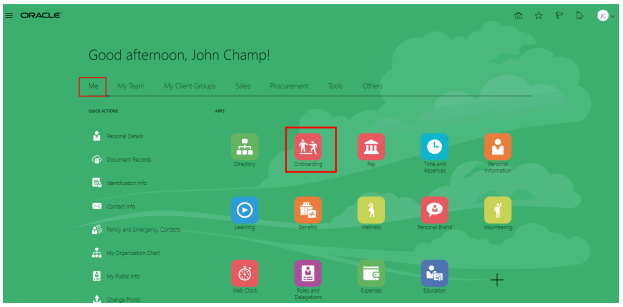
Welcome to Champlain College!
Guide to Your Onboarding Tasks

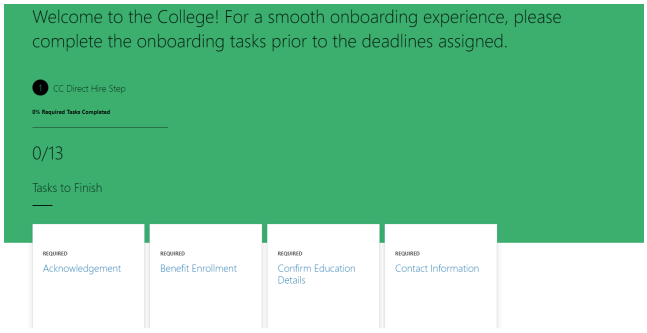
As a new employee, you are required to complete Onboarding tasks through Oracle, our cloud-based Human Capital Management system. **Onboarding tasks include required federal and state tax forms, policy acknowledgments, direct deposit, etc**.

- ➔ You will be able to login to Oracle on your first day at Champlain (but not before). Oracle can be accessed with your Champlain username and password. To complete your onboarding tasks, log in to Oracle through the Single Sign-On link or through the Faculty and Staff page. If you go through the Fac/Staff page, click Oracle (under Additional Resources) and then Single Sign-On to log in. If you have trouble logging into Oracle with your Champlain email, please email peoplecenter@champlain.edu. Include a screenshot of any errors you get.

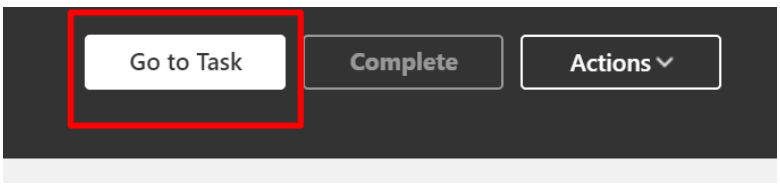
- ➔ Once you are logged into Oracle, navigate to the Me tab, and choose Onboarding.



- ➔ From the Oracle homepage, you will be brought to your Onboarding page where you will find all of your required Onboarding tasks awaiting completion.



- ➔ When you click into each task, you'll be brought to the task page where you will click at the top right hand corner "Go to Task".



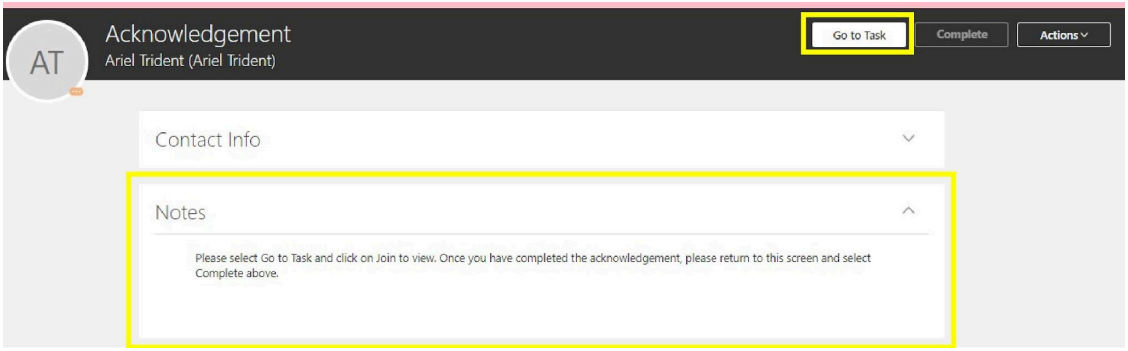
➔ Another browser will open, and you will be asked to validate and complete the corresponding task. Once the task is completed, go back to your first browser with your main task and mark as "Complete" at the top right-hand corner. As you complete each task, you'll see your percentage for your tasks increase as they are validated as completed.



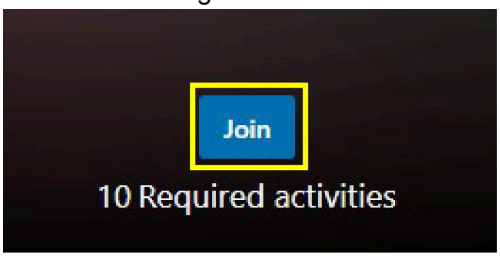


List of Onboarding Tasks – Champlain College Full-time

- **Acknowledgments:** This task includes acknowledgment of employee policies. Each item will need to be reviewed and completed.
    - Within the "Acknowledge" task, you'll find a "Notes" section that provides instructions.



    - The system will take you to a new page where you will see a list of documents you need to read through and sign-off on.
    - Click "Join" to begin.



    - Click on "Start Learning" to begin.

- **Contact Information:** This task will bring you to the page where you will review and edit (if needed) your contact information. You can also add other addresses and phone numbers in this section as well by clicking the "Add" button.

CHAMPLAIN COLLEGE

- **Direct Deposit:** This task will bring you to the page where you will input your direct deposit information. Follow the reference guide, "Direct Deposit - Add, Change, Remove Accounts. **Tip: Make sure to select a payment method.**

- **Family and Emergency Contact:** This task will ask you to update and/or add your emergency contact(s).

- **Health Declaration:** This task will ask you to complete the VT Healthcare Declaration form. This is a required form for every new employee. Please complete but do not include your date of birth or social security number; you will see both of those fields marked with N/A. Upload to your documents as instructed.

- **I-9 sections 1 and 2:** At this point, you have most likely already completed Section I of your I-9 form. Section 2 needs to be completed with Human Resources or your Operations Manager within three days of your start date. For those who have completed the I-9 just mark the task as complete.

- **Personal Information:** This task will bring you to the page with your personal information details. Please review and edit the appropriate data as needed.

- **W4:** This task will bring you to the page where you will complete your federal and state tax forms. Once you are brought to the tax page, click on the edit icon and fill appropriate details. It will automatically default to the federal form. To add a state form, click the "Add" button at the top right-hand corner.

- **Confirm Education Details:** You can choose to add your education details in this task.

- **Parking and ID:** This task will bring you to the page with parking details. Open up the document for instructions and details.

- **New Employee Resources document.** Open up this document to find useful information as a new employee at Champlain.

- **Training:** This will bring you to our required Discrimination and Harassment training. This training will need to be completed within 60 days of your date of hire.

- **Update Public Info:** This task will bring you to the Oracle Public Information page that can be publicly viewed by your colleagues.

- **Benefit Enrollment:** This task will bring you to the Benefits page where you will make your benefits elections. The contact for Benefits is benefits@gmhec.org

- Universal Availability: Download information on the availability of the 403b retirement plan

- Insurance Marketplace Coverage Options: Download the informational document