PLEASE DOWNLOAD A COPY OF THIS DOCUMENT FOR YOUR REFERENCE

Galvanize Onboarding Handbook

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1. Day 1

1.1 Galvanize Laptop

Some employees receive a Galvanize laptop. If applicable, it will be available for you on your first day. (Delays in receiving a laptop may occur due to extenuating circumstances. Please reach out to your manager if you have not received it in the first weeks).

1.2 Galvanize WiFi Network Login Access

Secured Network:
- Network Name: galvanize
- Network Password: 200statuscode

This login should work for all campuses.

Please note: This network access is just for Galvanize Staff and should not be given out to members or students.

1.3 Access to Galvanize Campus

*Due to extenuating circumstances all Galvanize Campus are currently closed to all non-essential staff. If you need to access or work from your local campus it is required that you submit a request to community.health@galvanize.com, please cc your manager, and provide a reason for your request. Stay happy and healthy Galvanizers!!

Each campus is accessed by key fob/key card. The Community Coordinators at your front desk can get you set up. This will give you 24/7 access to the campus.

1.4 Set Up Galvanize Slack Account

Slack is our internal communication tool.

- Click on the following link: https://galvanize.slack.com/signup
- Use your @galvanize.com email to sign in
- The team domain name is **galvanize.slack.com**
- Create your Slack profile - Add your title, phone #, time zone, campus location, and a profile picture!

Instructors have a separate gStudents team that you share with students and cohorts. You can use your Galvanize email to sign in. The team domain name is **gstudents.slack.com**

We recommend that you download the **Slack Mac App** to your computer and you can sign into both teams there: https://itunes.apple.com/us/app/slack/id803453959?mt=12

1.4.1 Channels

IMPORTANT: The #general channel is ONLY for official Galvanize communication. Please use the #galvanize channel for company-wide informal announcements.

Once your Slack account is created, please join the **#ghires** channel and introduce yourself. We can't wait to get to know you better! Note: If you type **@channel**, everyone in that channel will receive your message.

There are many channels on both Galvanize and gSchool team accounts. Please check them out and join teams that you think are appropriate for you. Ask around on your team to see what other channels they are using.

2. Week 1

2.1 Stride/K12 Systems

2.1.1 Stride/K12 Multi Factor Authentication (MFA)

You will access some of our internal tools through the Stride/K12 SSO portal. To do this, everyone will be assigned an @k12.com account that will automatically forward email to your @galvanize.com account.

Follow THESE INSTRUCTIONS to configure MFA via a text message or authenticator app code.

2.1.2 UltiPro Sign Sign-On (SSO)

UltiPro is the HR system that manages all employee information such as benefits, time tracking, performance management and payroll. You will receive K12 login credentials from your manager during your first week.

Stride/K12 utilizes Single Sign-On to access UltiPro. As long as you are logged into your K12 Corporate Office365 account through the myapps.microsoft.com page, you will be able to access UltiPro with the click of a mouse.

Please note: If you have not received your K12 email credentials from your manager, you will not be able to log into UltiPro or any other application that utilizes Single Sign-On.

1. From the MyApps page select the UltiPro Icon:
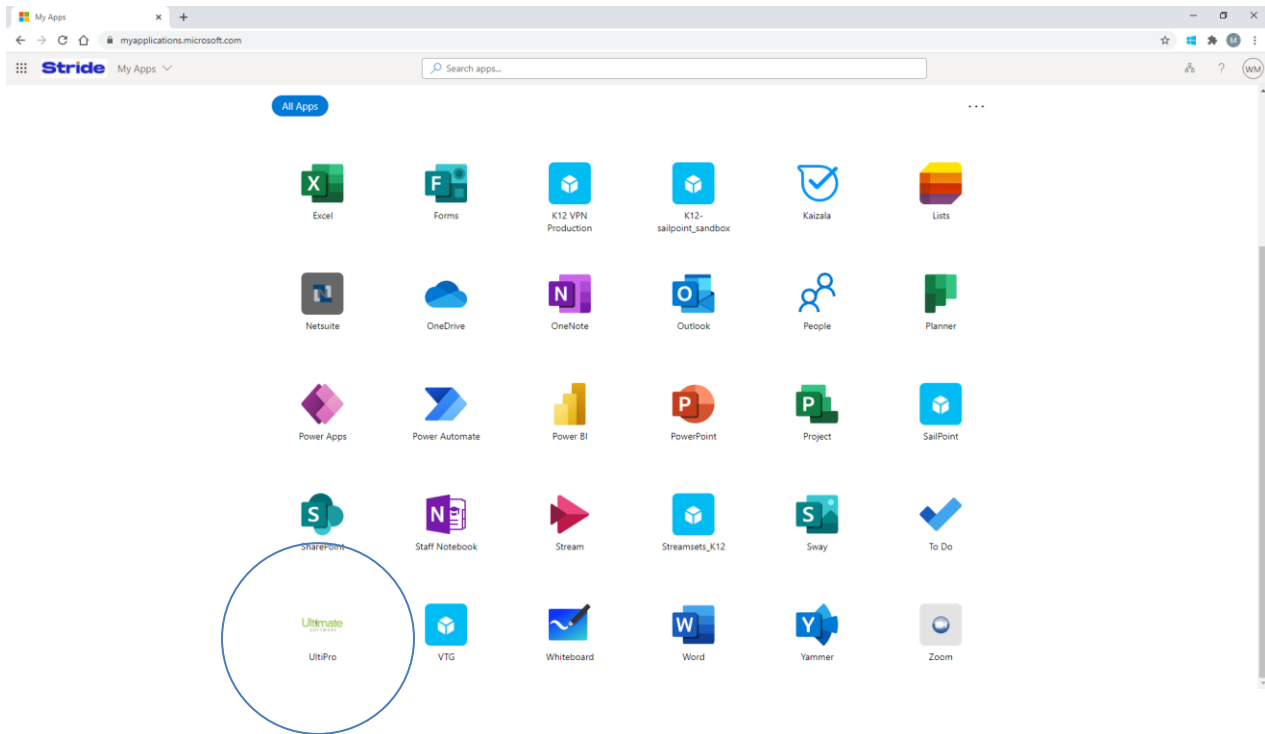
2.1.3 Stride/K12 Applications

ULTIPRO

To access UltiPro, from somewhere other than the My Apps page enter ultipro.k12.com into your browser. You must be authenticated through MFA to access UltiPro (see section 2.1.1) Within UltiPro you can submit your timesheet, view your payroll statements, view benefits enrollments, request changes to your address or other personal information and much more.

Stride Homeroom

Stride's intranet is called Homeroom. It can be found here k12inc.sharepoint.com. On the intranet you can find corporate policies, Finance, HR and IT support resources, information about corporate initiatives and other business resources.

NETSUITE

To access NetSuite, either (1) enter netsuite.k12.com into your browser, or (2) through the Quick Links section located on the Stride Homeroom site. NetSuite will recognize you through SSO, so you will not be required to re-enter your network credentials. NetSuite shall serve as the system for expense reports, procurement, and all corporate accounting functions. Further information outlining links to training materials, access requests and FAQs will be distributed separately.

Employee Services Portal

Stride utilizes a ticketing for HR Service requests, IT Support and Payroll Inquiries.   Visit servicedesk.k12.com and enter your K12 username (your K12 email dropping the @k12.com) to access the site. For support needs with your Galvanize computer or email, you will continue to submit tickets to the Galvanize ticket system. Stride IT can help you with issues with your K12 email or access to Stride/K12 systems.

2.2 UltiPro Time Tracking System (Workforce Management)

You will access the time tracking system via UltiPro.

Please watch the UltiPro Time Tracking Training Videos here to learn how to navigate the Time System.

- All employees are required to submit time off request in the time tracking system
- All hourly employees are required to clock in and out via the time tracking system

2.2.1 Meal and Rest Breaks

All Galvanize employees who are non-exempt, and therefore clock time in UltiPro, are required to take meal and rest breaks each day.

Employees who work more than a 5-hour shift need to take a 30-minute, unpaid, meal break between their 3rd and <u>before</u> their 5th hour of work, but no later than their 5th consecutive hour of work. The meal break should be completely work free (e.g. no checking emails, etc.). When starting your meal break, remember to clock out in UltiPro and clock back in when you return.

Rest breaks need to be taken for every four hours of work. Rest breaks are paid and last 10 minutes in length. (For example: one 10-minute rest period for workdays of 3.5 - 6 hours in length; two 10-minute rest periods for workdays more than 6 hours in length and up to 10 hours, etc.).

If you need to waive a meal or rest break, you must get approval from your supervisor.

2.2.2 Overtime Rules

All Galvanize employees who are non-exempt are eligible for paid overtime by federal law. Overtime rules differ by state. By tracking your hours within UltiPro it will factor in the overtime rule(s) in your location. The rules are as follows:

The standard Galvanize work week is **Sunday to Saturday**.

State	Rules
Arizona	● Any hours over 40 hours in a workweek are considered overtime and paid at 1.5 the pay-rate.
California	● Any hours over 8 hours in a workday are eligible for overtime at 1.5 the pay-

	rate. ● Any hours over 12 hours in a workday are eligible for overtime at double the pay-rate. ● Any hours over 40 hours in a workweek are considered overtime and paid at 1.5 the pay-rate. ● Any work done on the 7th consecutive day in a workweek, the first 8 hours is paid at 1.5 the pay-rate. Any hours on that 7th consecutive day beyond 8 hours is paid at double the rate.
Colorado	● Any hours over 12 hours in a workday are eligible for overtime at 1.5 the pay-rate. ● Any hours over 40 hours in a workweek are considered overtime and paid at 1.5 the pay-rate.
New York	● Any hours over 40 hours in a workweek are considered overtime and paid at 1.5 the pay-rate.
Texas	● Any hours over 40 hours in a workweek are considered overtime and paid at 1.5 the pay-rate.
Washington State	● Any hours over 40 hours in a workweek are considered overtime and paid at 1.5 the pay-rate.

2.3 Benefits

2.3.1 Eligibility and Coverage

All full-time & part-time regular employees are eligible for benefits coverage starting on their **first day**. The main benefits offered are listed below. Full-time employees have the option to enroll themselves, partners and dependents in most benefit plans. Part-time employees are only eligible for one Medical Plan and the 401(k) Retirement Plan no other coverages are offered.

Medical Coverage
Dental Coverage
Vision Coverage
Paid Sick Time Leave
*Flexible Time Off/Paid Time Off
Basic Life Insurance and AD&D

Flexible Spending Account (FSA)
Health Savings Account (HSA)
Short and Long Term Disability Insurance
Commuter Benefits
**401(k) Retirement Plan*
Additional Voluntary Benefits

Please visit the employee handbook to view policy that pertains to your employment type.
***All regular Galvanize employees are auto-enrolled for a 3% employee-funded contribution and must login to make election changes or to opt-out .*

3.1 Galvanize Systems

3.1.1 Add Galvanize Email Signature

Please click HERE to access our company signature guidelines. Use one of these templates to add your Galvanize email signature in your Gmail through Settings > Signature.

3.1.2 Galvanize Help Center / ZenDesk

If you have any issues with your Galvanize laptop or need access to additional galvanize systems please go to the [Galvanize Help Center.](#) From there, submit a ZenDesk ticket via [support.galvanize.com.](#) The tech team will track the ticket and respond to your needs accordingly.

4.1 LinkedIn

4.1.1 Everyone Has One! Make the Most of Yours.

LinkedIn is a great networking tool for you and the continued growth of Galvanize and our brand. By connecting with other professionals at Galvanize and beyond, it amplifies your personal network and brings more traffic to the Galvanize site. With more traffic, we educate more of the world about Galvanize, our industry, and our mission. Our mission to be the #1 learning community for technology for anyone with the smarts, drive and grit to change their lives.

To help spread this message, update your LinkedIn profile to reflect your new position at Galvanize.

4.1.2 Follow These Easy Steps

- Connect your LinkedIn profile to Galvanize and follow us here: https://www.linkedin.com/school/galvanize-it/
- Cut & paste the official company description into your "**work experience**" about your new role at Galvanize:

Short version
Galvanize is a 21st century school for engineers, entrepreneurs and data scientists, with multiple campuses across the U.S. that promote belonging and celebrate courage and growth.

Full version
Galvanize is a 21st century school for engineers, entrepreneurs and data scientists. On multiple campuses across the U.S., the energy, intellect and ambition of Galvanize students, members and alumni are at the heart of a learning community that promotes belonging and celebrates courage and growth. Our faculty and flexible blended-learning platform, combining part-time online education and in-person training, provide the most relevant and in-demand technology skills to anyone with the drive and determination to re-skill, up-skill and define success on their terms. Our members include first-time entrepreneurs, growing startups, and Fortune 1000 companies all looking to level-up.

4.1.3 Build Your g-Community

Have fun connecting with your co-workers and members across all of our campuses to share updates and learn what everyone is up to.

Share, share, share! When you see something you like on the Galvanize LinkedIn page, don't forget to share with your LinkedIn community. Let's get the word out about the great work you're doing at Galvanize! It will also help us reach a wider and more diverse audience.

The Galvanize community is active on all the major social platforms -- feel free to follow us on your own accounts!

Twitter: https://twitter.com/galvanize
Facebook: https://www.facebook.com/GalvanizeHQ
Instagram: https://www.instagram.com/GalvanizeHQ/
YouTube: https://www.youtube.com/channel/UC6CFuXHLJQ_30gOxUTEFj_g
LinkedIn: https://www.linkedin.com/school/galvanize-it/