

NEW SUB-CONTRACTOR ONBOARDING IN FERMIWORKS

After you submit your access request and it is approved, you will be emailed the following information:

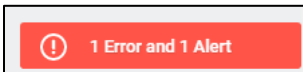
Your Fermilab access/account has been tentatively approved. To complete the onboarding process, please enter the required information into Workday, Fermilab's Human Resources System by going to <https://wd5.myworkday.com/wday/authgwy/fermilab/login.html>. Your account username is: [redacted]@gmail.com. If a new Workday account was created, you will receive separate messages containing your password. If you require a password reset for an existing account, please use the Forgot Password link on the login page to access an online password reset form. For additional assistance, please contact the Fermilab Service Desk at 630-840-2345.

If you have any questions or concerns, please reach out to your Fermilab point of contact, or the Fermilab Users Office at usersoffice@fnal.gov.

If at any time you see one of the following alerts in FermiWorks, it means you are missing information. You can click on the alert box to get more information on what is missing.

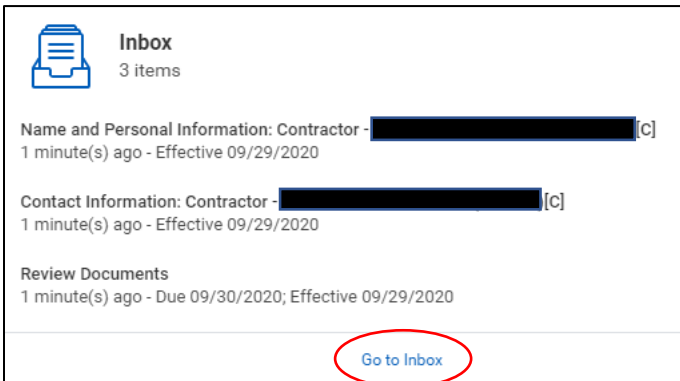


A yellow alert can be bypassed by clicking "Submit" again



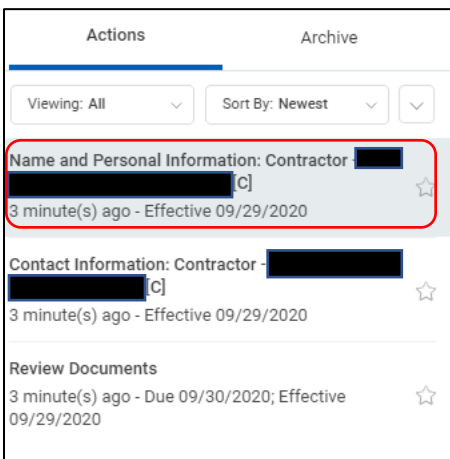
A red alert CANNOT be bypassed. You MUST go back and complete the information.

Once you log in to FermiWorks, it will take you to your homepage. You will need to go to your "Inbox" to complete Onboarding. You can either click on "Go to Inbox" on the homepage or click on the mailbox icon in the upper right corner.



The left side panel of the inbox will show what onboarding steps are coming up.

Click on the first one, if it is not already displayed on the right panel.

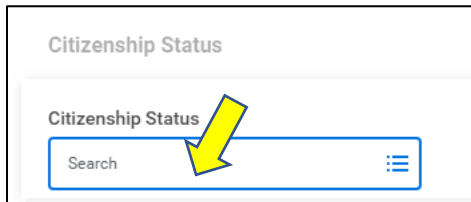


The right panel will show what needs to be completed for that step.

The information that needs to be filled in will be listed on this screen. Scroll down to get to all of the information fields.

Click on any field to open it up for editing; enter the information and hit the “enter” key on the keyboard or click anywhere outside of that field when you’re done.

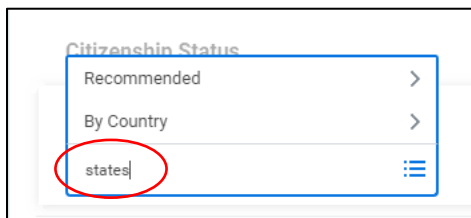
EXAMPLE:



Citizenship Status

Citizenship Status

Search

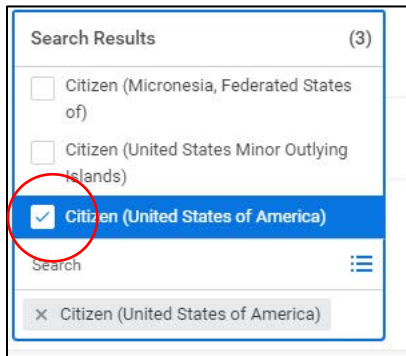


Citizenship Status

Recommended >

By Country >

states



Search Results (3)

☐ Citizen (Micronesia, Federated States of)

☐ Citizen (United States Minor Outlying Islands)

☒ Citizen (United States of America)

Search

× Citizen (United States of America)

The following fields are **REQUIRED**:

- Legal Name (as it appears on your ID)
- Gender
- Date of Birth (MM/DD/YYYY)
- Country of Birth
- Region of Birth
- City of Birth
- Citizenship

Click on both the “Submit” button, and the “Done” button on the next screen.



Submit

Save for Later

Cancel



Done

This should take you to your next inbox item.

Actions Archive

Viewing: All Sort By: Newest

Name and Personal Information: Contractor - [redacted] [C]
3 minute(s) ago - Effective 09/29/2020

Contact Information: Contractor - [redacted] [C]
3 minute(s) ago - Effective 09/29/2020

Review Documents
3 minute(s) ago - Due 09/30/2020; Effective 09/29/2020

The information that needs to be filled in will be listed on this screen. Scroll down to get to all of the information fields.

Click on any field to open it up for editing (the same way that you entered your personal information). Enter the information and hit the “enter” key on the keyboard or click anywhere outside of that field when you’re done.

Contact Information

Onboarding for [redacted] [C] Actions

18 second(s) ago - Effective 09/28/2020

Please enter your home information including home address and a phone number.
REQUIRED INFORMATION FOR SITEWIDE EMERGENCY WARNING SYSTEM (EVERBRIDGE) Every contractor (Everbridge). This is how you will be contacted if the Lab needs to contact you in the case of a site emergency. A Text Number. If your home email is entered under Home Contact Information Primary Email it will be used for all communications.
To Add an Everbridge Emergency Warning System Number, click on Add under the Additional Phone section. Select another Everbridge contact type. You can only have one number for each Everbridge contact type.

Home Contact Information

Primary Address

Add

Additional Address

Add

Primary Phone

Phone
+16308403000 (Telephone)

REQUIRED INFORMATION:

- Home Address
- Primary home phone number
- Additional Phone number – this can be the same as your primary home phone number but you must pick one of the “Everbridge” options for the “Phone Device” type:

select one

- Contractor Worksite Phone
- Everbridge 1 Text Msg
- Everbridge 2 Cell
- Everbridge 3 Other Phone
- Everbridge 4 Other Phone
- Everbridge 5 TTY
- External Business Phone
- Fax
- Long Range Pager
- Mobile Phone
- Onsite/Lab Pager
- Telephone

Click on both the “Submit” button, and the “Done” button on the next screen.

Submit Save for Later Cancel

Done

This will take you to your next inbox item step.

The screenshot shows an inbox interface with two tabs: 'Actions' and 'Archive'. Below the tabs are filters for 'Viewing: All' and 'Sort By: Newest'. The inbox contains three items:

- Name and Personal Information: Contractor - [REDACTED]**
3 minute(s) ago - Effective 09/29/2020
- Contact Information: Contractor - [REDACTED]**
3 minute(s) ago - Effective 09/29/2020
- Review Documents**
3 minute(s) ago - Due 09/30/2020; Effective 09/29/2020

The 'Review Documents' item is highlighted with a red rectangular box.

There is a list of documents that you will need to read and acknowledge.

Click on the blue link for each document to read it.

Then click on the box to the right of “I Agree” to acknowledge reading the policy.

The screenshot shows the 'Review Documents' page for onboarding. It includes a title, a sub-header, and a description. Below is a list of documents to be reviewed.

Review Documents
Review Documents for Onboarding for [REDACTED] [C] Actions
1 hour(s) ago - Due 09/29/2020; Effective 09/28/2020
Please review and acknowledge a series of Laboratory policies and agreements.

Documents

Document	Behavioral Expectations Form
Instructions	Please acknowledge that you have reviewed the form.
Signature Statement	I acknowledge that I have reviewed the Behavioral Expectations Form.
I Agree	<input checked="" type="checkbox"/>

Document	Export Control Policy
Instructions	Please read the document and acknowledge that you have done so.
Signature Statement	I acknowledge that I've read the Export Control policy.
I Agree	<input type="checkbox"/>

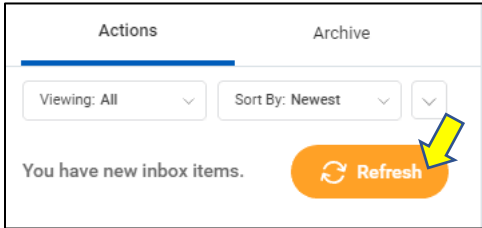
Click on both the “Submit” button, and the “Done” button on the next screen.

The screenshot shows a button bar with three buttons: 'Submit' (orange), 'Save for Later' (light gray), and 'Cancel' (light gray). A yellow arrow points to the 'Submit' button.

The screenshot shows a button bar with one button: 'Done' (orange). A yellow arrow points to the 'Done' button.

YOU ARE NOT DONE!

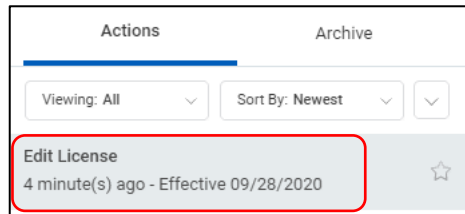
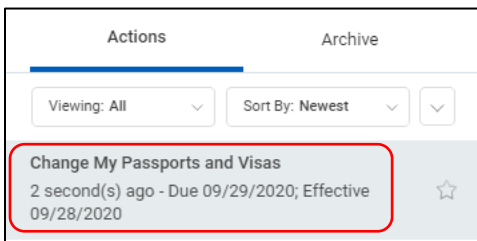
Click on the “Refresh” button on the left inbox panel.



You now have a new inbox item.

If you are a non-US citizen, you will be asked to enter and upload your passport in the following screens.

If you are a US citizen, you will be asked to enter and upload your driver's license in the following screens.



Click on the “Change My Passports and Visas” or “Change My Licenses” button (whichever is in your inbox).

A screenshot of a form titled 'Change My Passports and Visas'. The form has a header 'For' followed by a redacted name. Below this, there are fields for 'Overall Process' (Contract: [redacted] [C]), 'Overall Status' (Successfully Completed), and 'Instructions'. The instructions section contains text for Non US Citizen, Employees, and Contingent Workers. At the bottom, there is an orange button labeled 'Change My Passports and Visas' with a yellow arrow pointing to it.A screenshot of a form titled 'Change My Licenses'. The form has a header 'For' followed by a redacted name. Below this, there are fields for 'Overall Process' (Contract: [redacted] [C]), 'Overall Status' (Successfully Completed), and 'Instructions'. The instructions section contains text about entering a Driver's License Number. At the bottom, there is an orange button labeled 'Change My Licenses' with a yellow arrow pointing to it.

For passports:

- Click the “+” at the top left corner to create a new row
- Enter the country of issuance
- Passport type
- Identification #
- Issue date
- Expiration date

**If you do not have a passport, contact the Users Office at usersoffice@fnal.gov

The screenshot shows a table with columns: *Country, *Passport ID Type, Identification #, Issued Date, Expiration Date, and Verification Date. A red box highlights the first row, which contains: Italy, Official (maroon cover), YB123456789, 01/01/2020, 01/01/2030, and 09/28/2020. A red circle highlights the '+' button in the top left corner of the table.

For Driver's License:

- Click the “+” at the top left corner to create a new row
- Enter the “License ID type” as “Driver's”
- Skip the “Class”
- Enter the issuing state under “Issued by Country Region”
- Enter the Identification #
- Issued Date (if there is one)
- Expiration Date

**If you do not have a driver's license, contact the Users Office at usersoffice@fnal.gov

The screenshot shows a table with columns: *License ID Type, Class, Issued by Country / Issued by Country Region / Issued by Authority, Identification #, Issued Date, Expiration Date, and Verification Date. A red box highlights the first row, which contains: Driver's, (empty), Issued by Country Region (selected), Illinois, G123-4567-8901, 01/01/2020, 01/01/2024, and 09/28/2020. A red circle highlights the '+' button in the top left corner of the table.

Click on both the “Submit” button, and the “Done” button on the next screen.

The screenshot shows three buttons: Submit, Save for Later, and Cancel. A yellow arrow points to the Submit button.

The screenshot shows a single button: Done. A yellow arrow points to the Done button.

This will take you back to your inbox.

Complete To Do

[Edit License](#) Actions

13 minute(s) ago - Effective 09/28/2020


For [REDACTED]

Overall Process [Contract:](#) [REDACTED] [C]

Overall Status Successfully Completed

Instructions Please enter a Driver's License Number if available. If not you must enter
Once you have entered the requested information, Click Submit to Submit

[Change My Licenses](#)

 enter your comment

[Submit](#) [Save for Later](#) [Close](#)

Click on both the “Submit” button, and the “Done” button on the next screen.

[Submit](#) [Save for Later](#) [Cancel](#)

[Done](#)

Click on the “Refresh” button on the left inbox panel.

Actions Archive

Viewing: All Sort By: Newest

You have new inbox items. [Refresh](#)

You now have a new inbox item.

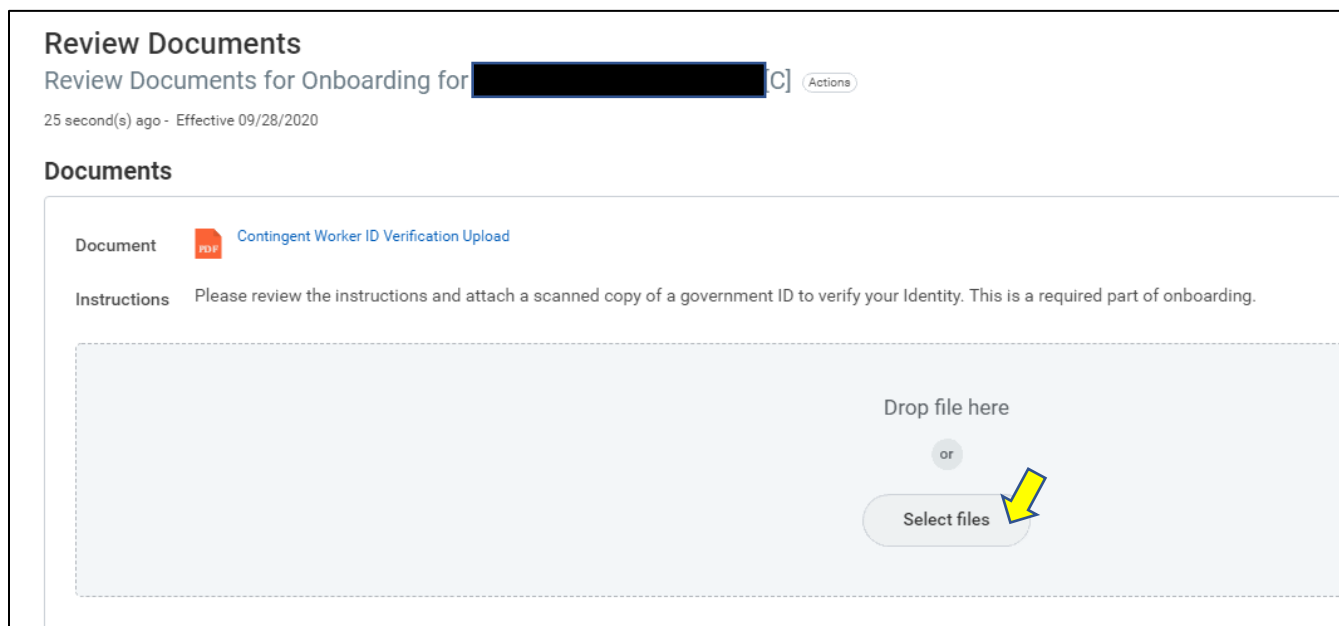
Actions Archive

Viewing: All Sort By: Newest

[Review Documents](#)
25 second(s) ago - Effective 09/28/2020

You will need to upload whatever document you entered in the previous step (or whatever document the Users Office instructed you to upload, if you did not have the required ID).


Click on “Select Files”



Review Documents
Review Documents for Onboarding for [REDACTED] [C] Actions

25 second(s) ago - Effective 09/28/2020

Documents

Document  Contingent Worker ID Verification Upload

Instructions Please review the instructions and attach a scanned copy of a government ID to verify your Identity. This is a required part of onboarding.

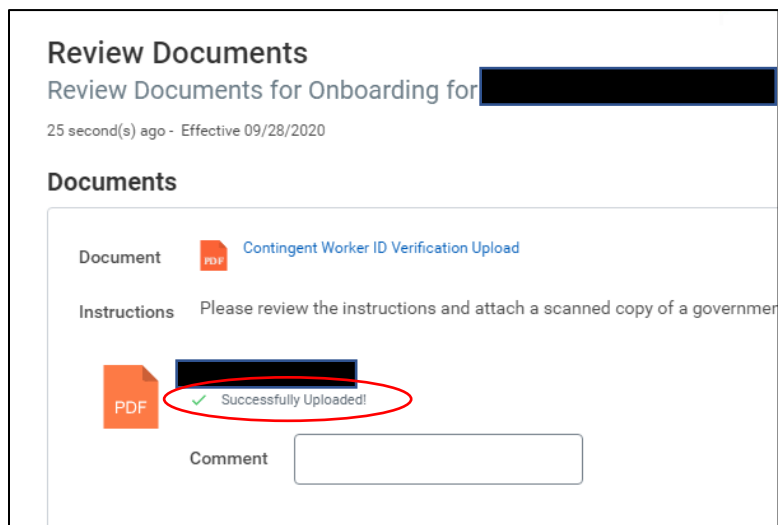
Drop file here

or

Select files

Select the file from your computer.


You will get a green checkmark with the message “Successfully Uploaded!” if you have done it correctly





Review Documents
Review Documents for Onboarding for [REDACTED]

25 second(s) ago - Effective 09/28/2020

Documents

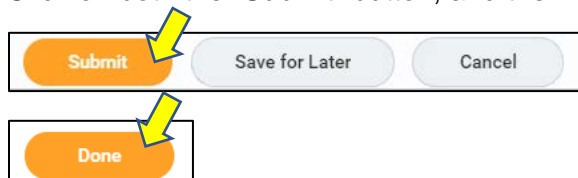
Document  Contingent Worker ID Verification Upload

Instructions Please review the instructions and attach a scanned copy of a government

  Successfully Uploaded!

Comment

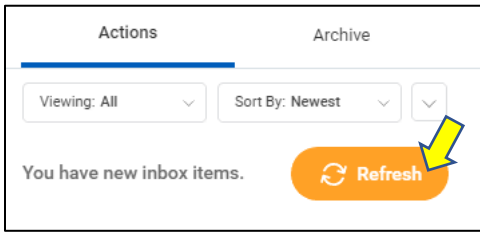
Click on both the “Submit” button, and the “Done” button on the next screen.



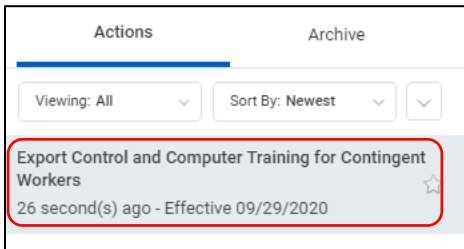
Submit Save for Later Cancel

Done

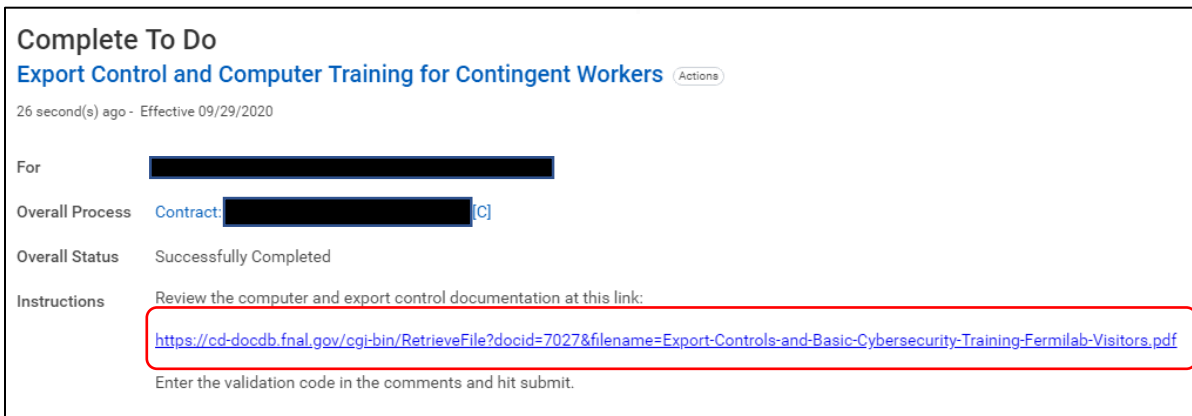
Click on the “Refresh” button on the left inbox panel.



You now have a new inbox item.



Click on the blue link (or copy and paste it in a new web browser tab) to be taken to the training.



The training is a PDF Power point presentation that you can scroll through to read all of the slides.



Scroll all the way through the training and copy the code at the end.

Paste or type that code into the comment field on your inbox screen (the code is NOT “test code”).

Complete To Do

Export Control and Computer Training for Contingent Workers Actions

26 second(s) ago - Effective 09/29/2020

For

Overall Process

Contract: [REDACTED] C]

Overall Status

Successfully Completed

Instructions

Review the computer and export control documentation at this link:

<https://cd-dcdb.fnal.gov/cgi-bin/RetrieveFile?docid=7027&filename=Export-Controls-and-Basic-Cybersecurity-Training-Fermilab-Visitors.pdf>

Enter the validation code in the comments and hit submit.

test code

Click on both the “Submit” button, and the “Done” button on the next screen.

Submit

Save for Later

Cancel

Done

YOU ARE NOW DONE WITH ONBOARDING!

When you know what your arrival date at Fermilab will be, please email badgingoffice@fnal.gov to make an appointment to get your ID badge.