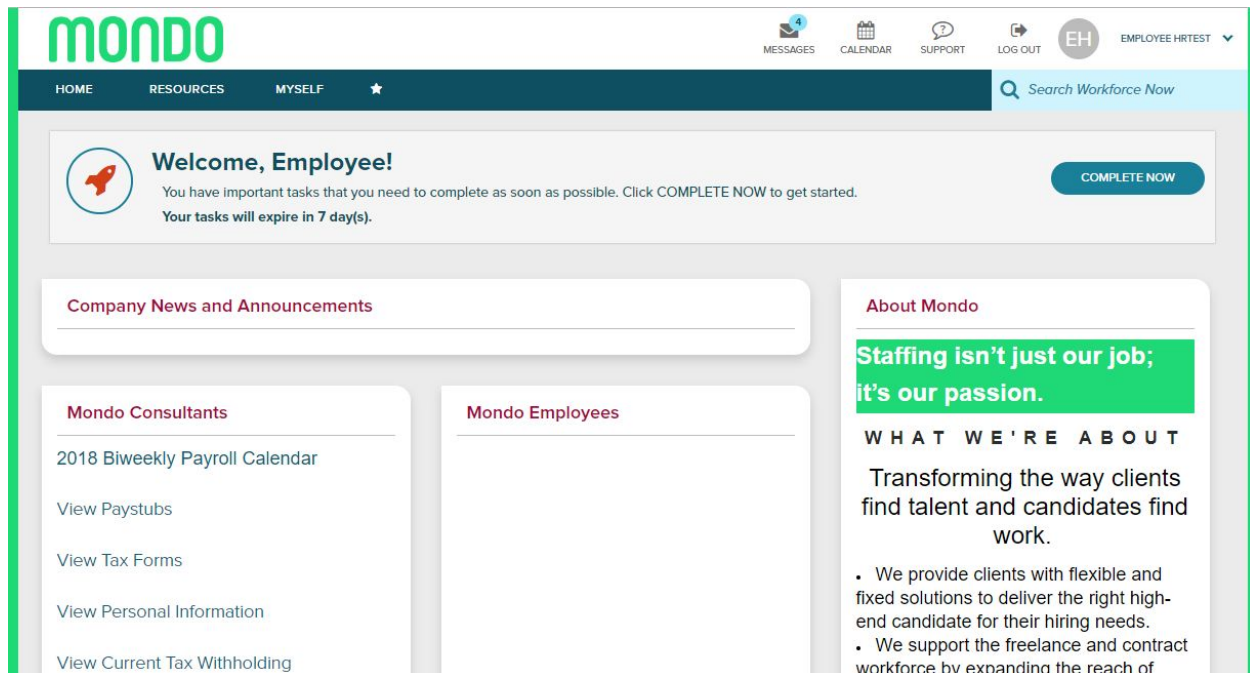


Mondo Onboarding How-To Instructions

Welcome to Mondo! You have already received information from our HR department to complete the following:

- Apply through ADP link provided by HR
- HR will process hire and you will receive an email from ADP with the subject: “ADP Generated Message: Register Today!”
- Follow the instructions in the email to create your new account with ADP
- Once complete, you will automatically find yourself on ADP’s homepage:



mondo MESSAGES CALENDAR SUPPORT LOG OUT EH EMPLOYEE HRTEST

HOME RESOURCES MYSELF ★ Search Workforce Now

Welcome, Employee!
You have important tasks that you need to complete as soon as possible. Click COMPLETE NOW to get started.
Your tasks will expire in 7 day(s). **COMPLETE NOW**

Company News and Announcements

Mondo Consultants

- 2018 Biweekly Payroll Calendar
- View Paystubs
- View Tax Forms
- View Personal Information
- View Current Tax Withholding

Mondo Employees

About Mondo

Staffing isn't just our job; it's our passion.

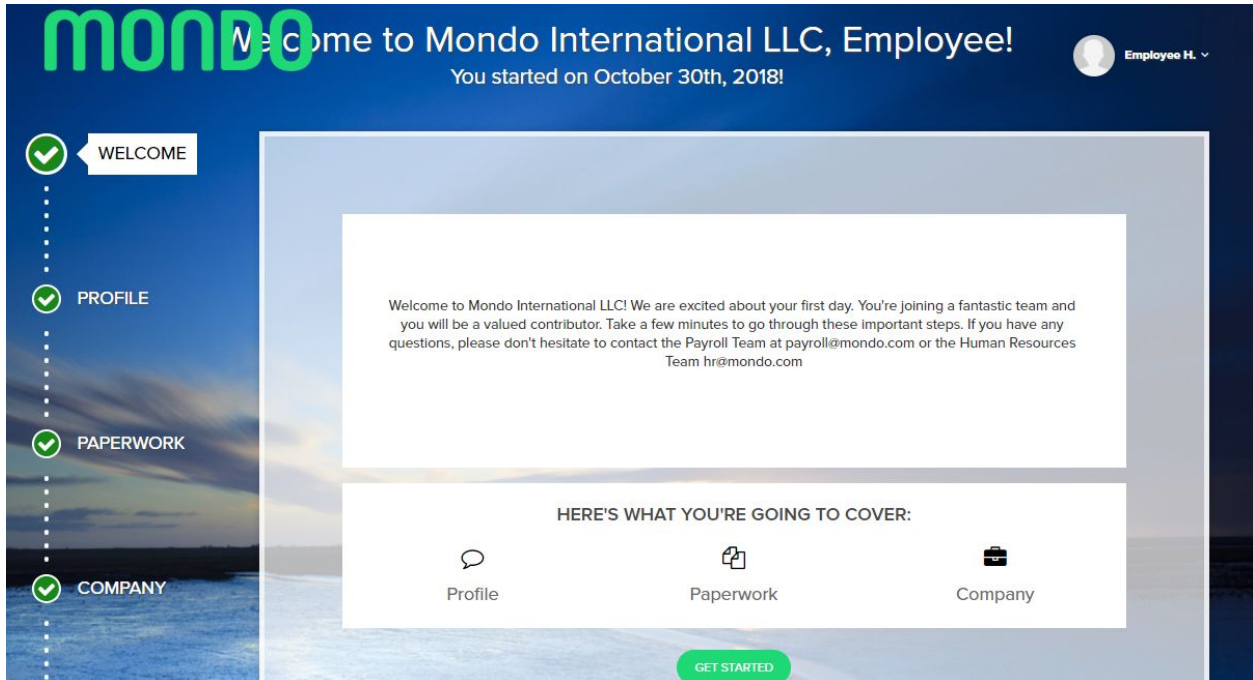
WHAT WE'RE ABOUT

Transforming the way clients find talent and candidates find work.

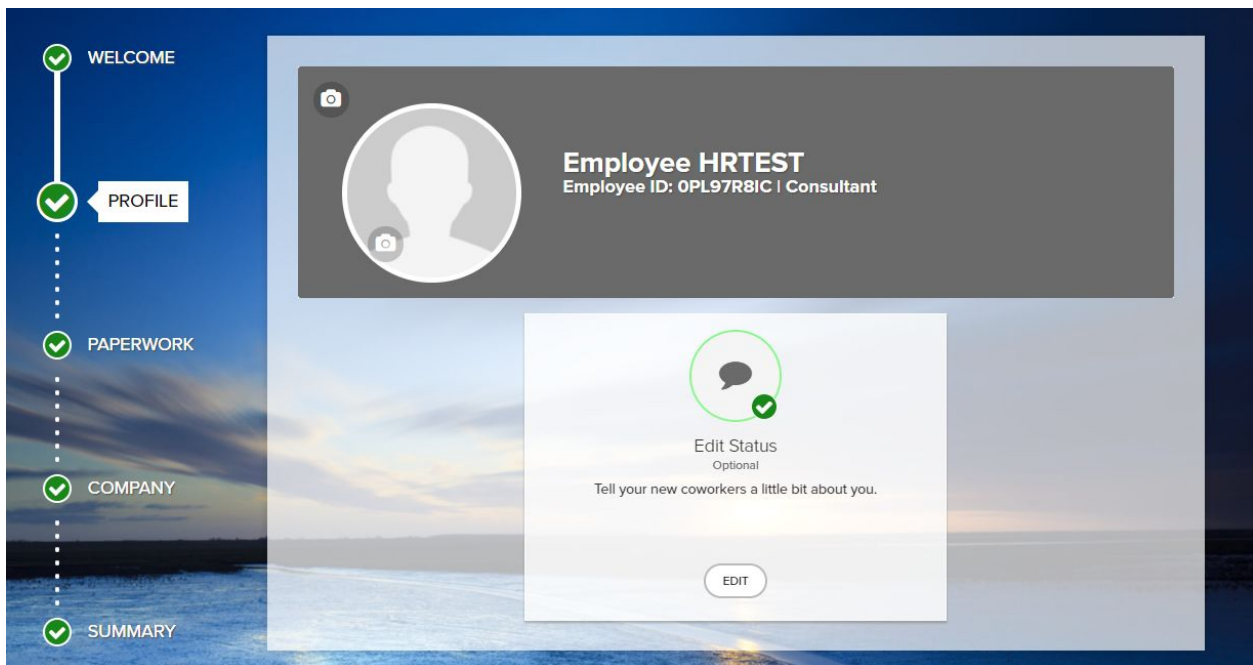
- We provide clients with flexible and fixed solutions to deliver the right high-end candidate for their hiring needs.
- We support the freelance and contract workforce by expanding the reach of

Now what?!

- At the top of the screen, you will find tasks that will need to be completed. This includes your tax information, direct deposit, and more!
- Click on “Complete Now” in order to finish your setup where you will be directed to the ADP Onboarding portal:

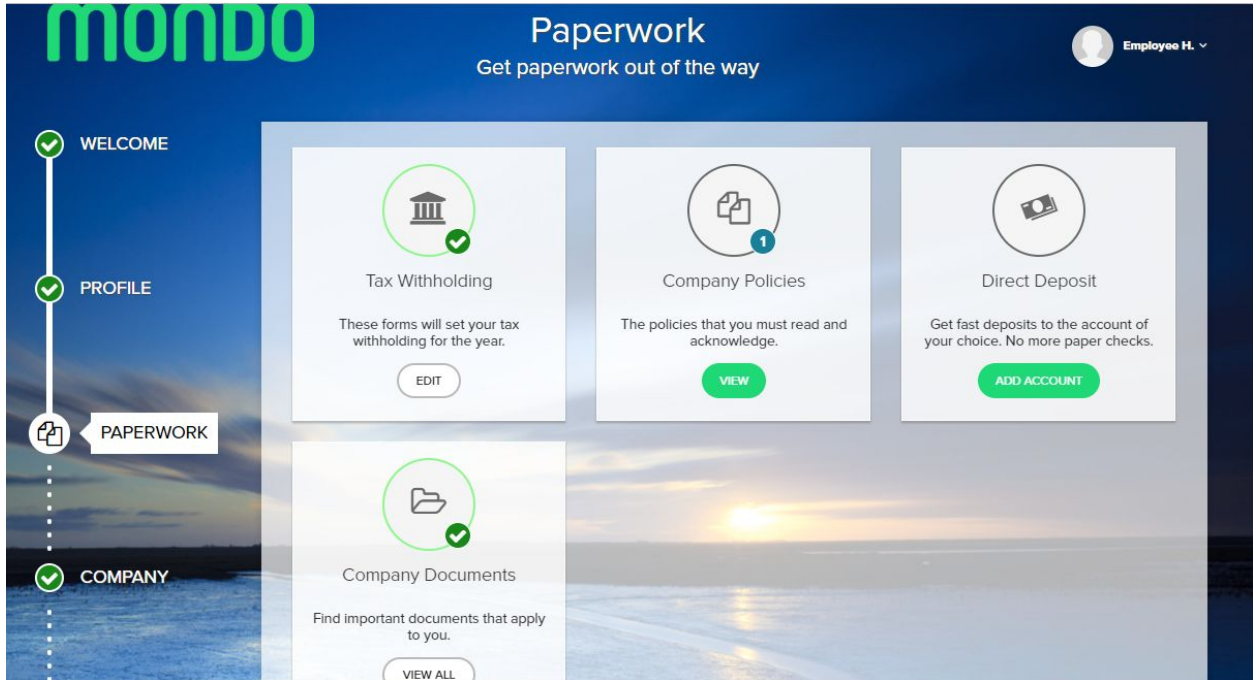


- This is your ADP Onboarding portal where you will cover your personal profile, new hire paperwork, and important company information



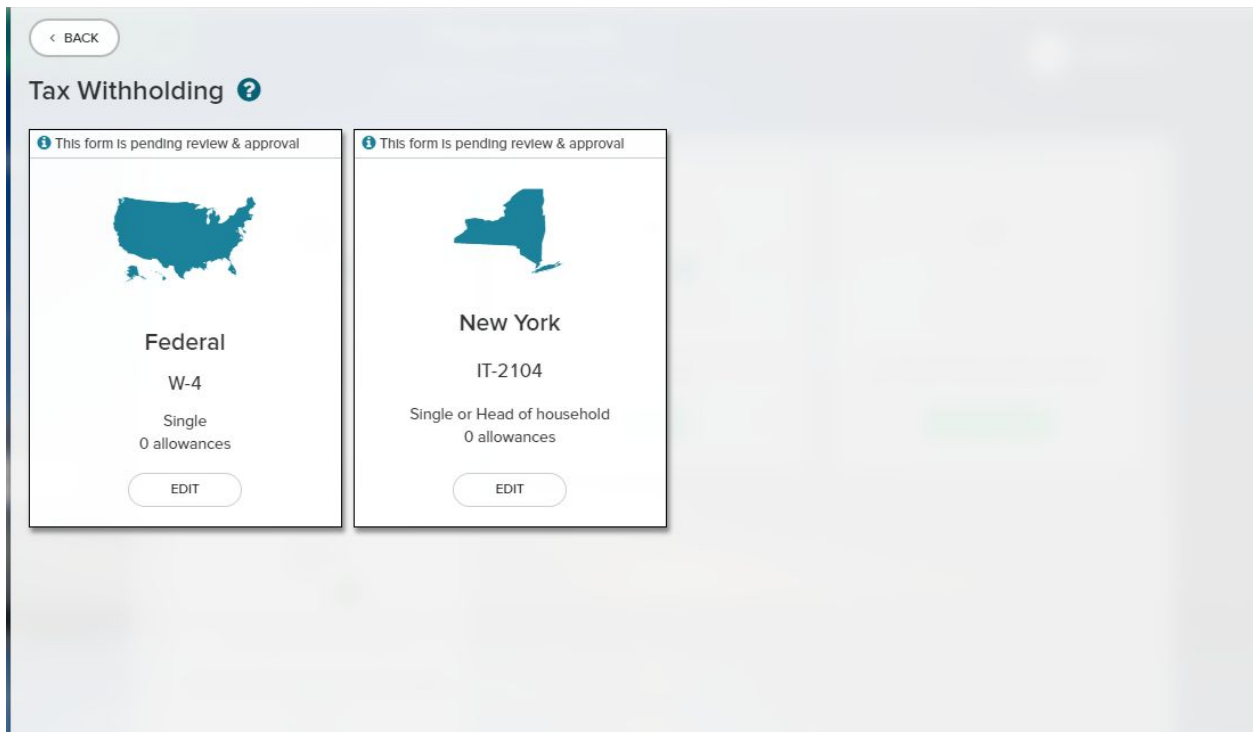
Profile

- Under this tab, you can add a personal picture and tell the company a little about yourself!



Paperwork

- Here you will be able to update your Tax Withholdings, Company Policies, Direct Deposit, and Company Documents
- Please be sure to click through all of these tabs or your pay information will be incorrect!!!



Tax Withholding

- Tax Withholdings will automatically be set to “Single” and “0 Withholdings”
- If you would like to make changes, please be sure to do so
- It is your responsibility to update this information or else your Tax Information will be incorrect!
- Please be sure to update both Federal and State forms

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Federal Tax Withholding

DOWNLOAD BLANK FORM W-4

Your Form W-4, Employee's Withholding Allowance Certificate

Review the entire form (scroll, if needed). To confirm that everything is true, correct and complete, check the box below the form. Then, click Done.

Form W-4 (2018)

Future developments. For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. You may claim exemption from withholding for 2018 if both of the following apply.

- For 2017 you had a right to a refund of all federal income tax withheld because you had no tax liability, and
- For 2018 you expect a refund of all federal income tax withheld because you expect to have no tax liability.

If you're exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2018 expires February 15, 2019. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

General Instructions

If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim

using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your projected total tax for 2018. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Note that if you have too much tax withheld, you will receive a refund when you file your tax return. If you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

Filers with multiple jobs or working spouses. If you have more than one job at a time, or if you're married and your spouse is also working, read all of the instructions including the instructions for the Two-Earners/Multiple Jobs Worksheet before beginning.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you might owe additional tax. Or, you can use the Deductions, Adjustments, and Other Income Worksheet on page 3 or the calculator at www.irs.gov/W4App to make sure you have enough tax withheld from your paycheck. If you have

Specific Instructions

Personal Allowances Worksheet
Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

Line C. Head of household please note:
Generally, you can claim head of household filing status on your tax return only if you're unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

Line E. Child tax credit. When you file your tax return, you might be eligible to claim a credit for each of your qualifying children. To qualify, the child must be under age 17 as of December 31 and must be your dependent who lives with you for more than half the year. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse, during the year.


Line F. Credit for other dependents.
When you file your tax return, you might be eligible to claim a credit for each of your dependents that don't qualify for the child

Tax Withholding Forms

- Once you fill out your tax withholding information, electronic versions of your tax forms will populate with the information you have entered
- Please review and check off that your tax forms are correct. Without checking off that these are correct, they will not be saved
- Here you will also be able to print your tax forms for your records

< BACK

Your Policies



Mondo Consultant Handb...
version 1

Sep 26, 2018

[VIEW](#)

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Mondo Consultant Handbook

(1)

Published on Sep 26, 2018

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2018 Consultant Handbook

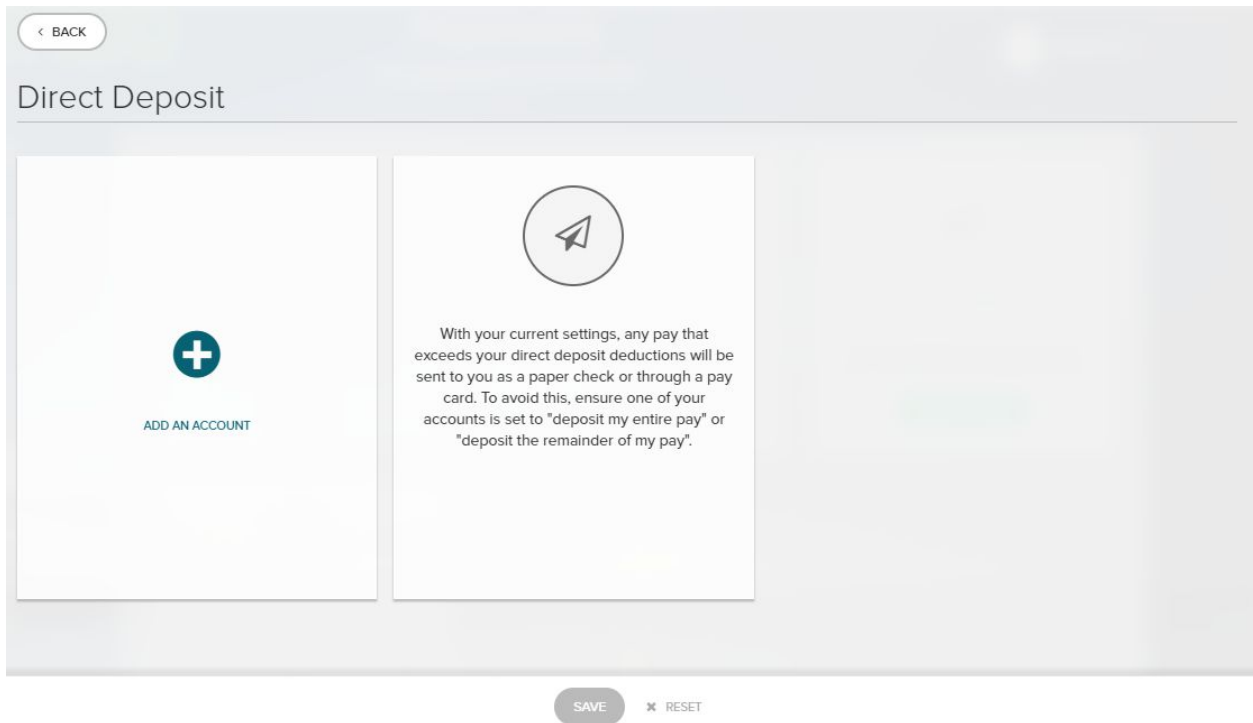
FOREWORD.....	3
EMPLOYEE HANDBOOK ACKNOWLEDGEMENT & RECEIPT.....	4
IT'S MY FIRST DAY... NOW WHAT?	5

* I certify that I have read the policy above.

[AGREE](#)

Consultant Handbook

- Here you can find an electronic copy of the Consultant Handbook where you can find information about company policies
- Please read and acknowledge you have viewed this in ADP



Direct Deposit

- To set up your Direct Deposit, choose “Add An Account”
- Without setting up your Direct Deposit, your paychecks will automatically be mailed to the address that we have on file
- Please note that mailed checks will take additional time to be delivered to your address

< BACK

Direct Deposit

Add an Account ?

First, enter your routing number.



Routing Number

ROUTING NUMBER

CONFIRM ROUTING NUMBER

Routing number does not match



With your current settings, any pay that exceeds your direct deposit deductions will be sent to you as a paper check or through a pay card. To avoid this, ensure one of your accounts is set to "deposit my entire pay" or "deposit the remainder of my pay".

SAVE

✕ RESET

Direct Deposit (cont'd)

- Enter the Routing Number for your account and re-enter
- Click Next

< BACK

Direct Deposit

Add an Account ?

Next, enter your account number.



Account Number

ACCOUNT NUMBER

CONFIRM ACCOUNT NUMBER



With your current settings, any pay that exceeds your direct deposit deductions will be sent to you as a paper check or through a pay card. To avoid this, ensure one of your accounts is set to "deposit my entire pay" or "deposit the remainder of my pay".

SAVE


✕ RESET


Direct Deposit (cont'd)


- Enter the Account Number for your account and re-enter
- Click Next


Add an Account

Would you like to deposit a specified amount per pay period into this account, or the balance of your pay?

Deposit a specified amount. 

Deposit a percentage of my pay. 

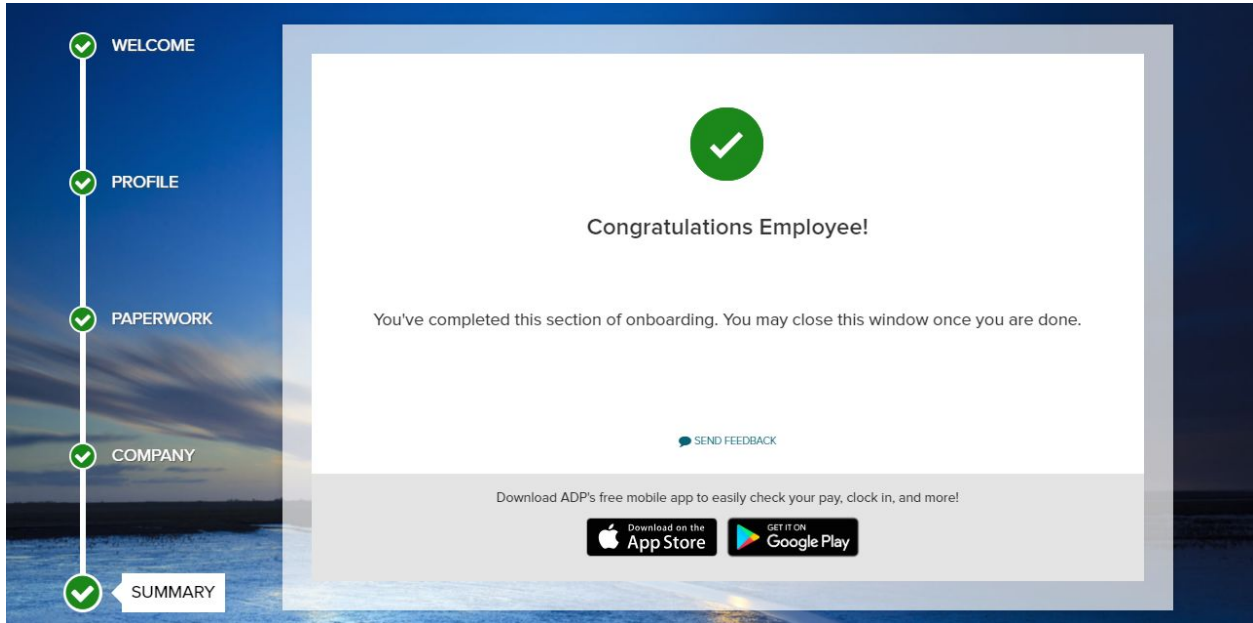
Deposit everything here. 



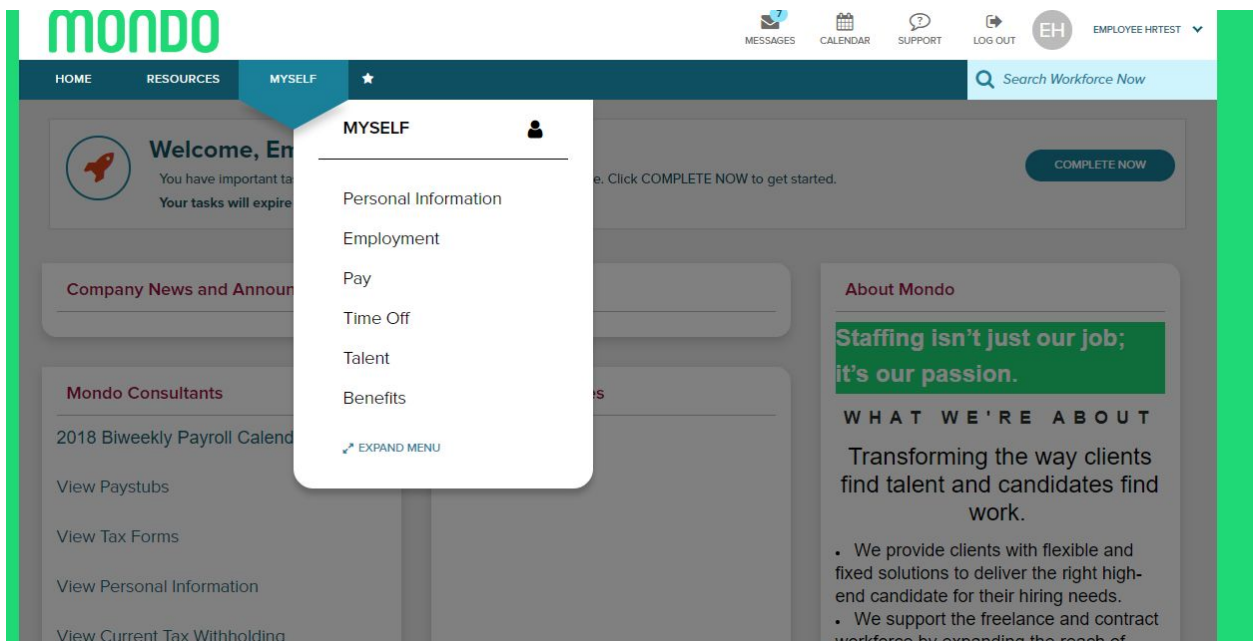
With your current settings, any pay that exceeds your direct deposit deductions will be sent to you as a paper check or through a pay card. To avoid this, ensure one of your accounts is set to "deposit my entire pay" or "deposit the remainder of my pay".

Direct Deposit (cont'd)

- Choose how much pay per period will be deposited to this account
- If you choose to "Deposit a specified amount" or "Deposit a percentage," please make sure you add additional accounts to cover any remaining funds
- If you would like your entire check deposited to this account, choose "Deposit everything here"
- Click "Save" once complete

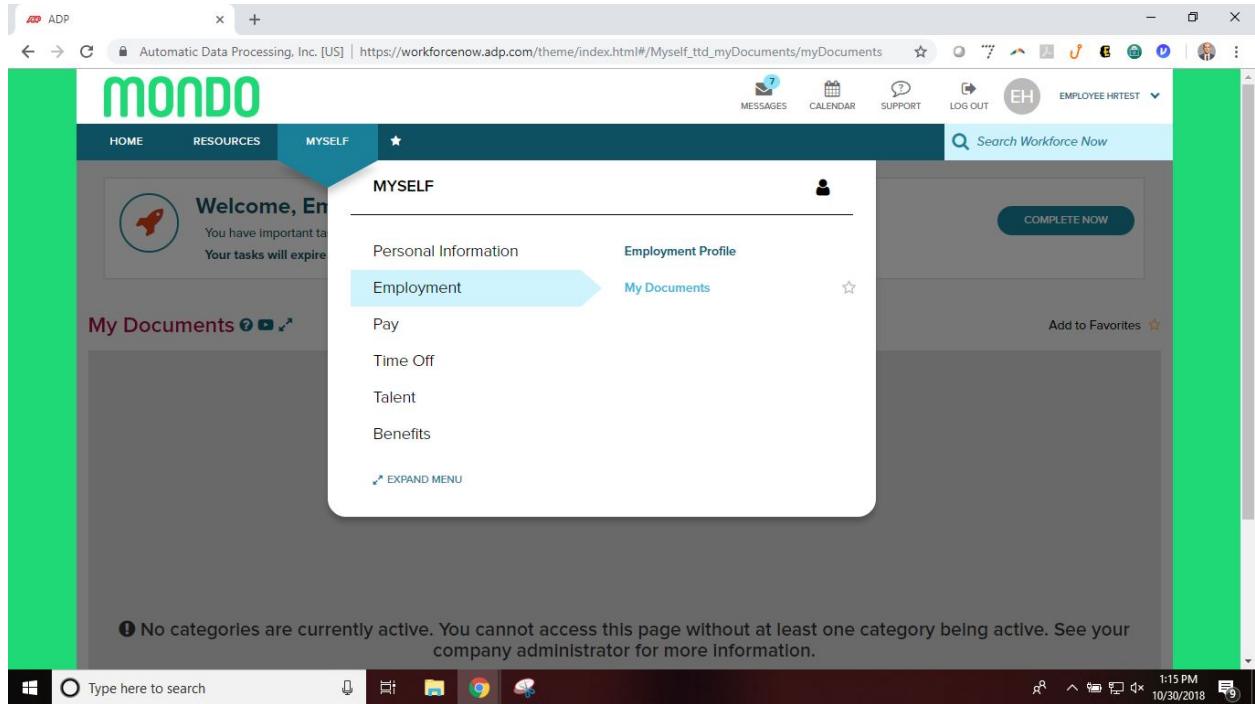


Congratulations you have completed your new hire onboarding information! You may now return to your homepage to view/edit more information.



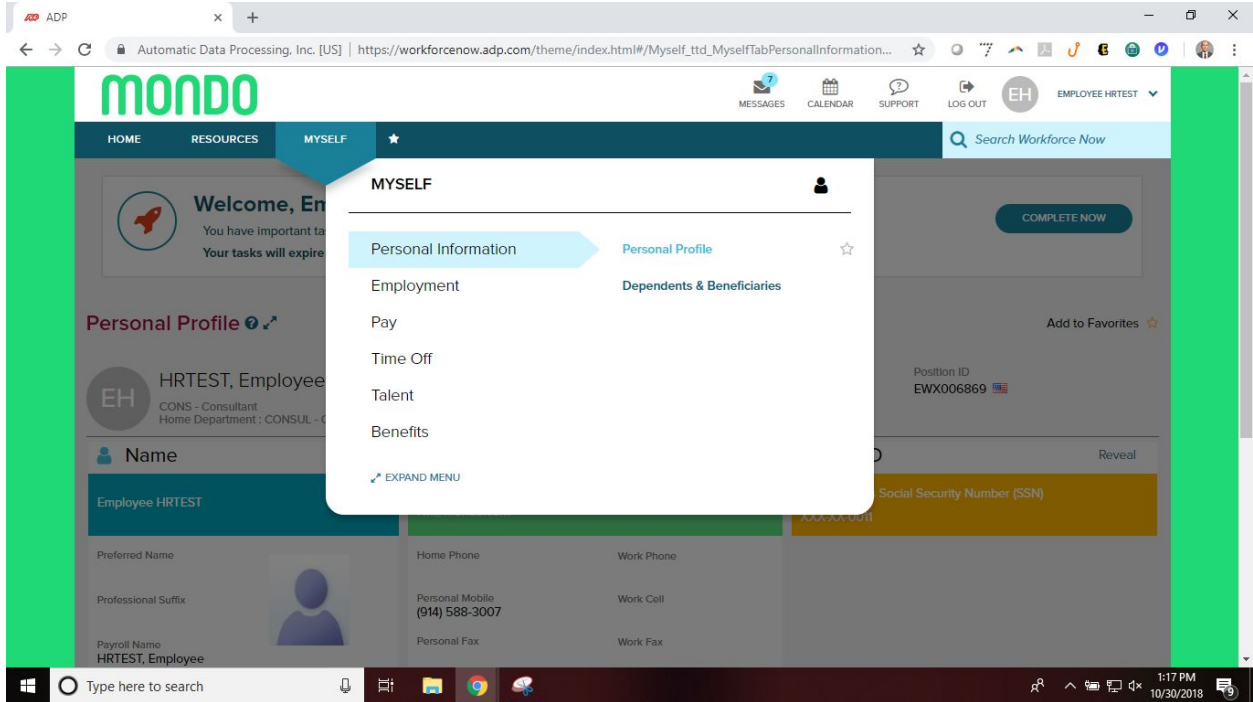
Myself Tab

- Here you can view your Personal, Employment, Pay, and Benefit information and much more!



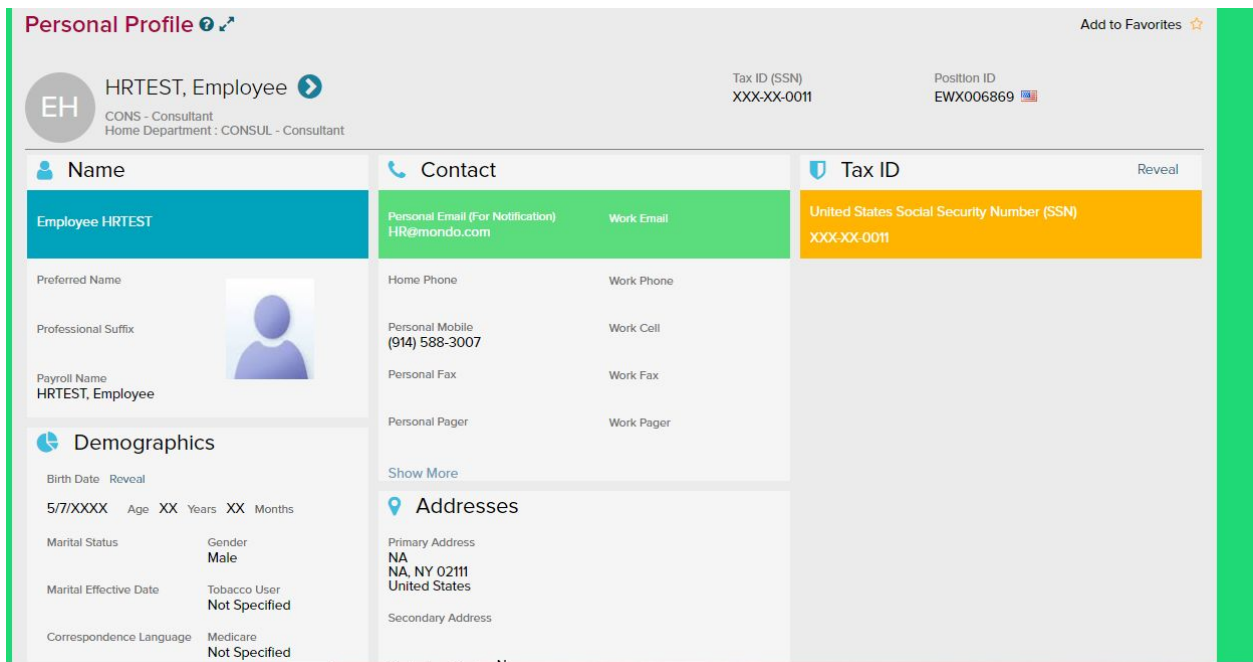
My Documents

- Here you will be able to view PDFs of your tax forms that you had entered earlier. Please give these a few days to populate as Payroll needs to approve your tax forms.
- Here you will also be able to upload a copy of your Voided Check.
- If you do not provide a copy of your voided check, it will take one payroll cycle for your direct deposit to be set up and your first check will be mailed to the address that we have on file.



Personal Information

- Here is where you can view your personal profile
- You can also add Dependents and Beneficiaries under this tab



Personal Information

- Please review all of your personal information here to ensure it is correct (i.e. DOB, address, contact information)

- If incorrect, please edit the information here to make sure our records are accurate