

ALL STAFF MEMO

Beginning July 1, 2022, only employees who have been through the onboarding process in Paylocity and have received a pin number to use for the time clock can be scheduled to work events.

Proper Onboarding Process:

****USE YOUR COMPUTER TO COMPLETE THE STEPS, NOT ALL STEPS ARE EASILY ACCESSIBLE THROUGH THE MOBILE SITE OR MOBILE APP****

1. Sign Offer Letter and go through those Steps
 - a. REMEMBER YOUR USERNAME AND PASSWORD so that you can log in to complete the next steps
 - b. Our Company ID is: **117926**
2. Complete the New Hire packet in Paylocity Onboarding (this step will not be available until Step #1 is complete)
 - a. Complete personal documents (digitally through Paylocity)
 - b. Complete tax documents (digitally through Paylocity)
 - c. Complete I-9 documentation (upload documents, complete I-9)
 - i. INTERNATIONAL STUDENTS/EMPLOYEES:
 1. Choose #5 for "LIST A"
 - a. Documents you need to upload: Foreign Passport (so that your number and photo can be easily read), Form I-94 (so that your number can be easily read), and I-20 (so that your number can be easily read).
 - b. MAKE SURE YOUR NAME ON THIS I-9 DOCUMENT MATCHES YOUR SOCIAL SECURITY CARD & YOUR PASSPORT!
 - ii. DOMESTIC EMPLOYEES:
 1. Choose #1 for "LIST A" *or* proper documentation from "LIST B AND LIST C"
 - d. Complete this form to let us know you have completed your steps: <https://www.chesapeakeemployersinsurancearena.com/f/79>
 - e. Get approved through "E-File" (HR completes this step once you complete ALL Onboarding steps)
 3. Receive an email from your supervisor with your time clock pin number

Use the employee portal on our website for help. This portal can be found here: <https://www.chesapeakeemployersinsurancearena.com/p/about/employee-portal>

PASSWORD: CEIA2022

If you need help with completing your onboarding process in Paylocity, please complete this form and someone will be in touch to schedule a time to discuss:

<https://www.chesapeakeemployersinsurancearena.com/f/78>

Thank you,

Tiffany Sun

General Manager

OVG360 | Chesapeake Employers Insurance Arena