Intern Orientation

Summer 2010

Yahoooooooooooooooo!

We're so glad you're here!

Today's Agenda

8:30am – 8:45am	Registration in Lobby D
9:00am – 9:30am	Breakfast / Introductions Agenda Review & General Information
9:45am – 10:30am	Welcome Videos & Executive Speaker Joining New Employee Orientation Group
10:30am – 11:30am	New Hire Paperwork / Badge Photos Small Group Campus Tours
11:30pm – 12:30pm	Intern Orientation Presentation / Q&A Session
12:30pm – 1:15pm	Lunch with Manager
1:15pm – 3:30pm	IT Overview Tour of Backyard Paranoids
3:30pm	**END OF SESSION**

New Hire Documents & Paperwork

- Documents
  - ➢ New Hire Paperwork
  - ➢ Personal Contact Information
  - ➢ Waivers & Releases
  - ➢ Photo Release Form
  - ➢ Confirm Start & End Dates

- Security Badge

Welcome to Yahoo!

University Recruiting (UR)Team

Lindsey Duran Director, UR / Global TA Programs	**Marisela Peifer** Recruiter	**Kelli Greene** Intern Program Manager / TA Brand Creative
Kia Walker Senior Staffing Manager	**Sandra Williams** Campus Recruiter	**Denise Olmos** Intern Coordinator / Campus Recruiter
Jennifer Armor Program Manager	**Leslie Cruz** Recruiter	**Akalina Bertos** Intern Coordinator
Atoorina Hanna Coordinator / Sourcer	**Claudia Jara** Sourcer / Recruiter	**DeAna Correa** Intern Coordinator

UNIVERSITY RECRUITING TEAM

Lindsey Duran, Director - Global Programs   lindsey@yahoo-inc.com

Kia Walker, Sr. Manager   kiaw@yahoo-inc.com

Jennifer Armor, Program Manager   jarmor@yahoo-inc.com

Kelli Greene, Intern Program Manager   kellig@yahoo-inc.com

Denise Olmos, Campus Recruiter / Coordinator   deniseo@yahoo-inc.com

Sandra Williams, Campus Recruiter / Recruiter   srobles@yahoo-inc.com

Akalina Bertos, Coordinator / Scheduler   akalina@yahoo-inc.com

DeAna Correa, Coordinator / Scheduler   deana@yahoo-inc.com

Marisela Peifer, Recruiter   marisela@yahoo-inc.com

Leslie Cruz, Recruiter   lescruz@yahoo-inc.com

Claudia Jara, Sourcer / Recruiter   claudiaj@yahoo-inc.com

Atoorina Hanna, Recruiter / Coordinator   atoorina@yahoo-inc.com

UR Team Alias   urteam@yahoo-inc.com

Our Charter…

Our goal is to deliver an internship that will allow you the opportunity to gain valuable industry knowledge and experience while working on a meaningful and challenging project.

Yahoo!'s intern program provides a unique, hands-on experience, surrounded by the best and brightest students from around the world.

This is your opportunity to make your mark this summer and discover your future at Yahoo!.

Community Service

Fun Activities

Meaningful Projects

Cool Events

Build Your Network

Make the most of your time here at Yahoo!

Your Internship

- Networking Opportunities

- Revolutionary Projects

- Exceptional Teams

- Yahoo! Perks

- Work Side-by-Side with Amazing Yahoos

- Influential Speakers

- Business Workshops

- Awesome Events

- Your Turn to Make a Difference

Intern Program Snapshot

- Summer Interns - 236
    - HR
    - Legal
    - Marketing
    - Finance
    - Products
    - SE&O
    - Labs / Research
- Locations – 8 Cities
    - Field Offices – 26 Interns
- University Recruiting
    - 15 Universities across U.S.
    - Career Fairs / Tech Talks / Info Sessions / Special Events

Perks

Yahoo! Fitness Center

Cafés and Coffee Bars

Cash, Checks or Yahoo! Badges

Commute Options

Yahoo! Clubs and Teams

Local Attractions

Corporate Events

6/7/2010

Perks!

There are too many perks to being a Yahoo! intern to mention! To see the complete list of amenities, check out our My Perks site!

IMPORTANT LINK: Yahoo! Employee Perks
Yahoo! Fitness Center

Get Connected!

Technical Tips and Instructions
- The IT team here at Yahoo! is one of the best and will keep your laptop in tip-top shape!
- If you're having any technical difficulties, you can enter a ticket through Backyard or simply stop by one of their walk-up windows for assistance.

Learn at Yahoo! Training Classes
- All interns are eligible to take training classes through Learn at Yahoo!
- Please connect with your manager to decide if there are classes you should take. The complete schedule of courses is available online.

Communication Within Yahoo!
- While you're here you'll want to meet other interns, and we have some great tools to keep you connected.

IMPORTANT LINK: Enter an IT Ticket
                        Learning & Development

Let's Communicate!

Intern Email Alias: Messaging to all current interns. Not a place for communicating private information!

Yahoo! Groups – 2010 Interns: The place for all things intern!

Facebook – Yahoo! University Recruiting: Become our fan!

Yahoo! Instant Messenger:
Register for a Yahoo! Messenger Account
Ask your manager for your team's Yahoo! ID's
You'll soon see that IM is your best friend and so much faster than email!

Ergonomics
All new hires are encouraged to attend ergonomic training.
Request an ergonomic evaluation or to have your cube reconfigured.

IMPORTANT LINK: **Yahoo! Groups – 2010 Interns**
Learning & Development
Yahoo! Messenger
Ergonomics

Your Team

- **Team**

- **Manager**

- **Email**

- **Office Phone**

- **Cell Phone**

- **Who I Work With**

  - Name

  - Yahoo! Role

  - Contact Info

- **Backyard**

  - Your Information

  - Your Org /Team

  - Tag Your School

IMPORTANT LINK: **Backyard Profile**

Intern Events

Day / Date	Event Name	Location	Time	Paid/Unpaid
Friday, May 28, 2010	Y! Interns Workshop #1 Business & Yahoo! Etiquette (1)	Bldg. C – Classrooms 4 & 5	12:00pm – 1:00pm	Unpaid
Wednesday, June 02, 2010	Influential Speaker Series #1 Grant Bassett, VP Global Talent Acquisition	Bldg. C – Classroom 1	3:15pm – 4:15pm	Paid
Friday, June 11, 2010	Y! Interns Workshop #2 Presentation Skills	Bldg. E – Classrooms 9 & 10	12:00pm – 1:00pm	Unpaid
Thursday, June 17, 2010	Welcome Event	Urls	5:00pm – 7:00pm	Unpaid
Wednesday, June 23, 2010	Teambuilding Event	Basketball Courts (Svale)	8:45am – 1:30pm	Paid
Tuesday, June 29, 2010	Influential Speaker Series #2	Bldg. C – Classroom 5	3:00pm – 4:00pm	Paid
Wednesday, June 30, 2010	Women in Tech Event	TBD	2:00pm – 3:00pm	Paid
Wednesday, July 07, 2010	Interns for Good Community Service	To Be Announced	10:30am – 1:30pm	Paid
Friday, July 09, 2010	Y! Interns Workshop #3 Business & Yahoo! Etiquette (2)	Bldg. E – Classroom 10	12:00pm – 1:00pm	Unpaid
Thursday, July 15, 2010	Purple Palooza - Product Fair	Urls	5:00pm – 7:00pm	Unpaid
Wednesday, July 22, 2010	Softball Game Interns vs. Managers	Twin Creeks Sports Complex	4:00pm - 7:00pm	Unpaid
Friday, July 23, 2010	Y! Interns Workshop #4 Resume Tips & Personal Branding	Bldg. C – Classrooms 4 & 5	12:00pm – 1:00pm	Unpaid
Thursday, July 29, 2010	Influential Speaker Series #3 Carol Bartz, CEO	Bldg. C – Classroom 4	3:00pm – 4:00pm	Paid
Saturday, July 31, 2010	Giants Baseball Game Giants vs. Dodgers	AT&T Park (San Francisco)	10:00am – 5:00pm	Unpaid
Wednesday, August 11, 2010	Intern Presentations	Bldg. C – Classrooms 2 & 3	2:00pm - 5:00pm	Paid
Thursday, August 12, 2010	Intern Presentations	Bldg. C – Classrooms 2 & 4	2:00pm - 5:00pm	Paid
Wednesday, August 18, 2010	Influential Speaker Series #4	Bldg. E – Classrooms 9 & 10	3:00pm – 4:00pm	Paid

Event Dates/Times Subject To Change

Corporate Events

2010 SPRING AND SUMMER EVENTS

There are some fun HQ events scheduled for this spring, so mark your calendars! Similar events will be available at the larger U.S. offices.

Music on the Green Series

We want to make sure that all of the Yahoos at Great America feel the love, so our annual Music on the Green series will kick off at the Great America campus this year. The series will continue every few weeks throughout the summer, so keep an eye out for upcoming dates.

Family Fun Day

Friday, July 30 at 4:00pm

Bring your family and enjoy a few hours of fun in the sun at the Sunnyvale Campus. There will be interactive games, music, and summer snacks for everyone!

Discount Days at Great America and Gilroy Gardens

Stay tuned for discount ticket offers for Yahoos at both Great America and Gilroy Gardens for select dates in June, July, August and September. Information will be posted at www.cagreatamerica.com/Yahoo, as well as on Backyard once the dates are finalized.

MORE EVENTS
- June 19 – Discount Day at Great America
- July 10 – Discount Day at Gilroy Gardens
- July 22 – Music on the Green
- July 30 – Family Fun Day
- August 4 – Yahoo! at the Park (SJ Giants)
- August 7 – Discount Day at Great America

For any questions, email corporateevents@yahoo-inc.com

Influential Speaker Series

Speaker Series #1
Wednesday, June 02, 2010
Bldg. C – Classrooms 4 & 5
3:00pm – 4:00pm

Speaker Series #3
Thursday, July 29, 2010
Bldg. C – Classroom 4
3:00pm – 4:00pm

Speaker Series #2
Tuesday, June 29, 2010
Bldg. C – Classroom 5
3:00pm – 4:00pm

Speaker Series #4
Wednesday, August 18, 2010
Bldg. E – Classrooms 9 & 10
3:00pm – 4:00pm

Get involved in the Hack culture at Yahoo!

What is Hack Day?

Join Yahoo! web experts for learning, hacking and fun! You'll hear interesting tech talks, hacking tips and lessons, and get hands-on coding workshops where you'll work with cutting-edge technology.

- **Hack Lunches** – Tuesdays @ Noon – check the hack blog for weekly locations: hack.corp.yahoo.com

- **Summer Hack Event: August 19-20, 2010**

- **Hack U: Bring Hack to your university campus!**

  - Email Jamie Lockwood at: jamieloc@yahoo-inc.com
  - Visit our site at: www.developer.yahoo.com/hacku
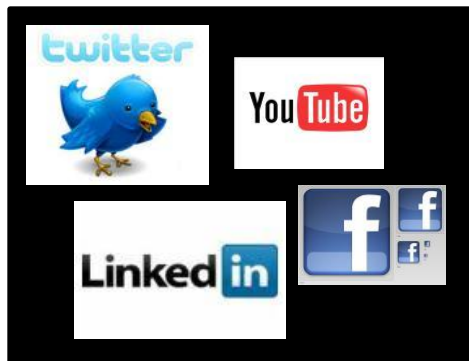
Code of Ethics

Responsible Drinking
California law – 21+

Guide2Working@Yahoo!
Please visit this site and review.

Yahoo! Social Media Guidelines
You alone are responsible for your personal use of social media.

Unauthorized forwarding of information
Yahoo! confidential information should not be forwarded for any reason!

IMPORTANT LINK: Guide 2 Working @ Yahoo!

6/7/2010

Yahoo! Performance Management Tool (YPM)

- YPM critical to your success

- Three-step process
  - Intern enters discussed goals into tool first week
  - Intern evaluates self three weeks prior to end of internship
  - Manager evaluates intern performance two weeks prior to end of internship

- 100% Participation

Goals, Evaluations and Feedback

Project Goals
>   Discuss project goals with your manager
>   Enter those goals into the Yahoo! Performance Management Tool (YPM)
>   https://backyard.yahoo.com/tools/o/sso/sf.php

Check-In Survey
>   You will be asked to participate in a mid-season survey

Final Evaluations
>   End-of-Summer Project Presentations
>   End-of-Summer Performance Evaluation (YPM)

Final Survey
>   You will be asked to participate in an end-of-season survey

Goals, Evaluation and Feedback
To ensure a well-rounded and positive internship, you will have several opportunities to provide feedback regarding your recruiting, project scope and summer experience.

Within two weeks from your start date, you will meet with your manger and discuss goals for your summer project. Once these have been determined, please enter them into our performance management system under the "My Goals" tab via the Y!PM link:

Immigration

- Contact Information: immigration@yahoo-inc.com

- CPT end date is your actual last day of work

- Extensions

    - If your manager discusses extending your end date, the following must occur:

        - Three week notice to University Recruiting Team

        - Internship must be extended at least five business dates

        - Updated CPT letter must be processed, and received, prior to your original CPT expiration date

        - There are no exceptions to this policy

- Social Security # - You'll need one!

PAYROLL

Hotline phone (408) 349-2900

Fax number (408) 349-6473

payroll@yahoo-inc.com

PAY DATES AND PAY PERIODS

- **Yahoo pay dates are paid 10 days in arrears from the prior period.**

- **Semi-monthly pay periods.**

- **Pay dates on 10th and 25th of each month.**

- **Pay dates that fall on a holiday or weekend, will revert to the week day prior to the regular pay date.**

- **Pay periods run from the 1st to the 15th, and the 16th to the last day of the month.**

- **If you start on the 16th, you'll first check with be on 10th of next month.**

IMPORTANT LINK: **Payroll Questions?**

6/7/2010

Summer Payroll Schedule

2010 Yahoo! Payroll Processing Calendar

Period Start	Period End	Paydate	Timecards DUE
12/16/09	12/31/09	Friday, January 08, 2010	Thursday, December 31, 2009
01/01/10	01/15/10	Monday, January 25, 2010	Monday, January 18, 2010
01/16/10	01/31/10	Wednesday, February 10, 2010	Monday, February 01, 2010
02/01/10	02/15/10	Thursday, February 25, 2010	Wednesday, February 17, 2010
02/16/10	02/28/10	Wednesday, March 10, 2010	Monday, March 01, 2010
03/01/10	03/15/10	Thursday, March 25, 2010	Wednesday, March 17, 2010
03/16/10	03/31/10	Friday, April 09, 2010	Friday, April 02, 2010
04/01/10	04/15/10	Friday, April 23, 2010	Friday, April 16, 2010
04/16/10	04/30/10	Monday, May 10, 2010	Monday, May 03, 2010
05/01/10	05/15/10	Tuesday, May 25, 2010	Monday, May 17, 2010
05/16/10	05/31/10	Thursday, June 10, 2010	Wednesday, June 02, 2010
06/01/10	06/15/10	Friday, June 25, 2010	Thursday, June 17, 2010
06/16/10	06/30/10	Friday, July 09, 2010	Thursday, July 01, 2010
07/01/10	07/15/10	Friday, July 23, 2010	Friday, July 16, 2010
07/16/10	07/31/10	Tuesday, August 10, 2010	Monday, August 02, 2010
08/01/10	08/15/10	Wednesday, August 25, 2010	Tuesday, August 17, 2010
08/16/10	08/31/10	Friday, September 10, 2010	Wednesday, September 01, 2010
09/01/10	09/15/10	Friday, September 24, 2010	Thursday, September 16, 2010
09/16/10	09/30/10	Friday, October 08, 2010	Friday, October 01, 2010
10/01/10	10/15/10	Monday, October 25, 2010	Monday, October 18, 2010
10/16/10	10/31/10	Wednesday, November 10, 2010	Tuesday, November 02, 2010
11/01/10	11/15/10	Wednesday, November 24, 2010	Tuesday, November 16, 2010
11/16/10	11/30/10	Friday, December 10, 2010	Thursday, December 02, 2010
12/01/10	12/15/10	Thursday, December 23, 2010	Thursday, December 16, 2010

FINAL PAYCHECK

• Timing of final payment will vary based on last day worked.
• When possible, payroll will direct deposit your final check.
• Where required by state law a live check will be sent to the address on file.

IMPORTANT LINK: **Payroll Questions?**

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Overtime

Overtime

All overtime hours must be approved by your manager in advance and must be recorded on your timecard. Should you anticipate any overtime hours due to team projects and/or intern events, you should discuss this with your manager. If your manager tells you that you may not work overtime, then you may not do so.

Yahoo! will compensate you for any company-sponsored intern events attended during the standard work week (Monday-Friday). Let your manager know which events you plan to attend and, any overtime that you may incur as a result of your attendance. Attendance at all intern events is voluntary.

For more information on Yahoo's overtime policy, please visit this link: http://backyard.yahoo.com/resources/humans/g2w_us/yourpay/overtime.html

IMPORTANT LINK: **Payroll Questions?**

Expenses

Travel Reimbursement

Most of your travel expenses will have already been paid for directly by Yahoo!. If you need to be reimbursed for your relocation to the site of your internship (e.g. you drive to Yahoo! and qualify for reimbursement for your mileage), you must follow the instructions below.

Business Expense Reimbursement

During your internship you may incur costs for standard business expenses (e.g. parking fee for an offsite meeting, required business lunch, etc). Check with your manager prior to incurring any business expenses.

How do I submit my expenses?

All expenses are processed through our corporate reimbursement system *Concur.* Please log on to the Concur link through Backyard for complete instructions.
http://backyard.yahoo.com/resources/fin/payroll/concur/ Your manager will need to approve your completed expense report before it is sent for payment.

Important reminder about your address…

• The address you put on your W4 will be used for tax purposes in ADDITION to the state you're working in.

EXAMPLE: Intern going to school in MA, puts MA on W4 for residence and then works in Sunnyvale will have taxable income in BOTH states.

• You should provide your temporary address in the state they are working in on their W4 unless they intend to file taxes in both states.

EXAMPLE: Intern living in Sunnyvale, CA during their internship (temporary address) should list this address on their W4 to only pay California taxes.

IMPORTANT LINK: **Payroll Questions?**

6/7/2010

PAYROLL SYSTEMS TO KNOW!
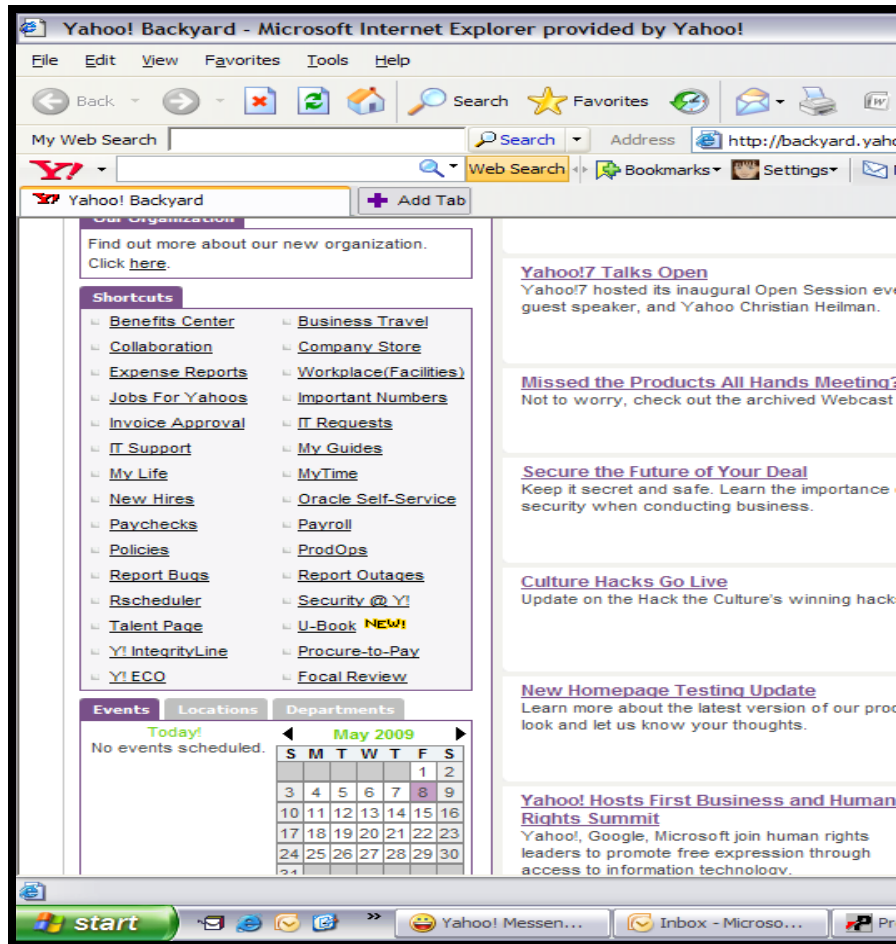
View Paychecks (ADP/ProBusiness)

Time Card (Kronos)

Address Change (Oracle Self Service)

IMPORTANT LINK: Payroll Questions?

6/7/2010

PROBUSINESS WORKCENTER
View Your Paycheck

Log on as First Time user *after* you have received your first pay check.

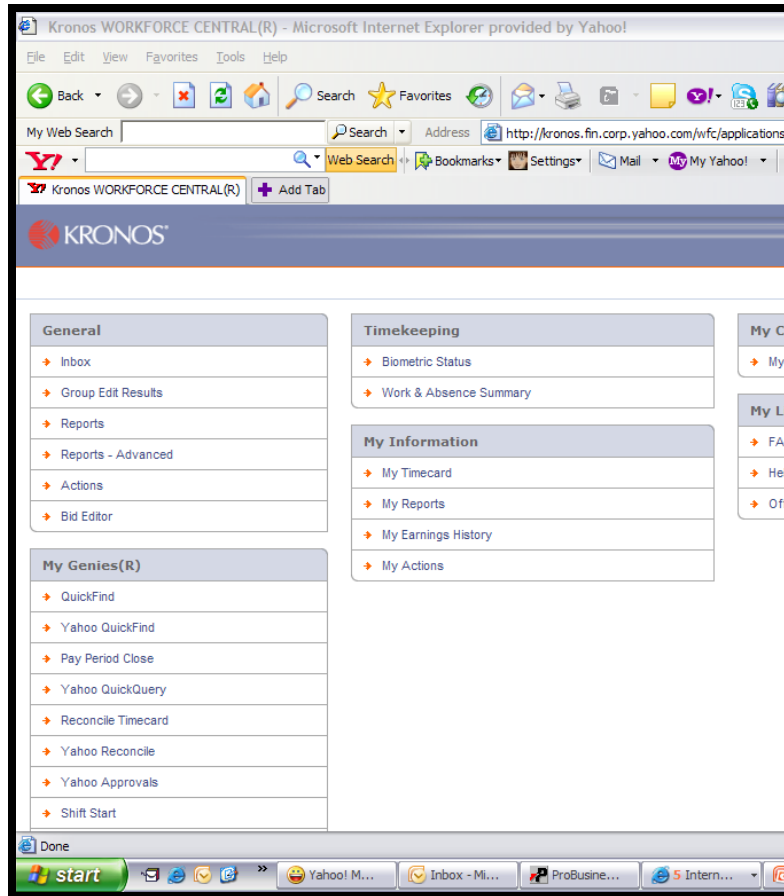**ID # required is your HR/Stock number, (six digit number), found in your Backyard profile.**

IMPORTANT LINK: Payroll Questions?

6/7/2010

KRONOS
Your Timecard

You can access Kronos a few days after your start date.

Use tutorial prior to entering your time.

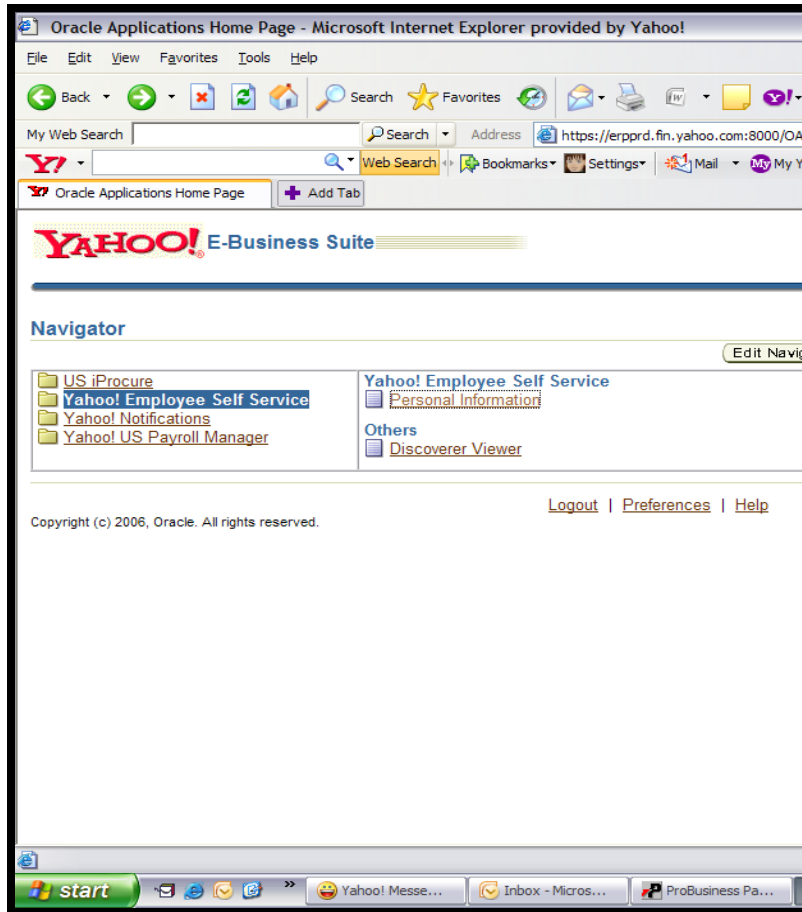**Timecard entry and managers approvals need to be completed by deadline.**

Missing hours/days need to be submitted on manual time card.

IMPORTANT LINK: **Payroll Questions? Kronos**

6/7/2010

ORACLE SELF SERVICE
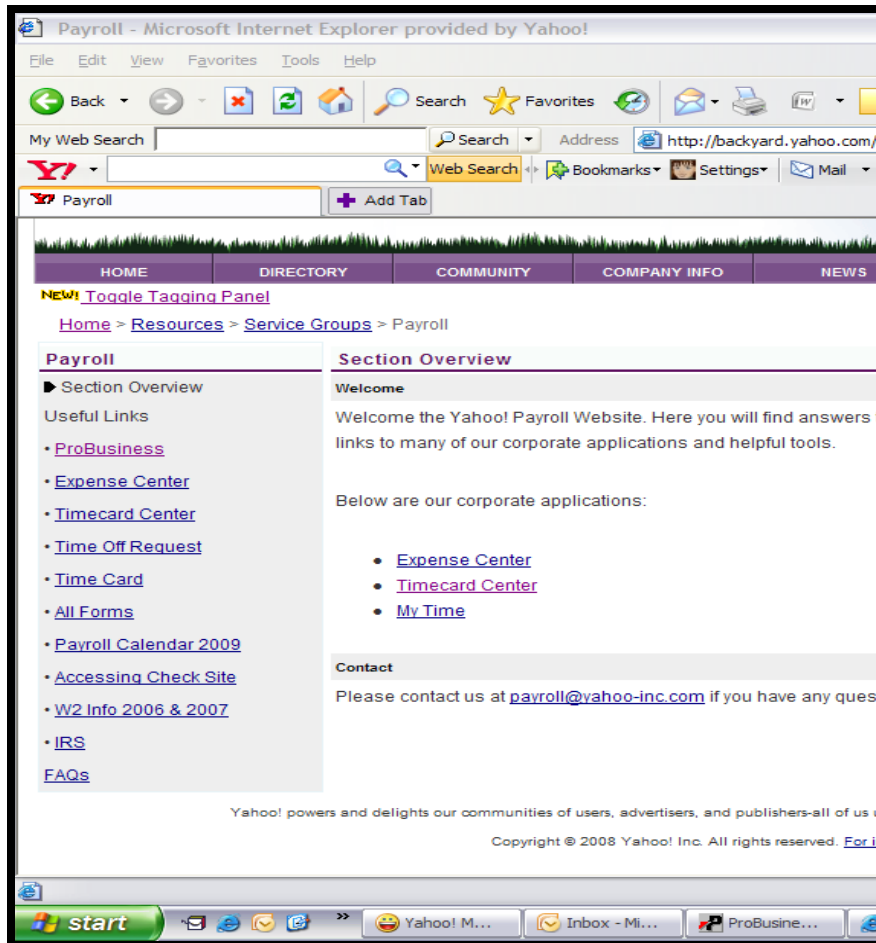## Address Change | W-4

STEP ONE: *Change your address change ASAP if you have in verses state moved to new state.*

STEP TWO: *Change your address at end of your internship so your tax documents will follow you!*

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PAYROLL LINKS

- ✓ **Timecard center (Kronos)**
- ✓ **Kronos Tutorials**
- ✓ **Manual Timecard (Excel Template)**
- ✓ **Payroll Calendar**
- ✓ **FAQ's**
- ✓ **IRS Web site (W-4 Forms)**

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DIRECT DEPOSIT FORM AND VOIDED CHECK

Forms turned in without a copy of voided check will be prenoted.

Prenote takes on full pay check period before direct deposit will take effect.

First two pay stubs mailed.

SPECIAL VISAS

F-1 or J-1 Visas

Payroll needs verification ASAP

Tax ratifications

I-20 / CPT

You need a social security number.

Taxes are held until SS# is obtained

PAYROLL TAKE-AWAY…

✔ **Social Security Number**

✔ **Update your current address in Oracle**

✔ **Direct deposit slip**

✔ **Learn how to enter your time – discuss with your manager**

✔ **Understand overtime rules – discuss with your manager**

Appendix One

Keepin' it real…

- Social Networking Guidelines
- Non-Disclosure Agreements
- Other stuff you need to read and be aware of!

Keepin' it Real

Responsible Drinking

You will be invited to social events here at Yahoo! during your internship that may serve alcoholic beverages. You must be at least the legal drinking age in order to enjoy the alcoholic beverages at Yahoo!. You will be asked to provide proof of age with your driver's license or some other form of "proof of age" identification. Should you need transportation from an event, please let one of the event staff, or inform Yahoo! security, and we will be happy to provide you with a taxi voucher. Remember, while alcohol may be provided at various social events, you want to make sure that you always conduct yourself in a manner that is consistent with Yahoo!'s Code of Ethics and Guide2Working@Yahoo!. Despite the social nature of an event, interns, like all Yahoos, can be subject to discipline up to and including termination of employment for inappropriate or unprofessional conduct.

Internal Blog Guidelines

Yahoo! believes in fostering a thriving online community, and we support blogging as a valuable component of shared media. The Yahoo! Personal Blog Guidelines have been developed for Yahoos who maintain personal blogs that contain postings about Yahoo!'s business, products, or fellow Yahoos and the work they do. They are also applicable to Yahoos who post about the company on the blogs of others. The guidelines outline the legal implications of blogging about the company, and also include recommended best practices to consider when posting about Yahoo!: http://backyard.yahoo.com/resources/forms/hr/blog/blog_guidelines.pdf

Keepin' it Real (continued)

Non-Disclosure / Confidential Information

In the course of your work at Yahoo!, you may have access to confidential information regarding Yahoo!, its clients, candidates for employment, or perhaps even fellow Yahoos. You are expected to safeguard this confidential information. If a question arises regarding access to or revelation of such information, you are responsible for contacting your manager for authorization before disclosing any confidential information.

The Company has a proprietary interest in a wide variety of information, which includes but is not limited to all financial information, all database contents, vendor lists, customer lists, costs/objectives, and descriptive information about business partners. All such information is the property of Yahoo! and must not be disclosed to those who do not have a need to know or outside the organization, unless expressly authorized by the Yahoo! in writing. A breach of this confidentiality obligation, your Nondisclosure Agreement, or your Confidentiality and Assignment of Inventions Agreement may result in disciplinary action up to and including termination of employment.

Yahoo! Social Media Guidelines

The Yahoo! Social Media Guidelines ("Guidelines") apply to all Yahoo! employees, agents, and contractors who use social media—whether through one's own personal account or through official Yahoo! accounts—to write about Yahoo! or its products, policies, events, developers, partners, advertisers, and vendors, or their work at Yahoo! (collectively, "Yahoo! Topics"), except where and to the extent that they are limited by applicable laws.

"Social media" means any and all current and future means of online expression, including blogging and commenting (whether internal or external to Yahoo!), Twitter, wikis, and Yahoo! Groups, as well as all current and future social networks and tools, such as Facebook, YouTube, Flickr, FriendFeed, StudiVZ, Foursquare, Gowalla, SlideShare, Meme, LinkedIn, Second Life, and similar services. These Guidelines supplement but do not replace all other applicable Yahoo! policies. Yahoo! may update these Guidelines from time to time.

These Guidelines are a resource to help you navigate the evolving landscape of the Internet and social media in a responsible, meaningful, and effective manner as we execute on Yahoo!'s vision to be the center of people's online lives. If you have a question about the Guidelines, please email us at social-comms@yahoo-inc.com.

GUIDELINES FOR SOCIAL MEDIA POSTING & COMMENTING

Content on social media sites often feels conversational, but the law treats Internet posts like published works. ***That means we all need to be careful of what we post.*** When content is displayed publicly or semi-publicly, the writer, the poster, and the site involved could be sued or held liable if the post defames or harasses others, violates the rights of third parties (e.g., their copyrights), or breaches legal obligations to Yahoo! (e.g., the agreement regarding confidential information that you signed when you began employment or your assignment with Yahoo!, another nondisclosure agreement, or the Confidential Information and Assignment of Inventions Agreement).

You alone are responsible for your personal use of social media.

So be smart: If in doubt, leave it out, or email social-comms@yahoo-inc.com before you post.

GUIDELINES FOR SOCIAL MEDIA POSTING & COMMENTING

- Always tell the truth. Support assertions with facts. Cite sources and link to them if you can.

- Remember that your words and actions reflect on yourself and could reflect on Yahoo!.

- Do not misrepresent your identity or affiliations.

- Treat all forms of media—whether video, audio, or text—as having the potential to raise legal, ethical, or policy concerns.

- Do not speculate on rumors.

- Never reveal proprietary or confidential information about Yahoo! or others who have entrusted their confidential information to Yahoo!.

- Respect copyrights.

- Strive to create a community where everyone feels comfortable sharing, commenting, connecting, and obtaining relevant information.

- Do not accept third-party compensation, gifts, or favors in exchange for slanting your posts.

- Listen and learn from others when you post/interact.

- If you make a mistake, admit it and correct it as quickly as possible.

- Avoid arguing with or attacking others.

- Be respectful of our brand—logos, images, taglines, and campaigns must be treated in accordance with our brand guidelines. This means (among other things) that you must first obtain permission to use them.

- Do not use slurs, insults, or obscenities.

- Do not post personal information other than what is reasonably necessary to identify yourself. Never post someone else's personal information.

- Do not let time spent using social media interfere with your work-related responsibilities.

- Remember that anything you post is immediately public and can spread quickly.

EXPRESSING YOUR PERSONAL POINT OF VIEW

"The views expressed in this post are mine alone and do not necessarily reflect the views of Yahoo!."

If any of your external social media posts are comments about any Yahoo! Topics or any policy issue related to areas in which Yahoo! is involved, identify yourself as a Yahoo! employee and include this disclaimer.

PROTECTING CONFIDENTIAL INFORMATION

- Your Internet postings must not disclose confidential or proprietary information pertaining to Yahoo! or any third parties that have entrusted such information to Yahoo!'s care (such as Yahoo!'s users, developers, or partners). Disclose only information that has already been made publicly available by Yahoo! through press releases and other external corporate communications.

- Your Internet postings may not contain any of the following information relating to Yahoo! Topics:
  - Non-public financial information (revenue, costs/expenses, projections, etc.)
  - Proprietary or confidential product information (unannounced partnerships, mergers/acquisitions, roadmaps, technology, code, etc.)
  - Non-public legal communications of *any* kind
  - Undisclosed material news about Yahoo! or its plans
  - Proprietary or confidential customer information
  - Non-public information about Yahoo!, including new hires; current employees, contractors, and consultants; and employee/contractor departures and changes.

- If you are contacted by a member of the media or the financial or industrial-analysis community about your social media postings on Yahoo! Topics, do **NOT** respond. Contact Yahoo! Global Communications (social-comms@yahoo-inc.com or 408-349-4040) or your in-country PR manager (for international Yahoos) for guidance on how to proceed.

Find additional guidance on the types of content considered confidential and that must not be published on sites accessible to the general public within the Code of Ethics.

GUIDELINES FOR CREATING AND OPERATING OFFICIAL YAHOO! BLOGS AND SOCIAL NETWORKS

• We encourage authorized employees to use social media for official Yahoo! communications as set forth in this section. With each official Yahoo! account/site/page/handle ("account") across social media, we expose our brand to a global audience. To operate an official account, you must prepare a strategy document, which will help maintain consistency across Yahoo! and protect our brand. The document must include:

1. What business unit/purpose the account will support
2. Why existing Yahoo! social media accounts do not meet your needs
3. Who will be responsible for managing the account (updating content, responding to users/followers/fans/readers, managing technical issues)
4. The frequency of updates
5. The mix of content to be offered
6. A plan for integration of the new account into existing social media accounts
7. An action plan for discontinuing an account that serves a temporary/time-sensitive initiative
8. A list of the PR/marketing contacts

• Please submit the completed document to social-marketing@yahoo-inc.com at least one month before your launch. Yahoo! Marketing will review the document and give you any required changes and/or approval. Approval from Yahoo! Marketing is required for all official Yahoo! social media accounts.

GUIDELINES FOR CREATING AND OPERATING OFFICIAL YAHOO! BLOGS AND SOCIAL NETWORKS (continued)

Social media accounts (such as blogs) that bear the Yahoo! name, or otherwise operate in an official Yahoo! capacity, must conform to these Guidelines and Yahoo!'s brand guidelines, which are on the Yahoo! Brand microsite at backyard.yahoo.com/brand (under Resources > Brand, Advertising & Partner Guidelines).

Yahoo! employees who write via social media accounts that bear the Yahoo! name, or otherwise operate in an official Yahoo! capacity, must comply with Yahoo! policies. Yahoo! has the right to remove/delete any comments or material posted on its social media sites, or via any social media account that bears the Yahoo! name, to the extent that the comments, materials, or sites are offensive, unlawful, or violate Yahoo! policy.

"Voice" is a person's (or an organization's) unique style of expression. It's the personality that shows through the content.

When you are using social media in an official Yahoo! capacity, leverage the four attributes of the Yahoo! voice:

Human: We put people first, using groundbreaking technology to ensure that everything we do enhances our users' online experiences and lives.

Relevant: We give you more of what you want and less of what you don't.

Inventive: We're constantly inventing smarter, faster, and more powerful ways to fulfill your growing needs.

Fun: We march to the beat of our own yodel, putting fun in every step.

Align your voice across five key areas:

The medium: Think about which medium your content will appear in, and write for that medium. Be clear, brief, relevant, and conversational.

The brand: With every piece of content, ask yourself, "Is it Yahoo!?"

The property: Speak in a voice consistent with your property. For instance, both Finance and Sports speak in the Yahoo! voice, but differ in how (and how often) they express "fun."

The message: Don't be drab in a funny piece, flippant when the subject is serious, or impersonal when you should be warm and helpful.

The audience: Know your readers and what they expect from your content, your site, and your brand. Speak their language, literally and metaphorically.

For additional information on the Yahoo! voice, check out "Purple Your Prose."

AND FINALLY…   A WORD FROM YOUR SPONSORS

As fellow socially networked Yahoos, we encourage you to follow us on our official corporate pages and share, retweet, repost, and generally spread all the great news published by Yahoo!. We will continue to update this list as more networks are added:

- Read Yodel Anecdotal (Yahoo!'s corporate blog).
- Follow us on Twitter (@yahoo).
- Become a fan on Facebook.
- Check out our photos on Flickr.
- Watch our videos on Yahoo! Video and YouTube.

Appendix Two

Payroll & Timekeeping Instructions

KRONOS

Your Timekeeping Tool

Getting Started

All interns need to enter hours worked in order to be paid each period. Both electronic timecards and a deadline calendar are available on Backyard: (text search "timecard", "payroll calendar" or type in the URL)

IMPORTANT LINKS
Timecard | Calendar | Tutorial

KRONOS My Timecard

Kronos, like most of our corporate applications, requires Backyard sign on authentication. Once you've logged in via Backyard Bouncer, you'll come to a screen that looks like this. This is your "inbox" and "tasks" for Kronos. As an intern you will not have a need to use this screen and should select, under the "My Information" tab, "My Timecard"

Once your have selected "My Timecard" it will take you to this screen. Please make sure the Time Period is "Current Pay Period" (Default)

KRONOS Meals & Rest Periods
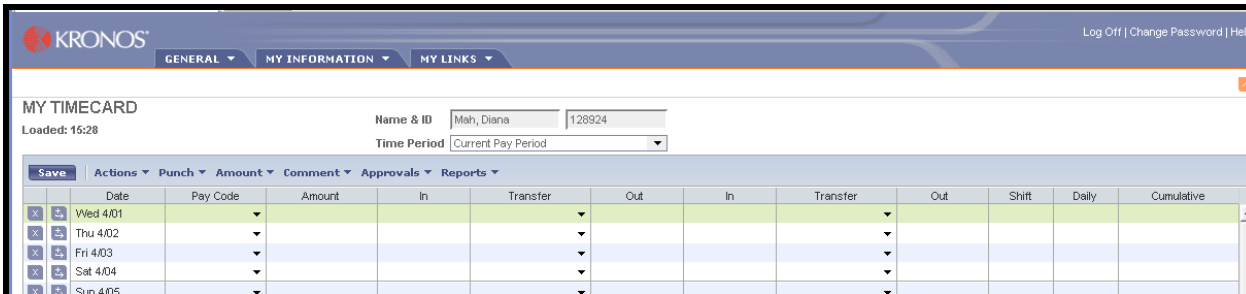
We're required to collect "in" and "out" times for worked hours and non-paid meal periods. Rest breaks are paid and thus, not recorded. California employees are required to take a meal period of at least 30 minutes by the start of their 5th hour of work. It is extremely important that you take your meal period as required by law and record your meal periods accurately. If you mark on your timecard that you have missed a meal period, an email will be sent to your manager to determine why this occurred.

Find the appropriate day/date to begin recording your hours, and enter the time you started working.

Log in and out to the nearest quarter hour. If rounding is necessary, always round in your favor.

Log Options

Always enter "a" for "a.m." or "p" for "p.m." if using 12-hour clock.

You may use military or 24-hour clock.

KRONOS 12-Hour vs. 24-Hour Clock

If you use a 12-hour clock and forget to designate "a" or "p", the application will assume a.m., which will cause a miscalculation of your hours worked.

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cu
		Sun 5/01											
		Mon 5/02			8:00		12:00	13:00		0:00		15.0	15
		Tue 5/03			0:00		5:00				20.0	5.0	20
		Wed 5/04											20

Menu bar: Save | Actions   Punch   Amount   Accruals   Comment   Approvals   Reports

In the above example the employee used the correct "p" designation for lunch, but at the end of the day, entered "5:00". The application, assuming "a.m.", calculates as if the employee had logged out at 5:00 a.m., which technically, is the next day.

KRONOS Meals

Note, you will need to add a row to each day to account for your meal periods. To do so please click on the "add row" icon next to the date. Again, please ensure that you record all time and meal periods accurately.

Save changes by clicking on "Save" from the menu bar.

KRONOS Approving Timecard

Before submitting your card, look over your totals and punches. Do they make sense? If they don't, you probably have a mis-punch somewhere.

Do you have any red cells? The entire cell is highlighted in red? This means you're missing a punch and you need to go back and fill in the correct time in or out.

When you're satisfied that your card is correct and complete, approve it by clicking on the "Approve" button at the top of your timecard.

You'll notice a note pops up above the menu bar showing your approval.

KRONOS Approving Timecard

•Once you approve your timecard you may not make further changes—however if you find a change is necessary, simply click on the drop down menu for "Select an Action" and choose "remove sign off". Make your change and re-apply the approval.

•Please let your manager know once you have completed and approved your timecard. Once your manager enters approval, your timecard is locked down and cannot be edited unless he/she removes the approval.

•Once the timecard has been "Signed off" by Payroll this means the data has been pulled for processing, any additional corrections or changes will not make the current pay cycle.

Yahoooooooooooooooo!

Good luck & have fun!