



Welcome

New Employee Onboarding Guide

College of the Holy Cross
Worcester, MA
Est. 1843



The Department of Human Resources can be reached
at 508-793-3391 or by emailing HR@holycross.edu

Welcome! As you are likely now aware, the College of the Holy Cross was founded in 1843 in Worcester, Massachusetts, and is among the nation's leading liberal arts institutions. A highly selective, four-year, exclusively undergraduate college of 3,000 students, Holy Cross is renowned for offering a rigorous, personalized education in the Jesuit, Catholic tradition.

Holy Cross highly values the unique skills, perspective, talents and passion that each employee contributes to its learning community. To work at The College is to accept an invitation to participate in the growth and development of all campus members, students, faculty and staff. The College's commitment to diversity is an important feature of the Holy Cross education. Informed by the presence of diverse interpretations of the human experience, Holy Cross is building a community marked by freedom, mutual respect, and civility. We seek others who support our values of diversity and inclusiveness.

In this guide, you will find the basic onboarding information to complete your HR Self-Service and required online trainings. A member of Human Resources will follow up with you upon the completion of these onboarding steps, however, please do not hesitate to reach out with any questions as they arise.



Additional Links

[COVID-19 Resources](#)

[Campus Map](#)

[Office of Mission](#)

[Diversity, Equity & Inclusion](#)

[Faith & Service](#)

[Athletic Facilities & Wellness](#)

[Dining on Campus](#)

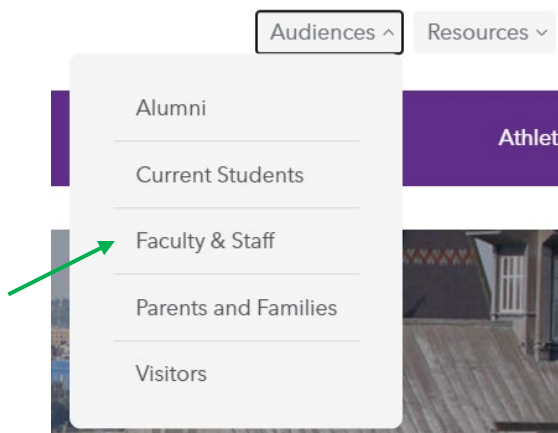
Resetting your HC Passwords

Network Passphrase: This password is for your network accounts including logging on to computers, HR Self-Service, Harassment Prevention training, STAR, Moodle, and HC Web services (Famis, EMS, etc).

Gmail Passphrase: This password is for your HC Gmail account. This can be accessed by searching the web for “gmail” or is located on our Faculty & Staff page.

Accessing the Faculty and Staff Page

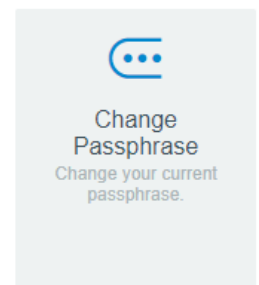
Go to www.holycross.edu and click on the drop down box labeled Audiences and select Faculty & Staff.



Tech Resources

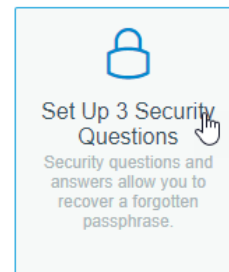
- [Audio-Visual Services](#)
- [ITS Help Desk](#)
- [My Network Files \(Microsoft File Shares\)](#)
- [Passphrase Reset](#)
- [Submit ITS Help Desk Tickets](#)
- [VPN - Off-Campus Network Access](#)
- [Web Space Requests](#)

1. Select the quick link for Tech Resources or continuing scrolling until you reach that section. **Select Passphrase Reset** (see above).
2. Click on **Manage Network Passphrase** and log in with your HC username *(Note: username is typically first initial and first seven characters of your last name, and provided password is 4 randomly generated words).
3. Select the **Change Passphrase** box. In order to successfully create a new passphrase it must be:
 - a. **Minimum** 14 characters
 - b. May not include any part of your name
 - c. No previous HC passwords can be used
 - d. Ideally, combination of letters, numbers, and special characters are included



Select Change passphrase to complete. This step may take a couple of minutes.

- Complete your **Security Questions** by selecting Set Up 3 Security Questions square. This will allow you to recover your passphrase if it is ever forgotten. Select the questions most relevant to you from the drop-down box and provide the answers.



*Please note – every 12 months you will be asked to reset your network passphrase

- Return to the Holy Cross Passphrase Reset page and select **Change your Gmail Passphrase**

Passphrase Reset

The College of the Holy Cross uses a single username and passphrase to access the network, STAR, Moodle, HC Web Services and most other applications. Students, Faculty and Staff have a separate password for email (Gmail).

Manage Network Passphrase

Change your passphrase or register your questions and answers. You must know your current username and passphrase.

Forgot Your Network Passphrase

You must know your username and answer two of your registered questions.

Change Your Gmail Passphrase

You must know your Holy Cross network username and passphrase.

- Enter your network username and newly created network username passphrase. Then create a new Gmail passphrase and confirm the new Gmail passphrase by typing it again below. Select **Change Passphrase** once complete.

ITS asks your Gmail passphrase **to be different** then your network passphrase. Passwords can be similar such as adding a number or special character to your network passphrase for Gmail.

Network Username:	<input type="text"/>
Network Passphrase:	<input type="text"/>
Enter New Gmail Passphrase:	<input type="text"/>
Confirm New Gmail Passphrase:	<input type="text"/>

*Network username does **not** include @holycross.edu

*Please note – your Gmail passphrase does not expire but can be reset at any time



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HR Self-Service: Completing Your Onboarding

Welcome to the College of the Holy Cross! As an employee or faculty member of the College, we ask you complete the following required information which will help ensure you are set up in payroll.

1. Go to www.holycross.edu and click on the **Audiences → Faculty & Staff**.
2. **Click on Human Resources (HR) Self-Service** under Employee Resources
3. **Log in** by using your network username and passphrase (not your HC email address). Note, you should reset your network passphrase prior to logging into HR Self-Service. Please follow the above info on how to reset your passphrase.

Employee Resources

- [Adaptive Planning](#)
- [Advancement One Stop Reporting](#)
- [Advance Web \(on campus\)](#)
- [Alumni Online Community](#)
- [Annual Info. Security Training](#)
- [Chrome River](#)
- [Egencia Travel](#)
- [FAMIS \(Facilities Management Service Request System\)](#)
- [Forms and Flows](#)
- [Human Resources \(HR\) Self-Service](#)
- [Human Resources & Benefits](#)
- [Jasper Web Reporting](#)
- [Resource Space \(photo library\)](#)
- [Kronos - Time Entry](#)
- [Required Harassment Training](#)
- [PeopleSoft Financials](#)
- [Works - Procard](#)

HR Services <p style="text-align: center;">Holy Cross Human Resources <i>HumanResources@holycross.edu</i> 508-793-3391 Monday - Friday, 8 a.m. to 5 p.m.</p>		My To-Do's 
Company Directory 	Personal Details 	Benefit Details 
Payroll & Compensation 	My Paid Time Off  Hours Available 0	My Emergency Notification 

Please note: Along with the steps to be completed below, HR Self-Service also contains information regarding Your Paid Time Off, Company Director, and annual Open Enrollment for Benefits.



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4. Click on **Personal Details** tile on the homepage. Complete and verify the information on each tab listed.

Employee Self Service

Finnegan McGinnegan
Special Advisor

[Update Photo](#)

- Addresses**
- Contact Details
- Name
- Ethnic Groups
- Emergency Contacts
- Additional Information
- Disability
- Veteran Status
- Form I-9

Addresses: Include your most recent home address by clicking on the + button and entering your information.

Home Address

123 Main St
Worcester, MA 01610 Current

Contact Details: **Include at least one personal phone number and an alternate email address.** *Note – in order to save any personal number, a college number must be added first. If your account does not have one, please add 508-793-3391 (HR). One number must also be selected as your “preferred” number in order for this to save. Please disregard the Instant Message.

Phone

Number	Extension	Type	Preferred
508/793-3391		Business	>
508/555-5555		Mobile	✓ >

Email

Email Address	Type	Preferred
finnegan@holycross.edu	Business	✓ >
fmcginn@gmail.com	Home	>

Name: Please confirm your name is spelt correctly.

Ethnic Groups: The input of this information is extremely beneficial to the College strictly used for reporting purposes.

Disability: The input of this information is extremely beneficial to the College strictly used for reporting purposes.

Veteran Status: The input of this information is extremely beneficial to the College strictly used for reporting purposes.



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Additional Information: Please review this information and ensure this is correct. To view this information, you will need to input the last 4 digits of your social security number as it contains sensitive information.

*Please note, the above categories (ethnic group, disability and veteran status) are voluntary and solely used for reporting purposes and not directly associated with your identity.

Emergency Contacts: **We require all employees to identify one emergency contact.** Click the “Add Emergency Contact” button and enter the appropriate information. When completed, be sure to click the green save button to ensure all information is recorded. After saving, if you would like to add another emergency contact, click the + button that will appear above your initial contact’s name.

Cancel
Emergency Contact

Save

*Contact Name

*Relationship

Preferred

Address

123 Main St
Worcester, MA 01610

Phone Numbers

+

Phone	Extension	Type
774/555-5555		Mobile





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Form I-9: *Required for payment* To complete this form, click on [Go to Form I-9](#). You will be asked to input the last four digits of your social security number, and then you must physically click the green "Submit" button for it to go through.

Section 1. Employee Information and Attestation

*(Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)*

Last Name (Family Name) McGinnegan
 First Name (Given Name) Finnegan
 Middle Initial J
 Other Last Names Used (if any) Maiden Name should go here
 Address (Street Number and Name) 123 Main St
 Apt. Number
 City or Town Worcester
 State MA
 Zip Code 01610
 Date of Birth (mm/dd/yyyy) 05/12/1990
 U.S. Social Security Number 025-55-5555
 Employee's E-mail Address finnegan@holycross.edu
 Employee's Telephone Number 508/555-5555

Include your maiden name or any additional last names used.

You can use either your personal or work email/phone number here.

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

1. A citizen of the United States

2. A noncitizen national of the United States (See instructions)

3. A lawful permanent resident (Alien Registration Number/USCIS Number)

4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy)

Ensure that you select the appropriate option listed for your current status.

You will then provide an electronic signature below by clicking in the blank space and selecting your name as it appears above. The date will automatically update when entered.

You must also indicate if a preparer or translator was used. If a preparer or translator was used, please complete the questions that follow.

Signature of Employee Today's Date (mm/dd/yyyy)

Preparer and/or Translator Certification (check one):

I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

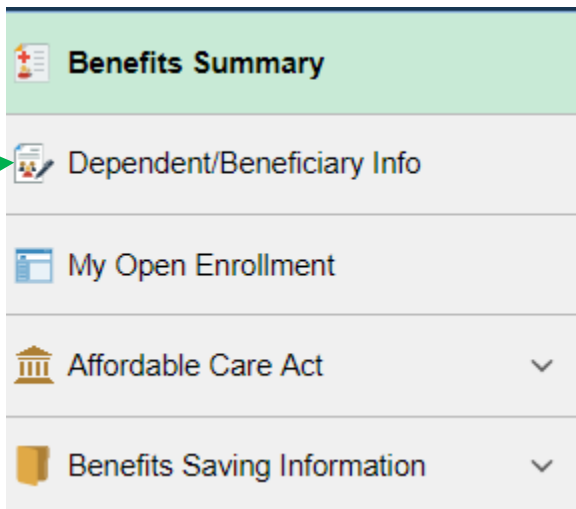
Once you verify this information is correct, scroll down to the bottom and click **Submit**

This concludes the Personal Information section of your Self-Service.



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- Return to the home screen by clicking  at the top right corner and then select the **Benefits Details** tile.



Select the **Dependent/Beneficiary Info** tab. You must enter at least one beneficiary for the College provided life-insurance policy. If you will be electing HC medical, dental or vision benefits, please enter all dependents here as well. Please enter XXX-XX-XXXX when prompted for their national ID (their actual social security number should not be typed in here).

- Return to the home screen. **Select My Emergency Notify** and enter your personal contact information here. This will send you an email, text or phone call if there was a dangerous event or weather related incident on campus. Please defer to your supervisor’s instruction on campus closings. Please ensure you select Save Information at the bottom, at which point you will be prompted to enter your password again as confirmation.

Telephone Numbers

Office #: <input type="text" value="508/793-3391"/>	Alt Office #: <input type="text"/>
Mobile #: <input type="text" value="508/999-3583"/>	Alt Mobile #: <input type="text"/>
Home #: <input type="text" value="508/999-7526"/>	Alt Home #: <input type="text"/>
TTY/TDD #: <input type="text"/>	*Primary #: <input type="text" value="Mobile #"/>

Email Addresses

Email Address:

Alternate Email:

SMS Texting

Same as mobile phone number:

Phone Number:



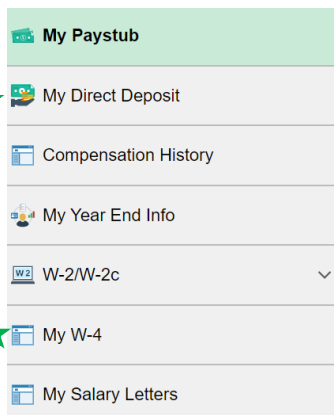




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- Return to the home screen. **Select Payroll & Compensation** and complete **My Direct Deposit**. Select Add Account and enter your banking information (router and account info). **Please note: Entering information in this section is not able to be completed until your first official date of hire/start of appointment.** If you are completing these steps prior to your official start date, please log back in on your date of hire to finish this step.



Add Account [Cancel] [Save]

*Nickname **Pay Distribution**

*Payment Method *Account Type

Bank *Deposit Type

Routing Number Amount

Account Number

Retype Account Number

Pay Distribution

*Account Type

*Deposit Type

Choose relevant nickname for account and select Direct Deposit then enter your banking information. For Account Type, select the appropriate account (depending on if you prefer it going into your checkings or savings. For Deposit Type, **select Remaining Balance**.

To add an additional account, click the plus sign and follow the same process. For Pay Distribution, select Deposit Type: Amount and specify the dollar amount you would like distributed to that account.



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Select My W4

Enter your W4 Tax Information. This defaults to 0 allowances and single under tax status. Please ensure you click submit at the bottom of the screen and enter your password when prompted. You can log in at any time and update this information as needed.

Step 1: Personal Information Submit

Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.

Address

1 College St
Worcester MA 01610

Filing Status

- Single or Married filing separately
- Married filing jointly (or Qualifying widow(er))
- Head of Household (Check only if you are unmarried and pay more than half the cost of keeping up a home for yourself and a qualifying individual).

Complete Steps 2 through 4 ONLY if they apply to you. To see if you are exempt from withholding or you have concerns about your privacy, see instructions for Form W-4 on the IRS website.

*Additionally, this tile allows you to view your Paystub, W2, and salary planning letters.

- Return to the home screen. **Select My To-Do's** and complete all checklist items by clicking the blue Work on Checklist Item link in each row. You will be asked to acknowledge by entering your passphrase. This should include MA's Paid Family and Medical Leave Act (PMFLA), Handbook Acknowledgement, Written Information Security Plan (WISP), Confidentiality Agreement. **The Harassment Prevention Checklist is to notify you this needs to be completed and may read "error." Please follow the steps indicated further down in this guide.**

Open Checklist Items

Description	Date Assigned	Date Due	Date Started	Date Completed	Link to Checklist
PMFLA	09/27/2019	01/01/2020	10/17/2019		Work on Checklist Item

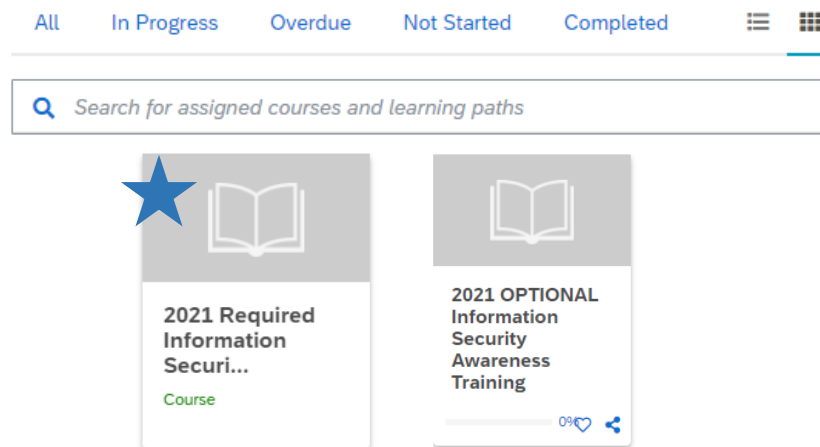
Within the link, please read the provided information until you scroll to the bottom of the screen, and select the appropriate acknowledgements and/or electronic signatures.

This has completed the required HR Self-Service Information.

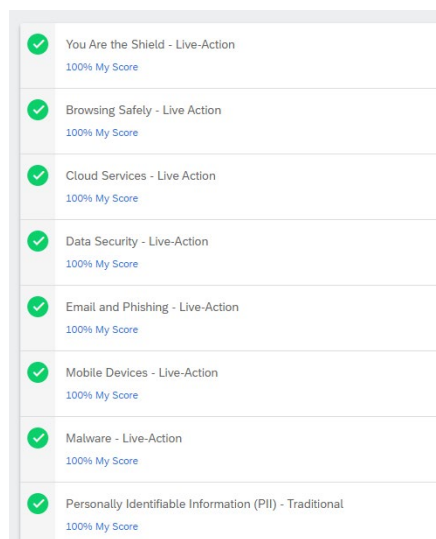
Accessing Online Trainings

Data Security Training

1. Click on the Data Security hyperlink provided in your onboarding email – Subject: Welcome! Important Onboarding Information.
2. Login to your HC email address with your username@holycross.edu. Enter the password you created specifically for your HC Gmail account and select that Gmail account to complete the training with (if you have other Gmail accounts, they may appear here as well, but will not allow you to access the training).
3. Select Continue to my Dashboard.
4. Select the **Required Training Videos** tile. Complete each video module by clicking on the different titles. Each video is around a few minutes and will have follow-up questions to answer at the end of each video.



5. Once completed, you will see green check marks next to each module along with the score of the assessment questions. The Optional Information Security Videos are always there for you to access at any point in time as well.



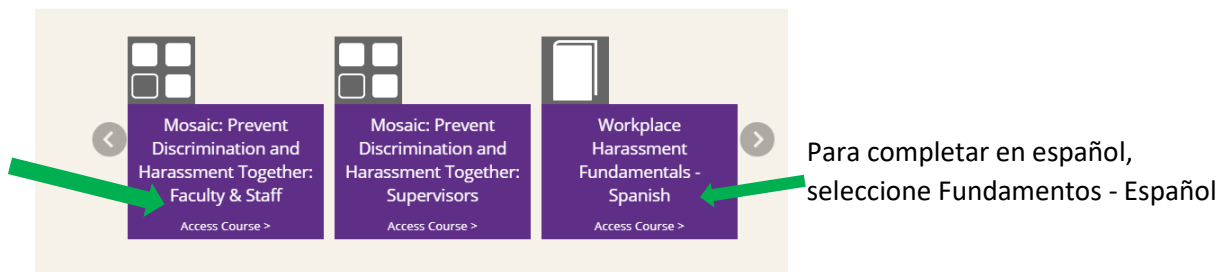
Required Harassment Prevention

1. Access the link through your initial onboarding email OR go to holycross.edu → Audiences → Faculty & Staff and continue to Employee Resources.
2. Select Required Harassment Training
3. Log in with your network username and passphrase. *While unlikely, if you receive the message “user not found,” please call HR at 508-793-3391 and that can be fixed for you.
4. Scroll down to “My Courses” and select Mosaic Prevent Discrimination and Harassment Together: **Staff & Faculty**. *If you are in a supervisory role, please click the one labeled **Supervisors**.

Employee Resources

- [Adaptive Planning](#)
- [Advancement One Stop Reporting](#)
- [Advance Web \(on campus\)](#)
- [Alumni Online Community](#)
- [Annual Info. Security Training](#)
- [Chrome River](#)
- [Egencia Travel](#)
- [FAMIS \(Facilities Management Service Request System\)](#)
- [Forms and Flows](#)
- [Human Resources \(HR\) Self-Service](#)
- [Human Resources & Benefits](#)
- [Jasper Web Reporting](#)
- [Resource Space \(photo library\)](#)
- [Kronos - Time Entry](#)
- [Required Harassment Training](#)
- [PeopleSoft Financials](#)
- [Works - Procard](#)

My Courses



5. Click “Launch” and begin course containing video modules and questions.





Thank you for completing your online Onboarding Requirements!
Please stop by HR with your required I9 documentation and to have any
additional questions answered!

Human Resources

O'Kane 72

508-739-3391

HR@holycross.edu

Public Safety

Lower Level, Jo Recreation Center

Routine Calls: 508-793-2224

Emergencies: 508-793-2222