and belief, and I agree under penalty of perjury that I have provided my true and correct information.

CANCEL

Federal

W-4

Single or Married filing separately
Complete this form to make changes

START

Just like the I9, ADP will ask you various questions to assist you with filling out your W4.

- Location
- Dependents
- Income status

Based on your answers ADP will auto-populate your W4 form with the appropriate tax withholdings


US Direct Deposit



Add an Account ?

ROUTING NUMBER ACCOUNT NUMBER ACCOUNT TYPE REVIEW

First, enter your routing number.



Routing Number *

Confirm Routing Number *

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

US Direct Deposit



To finalize setting up your direct deposit you must upload a bank document that shows your Full Account number and Full Routing number

Examples of these documents are:

- Void Check
 - Write on the check if it is for a checking or savings account
- Bank Direct Deposit Form
- Screenshots from your bank's app or website

3/10/22 11:50 AM

Account details - chase.com

CHASE
Direct Deposit Form

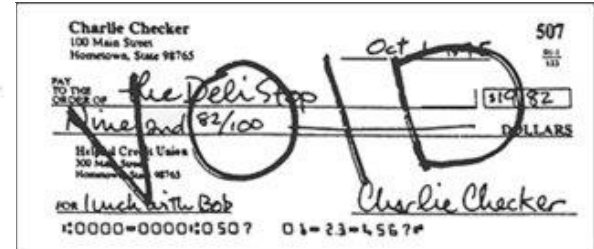
Full Account and Routing Number

Account number

Routing number

==

This routing number can only be used for direct deposits and ACH transactions. For wire transfers, please use routing number 021000021.



US Direct Deposit



Failure to upload your bank document within the first 3 days of employment will result in your direct deposit not being set up and will result in a delay in your paycheck.

If you are unable to upload a bank document into ADP please email the images to HR@Revature.com and state if it is a checking or savings account

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.

What to 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

Lunch Break

*Submit any paperwork during
the break,
then proceed to your
Trainer's classroom at 2:00pm ET /
1 1:00am PT.*

Report to your Trainer's classroom at
10:00 am ET / 7:00 am PT
each day for training.

Where is my trainer's classroom?
You should have received an email
from the Employee Experience team
around 12:30 EST providing you with
a Zoom link to your
trainers' classroom