

# ONBOARDING IN FERMIWORKS

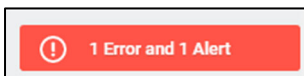
## FAQs & TIPS FOR NAVIGATING FERMIWORKS ONBOARDING:

After you submit your access request and it is approved, you will be emailed your username and a temporary password to log in to FermiWorks/Workday. If you have logged in to FermiWorks in the past, you will not receive a new temporary password and you should use the password that you set up the last time you logged in; you can use the “forgot password” link or call the Service Desk at 630-840-2345 for help.

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.



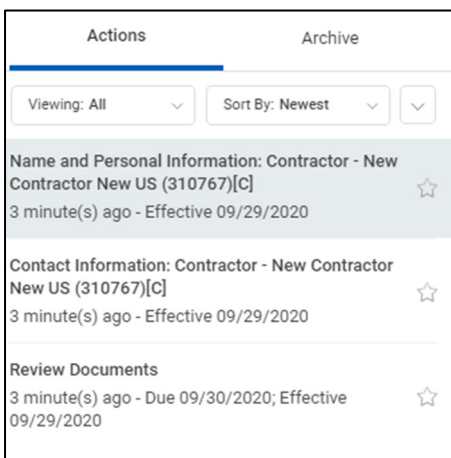
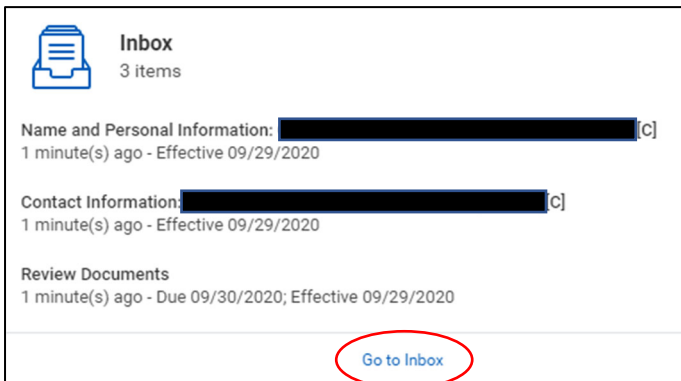
A yellow alert can be bypassed by clicking “Submit” again



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.

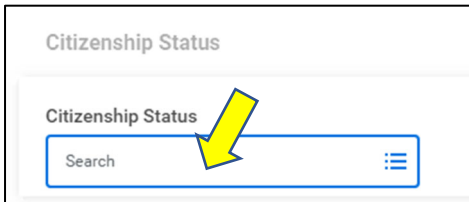
Click on the first one, if it is not already displayed on the right panel.

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. Once you have entered the information, hit the “enter” key on the keyboard or click anywhere outside of that field when you’re done.

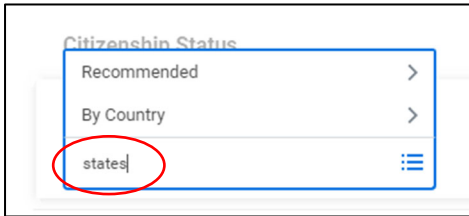
### **EXAMPLE:**



A screenshot of a form titled "Citizenship Status". Below the title is a search bar with the placeholder text "Search". A yellow arrow points to the search bar.

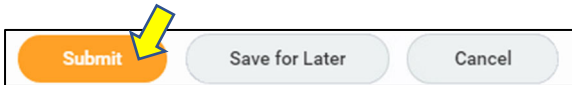


You can click outside of the information field when you are done, then click on the next field you want to fill in.



A screenshot of the "Citizenship Status" dropdown menu. The menu is open, showing options: "Recommended", "By Country", and "states". The "states" option is selected and circled in red. A yellow arrow points to the dropdown menu.

In order to complete a task, click on the “Submit” button, and then if it shows up on the screen, click on the “Done” button.

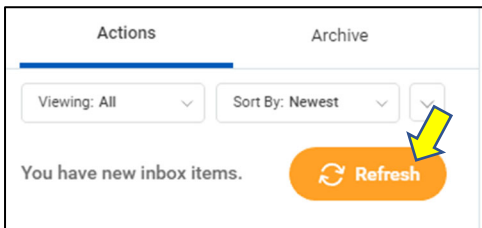


A screenshot of three buttons: "Submit" (orange), "Save for Later" (light gray), and "Cancel" (light gray). A yellow arrow points to the "Submit" button.



A screenshot of a single orange button labeled "Done". A yellow arrow points to the button.

You may be asked to refresh your inbox after completing some of the items. Please click on the “refresh” button and continue completing tasks. When your inbox is empty, refresh your browser (usually found in the upper left corner), just to make sure there are no more tasks assigned to you.



A screenshot of a form with two tabs: "Actions" and "Archive". Below the tabs are two dropdown menus: "Viewing: All" and "Sort By: Newest". Below these is a message: "You have new inbox items." and a red "Refresh" button with a circular arrow icon. A yellow arrow points to the "Refresh" button.



**Onboarding is not complete until you have refreshed the inbox and there are no more tasks assigned to you**

**Email [CampusAccess@fnal.gov](mailto:CampusAccess@fnal.gov) if you run into issues with onboarding**

## COMPLETING ONBOARDING:

**You may be assigned only some or all of the following tasks.**

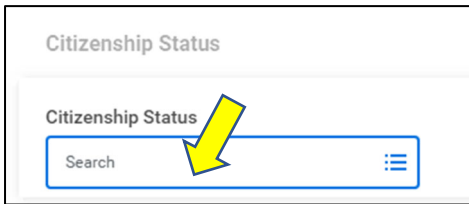
Please refer to the page numbers listed below for specific tasks.

### **Pg #: Task:**

- 4     Name and Personal Information
- 5     Contact Information
- 6     Edit/Change License (for US Citizens)  
      OR Edit/Change My Passport and Visas (for non-US Citizens)
- 8     Review Documents: Upload ID
- 9     Review Documents: Acknowledge Policies
- 10    Export Control and Computer Training for Contingent Workers
- 11    COVID Vaccination Attestation  
      (onsite users/affiliates only)
- 12    Foreign Government Talen Recruitment Program  
      (onsite sub-contractors and users/affiliates only)

## NAME AND PERSONAL INFORMATION:

For **NEW** workers, this will be displayed in the right panel of your inbox.



Citizenship Status

Citizenship Status

Search



Citizenship Status

Recommended

By Country

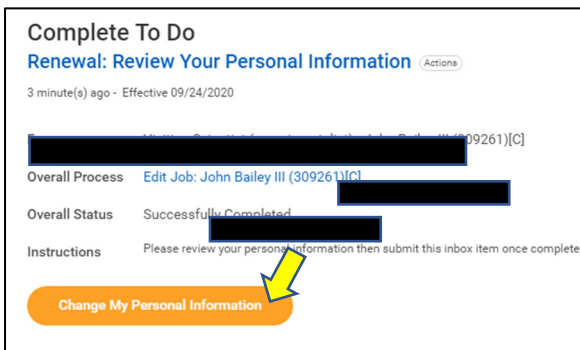
states

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 (this is the State, if you were born in the US)
- City of Birth
- Citizenship

*If you receive an error when you try to submit this screen, then you are missing one of the required fields listed above.*

For **RENEWING** workers, you will need to click on the “Change my Personal Information” button to be taken to the personal information data entry screen. When you are done, you need to click the “Submit” and “Done button on the Personal Information screen, **AND** the Inbox to do.



Complete To Do

Renewal: Review Your Personal Information

3 minute(s) ago - Effective 09/24/2020

Overall Process Edit Job: John Bailey III (309261)[C]

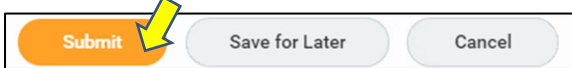
Overall Status Successfully Completed

Instructions Please review your personal information then submit this inbox item once complete.

Change My Personal Information

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



Submit

Save for Later

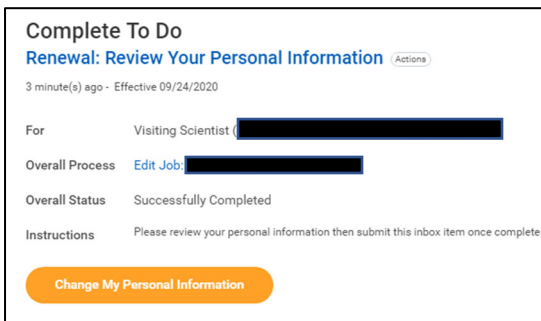
Cancel

*If you receive an error when you try to submit this screen, then you are missing one of the required fields listed above.*



Done

You will be taken back to your inbox screen:



Complete To Do

Renewal: Review Your Personal Information

3 minute(s) ago - Effective 09/24/2020

For Visiting Scientist

Overall Process Edit Job:

Overall Status Successfully Completed

Instructions Please review your personal information then submit this inbox item once complete.

Change My Personal Information



Submit

Save for Later

Cancel

Done

**CONTACT INFORMATION:**

For **NEW** workers, this will be displayed in the right panel of your inbox. Click on the field that you want to add/edit.

Contact Information

Onboarding for Test AG Test US (310766)[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 (Everbridge). This is how you will be contacted if the Lab needs to contact you in the case of a site or 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 Numbers section. To Add a Text Number, click on Add under the Additional Text Numbers section. To Add an Email Address, click on Add under the Additional Email Addresses section. 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)

**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

**REQUIRED INFORMATION:**

- Home Address  
(in English, no foreign characters as they cause system integration issues)
- 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

For **RENEWING** workers, you will need to click on the “Change my Contact Information” button to be taken to the personal information data entry screen. Click on the field that you want to add/edit on that screen.

When you are done, you need to click the “Submit” and “Done button on the Contact Information screen, **AND** the Inbox to do.

## Complete To Do

[Renewal: Review Your Contact Information](#) Actions

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

For	Authorized Guest <span>[REDACTED]</span>
Overall Process	<a href="#">Edit Job</a> <span>[REDACTED]</span>
Overall Status	Successfully Completed
Instructions	Please review/update your contact information then submit this inbox item when you are complete.

[Change My Contact Information](#)

[Submit](#)

[Save for Later](#)

[Cancel](#)

[Do Not Renew](#)

**REQUIRED INFORMATION:**

- Home Address (in English, no foreign characters as they cause system integration issues)
- 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

You will be taken back to your inbox screen:

Complete To Do

Renewal: Review Your Contact Information

Actions

43 second(s) ago · Effective 09/28/2020

For

Authorized Guest - Ruth Ponce Calero (230162)[C]

Overall Process

[Edit Job: Ruth Ponce Calero \(230162\)\[C\]](#)

Overall Status

Successfully

Instructions

mit this inbox item when you are complete.

Change My Contact Information

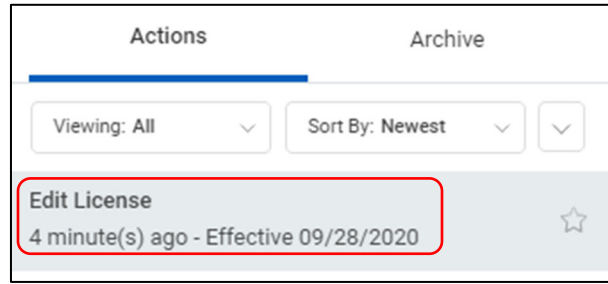
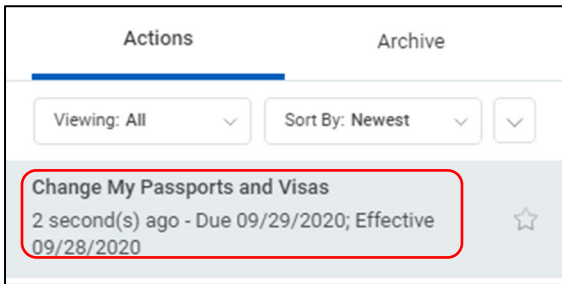


Submit Save for Later Cancel

## **EDIT/CHANGE LISCENSE OR EDIT/CHANGE MY PASSPORTS AND VISAS:**

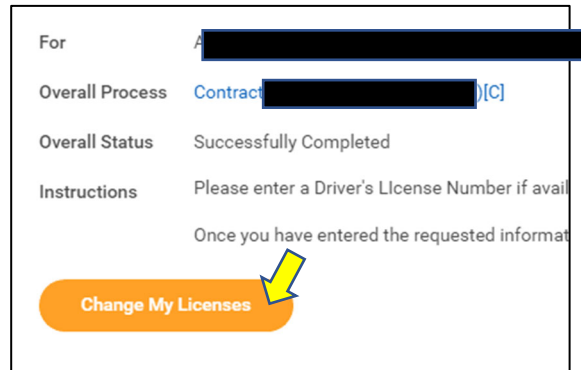
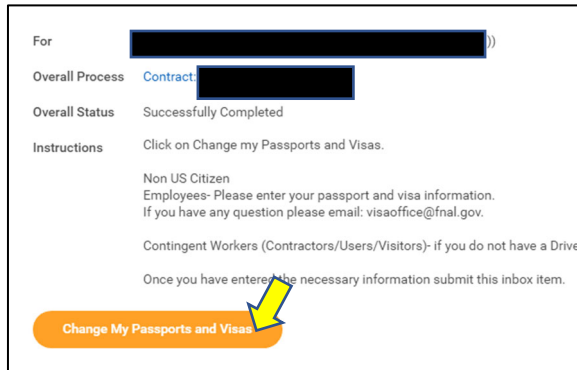
**If you are a non-US citizen**, you will be asked to enter and upload your passport in the following screens.

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



**If you do not have a driver's license (US citizens) or a passport (Non-US citizens)**, you can skip this step by just clicking "Submit" and "Done" on the inbox to do item.

To enter information, click on the "Change My Passports and Visas" or "Change My Licenses" button



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](mailto:usersoffice@fnal.gov)



You are NOT required to enter an visa information but if you have it and want to enter it, it will help us process your ID badge when you are ready to come onsite.

## 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” (Do NOT enter “Issued by Country” as US).
- Enter the Identification #
- Issued Date (if there is one)
- Expiration Date

License ID Type	Class	Issued by Country / Issued by Country Region / Issued by Authority	Identification #	Issued Date	Expiration Date	Verification Date
x Driver's		<input checked="" type="radio"/> Issued by Country Region x Illinois	G123-4567-8901	01/01/2020	01/01/2024	09/28/2020

Once you click “Submit” and “Done,” you will be taken back to your inbox screen.

You must click “Submit” and Done” **again on the inbox to do screen** in order to complete it.

For [redacted]

Overall Process [Contract \[redacted\]](#)

Overall Status Successfully Completed

Instructions Click on Change my Passports and Visas.

Non US Citizen  
Employees- Please enter your passport and visa information.  
If you have any question please email: visaoffice@fnal.gov.

Contingent Workers (Contractors/Users/Visitors)- if you do not have a Drive

Once you have entered the necessary information submit this inbox item.

[Change My Passports and Visas](#)

For A [redacted]

Overall Process [Contract \[redacted\]](#) [C]

Overall Status Successfully Completed

Instructions Please enter a Driver's License Number if avail

Once you have entered the requested informat

[Change My Licenses](#)

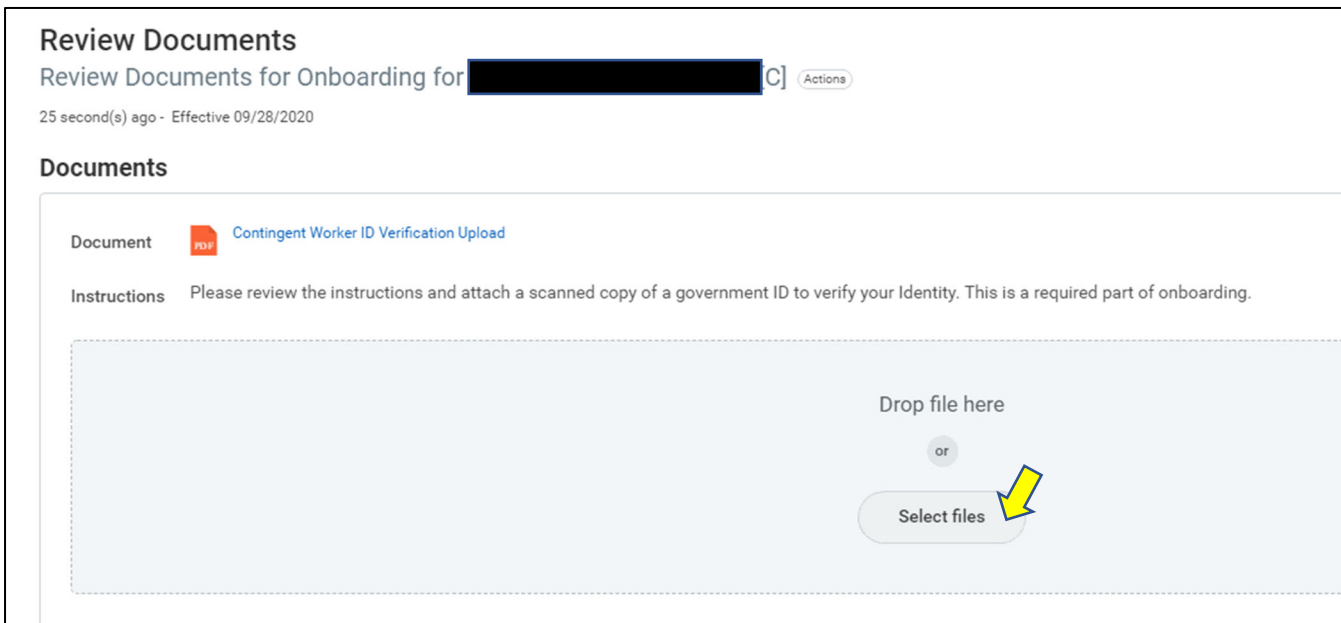
[Submit](#) [Save for Later](#) [Cancel](#)

[Done](#)

## **REVIEW DOCUMENTS: UPLOAD ID**

You will need to upload a photo ID (i.e. driver's license, passport, or other national ID). If you have already entered your Driver's License or Passport information on a previous step, please upload the license or passport that you entered, if possible. If you do not have a driver's license or passport, upload whatever you have for a photo ID.

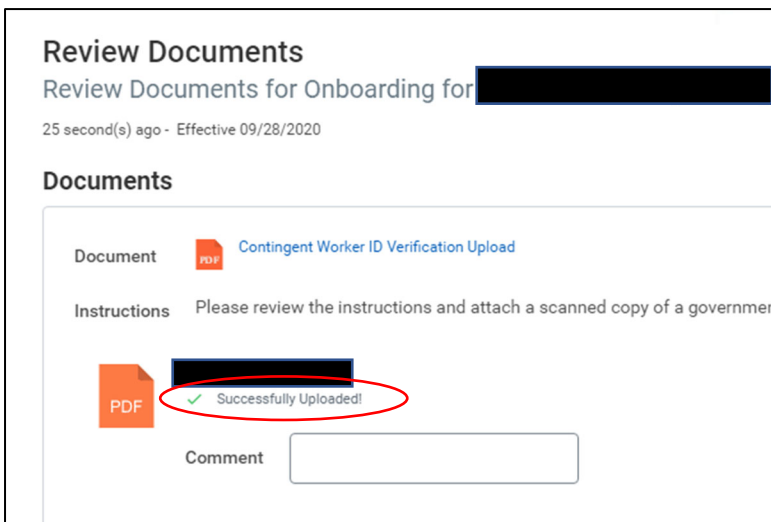
Click on "Select Files"



The screenshot shows the 'Review Documents' section for onboarding. It includes a document titled 'Contingent Worker ID Verification Upload' with a PDF icon. Below the title are 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.' A large dashed box contains the text 'Drop file here' and 'or' above a 'Select files' button. A yellow arrow points to the 'Select files' button.

Select the file from your computer (PDF and JPEG formats work the best. Do NOT upload iPhone formats).

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



The screenshot shows the 'Review Documents' section after a successful upload. A PDF icon is shown next to a red circle containing a green checkmark and the text 'Successfully Uploaded!'. Below this is a 'Comment' field.

Click "Submit" and "Done" to move on.



## REVIEW DOCUMENTS: ACKNOWLEDGING POLICIES

There is a list of documents that you will need to read and acknowledge (the following example only shows two policies but this task may have more than two documents for you to 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.

You must “Agree” to all of the documents before submitting this screen.


### 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	 <a href="#">Behavioral Expectations Form</a>
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	 <a href="#">Export Control Policy</a>
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"/>

## **EXPORT CONTROL AND COMPUTER TRAINING FOR CONTINGENT WORKERS:**

\*There are different versions of this training, depending on if you are actually getting computer access or not. They all work the same way through...

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

**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]

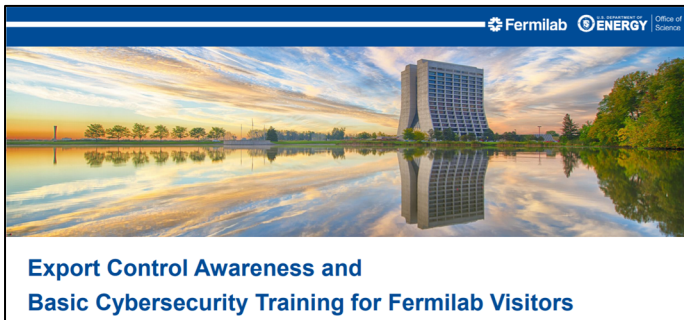
Overall Status

Successfully Completed

Instructions

Review the computer and export control documentation at this link:  
<https://cd-docdb.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.

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 (on the last slide).

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

**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

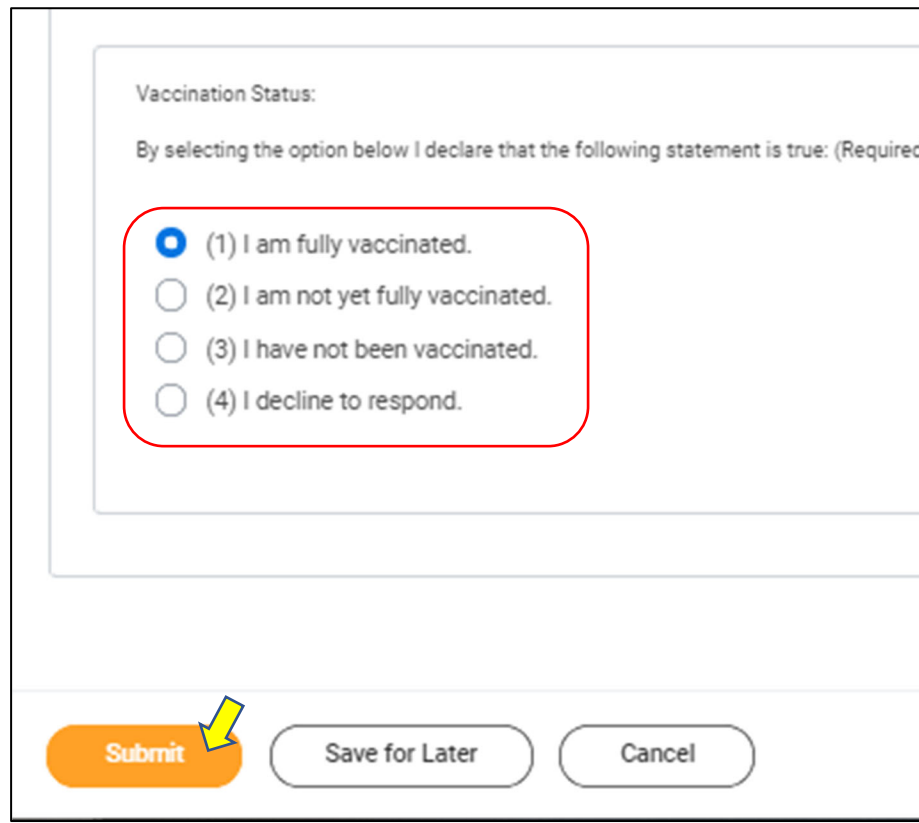
Review the computer and export control documentation at this link:  
<https://cd-docdb.fnal.gov/cgi-bin/RetrieveFile?docid=7027&filename=Export-Controls-and-Basic-Cybersecurity-Training-Fermilab-Visitors.pdf>  
Enter the validation code in the comments and hit submit.

test code

## **COVID VACCINATION ATTESTATION:**

Read all of the information on this task, then select your vaccination status and “Submit”

\*If you are not fully vaccinated or decline to respond, you will need to follow additional steps to upload negative test results before coming onsite. This information can be found here: <https://eshq.fnal.gov/covid19vaccine/> (this link is also listed/linked in the information on this task).



The screenshot shows a web form titled "Vaccination Status:". Below the title is a required declaration: "By selecting the option below I declare that the following statement is true: (Required)". There are four radio button options, with the first one selected and highlighted by a red rounded rectangle:

- ☒ (1) I am fully vaccinated.
- ☐ (2) I am not yet fully vaccinated.
- ☐ (3) I have not been vaccinated.
- ☐ (4) I decline to respond.

At the bottom of the form are three buttons: "Submit" (orange), "Save for Later" (light gray), and "Cancel" (light gray). A yellow arrow points to the "Submit" button.

## **CONTINGENT WORKER FOREIGN GOVERNMENT TALENT RECRUITMENT PROGRAM:**

Please read all of the information on this task, then answer the questions appropriately.

If your answer to number 1 is “No,” then you need to put “NA” in the answer fields for numbers 2, 3 and 4.

If your answer to number 1 is “Yes,” then you need to answer the other questions accordingly.

1) I am currently participating in a foreign-government organized, managed, or funded talent recruitment program. (Required)

☐ Yes  
☒ No

2) If you answered Yes to question 1, is the foreign government-sponsored talent recruitment program directly or indirectly associated with

NA

3) Describe your current participation in the identified foreign government-sponsored talent recruitment program. (If you answered No to 1)

NA

4) Describe your "compensation" or expected "compensation" (as defined above) for participating in the identified foreign government-sponsored

NA

**Submit** Save for Later Cancel