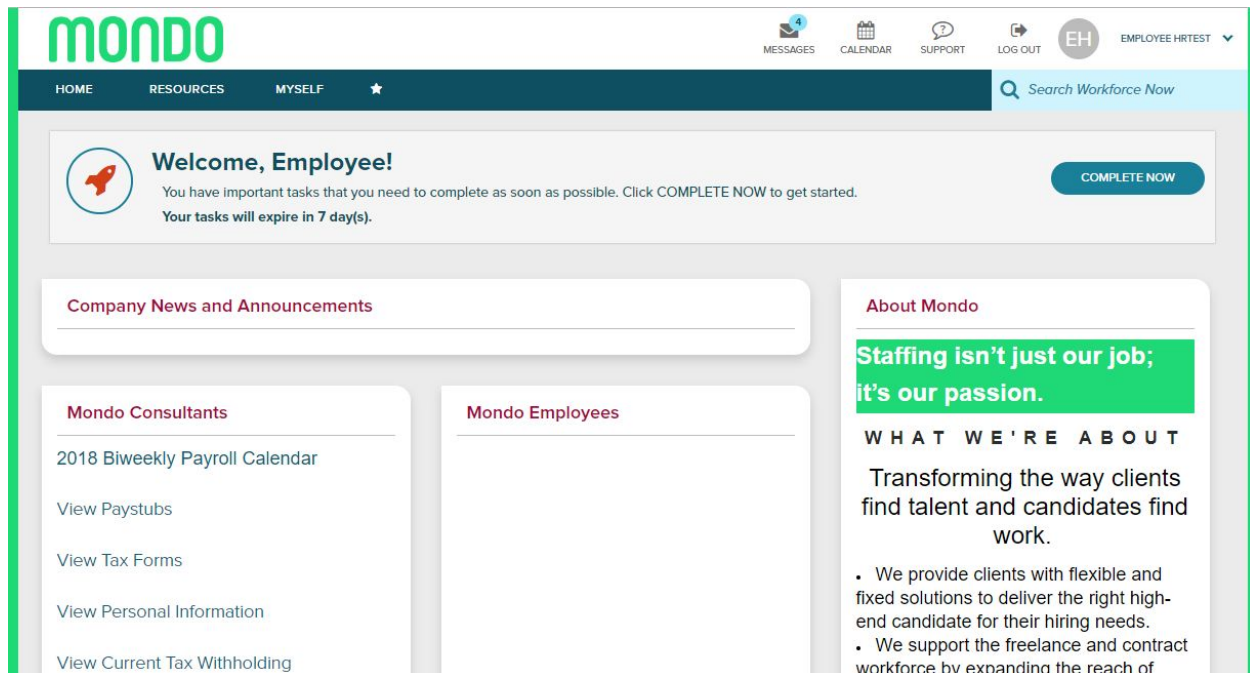# Mondo Onboarding How-To Instructions

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:

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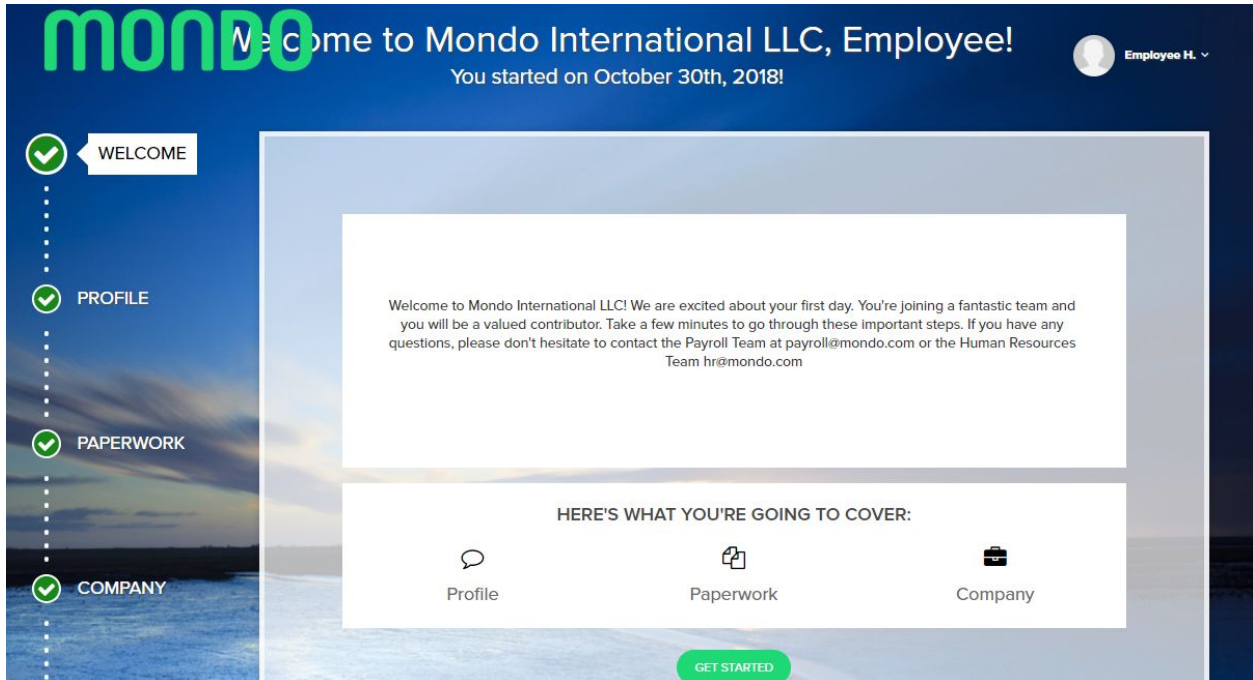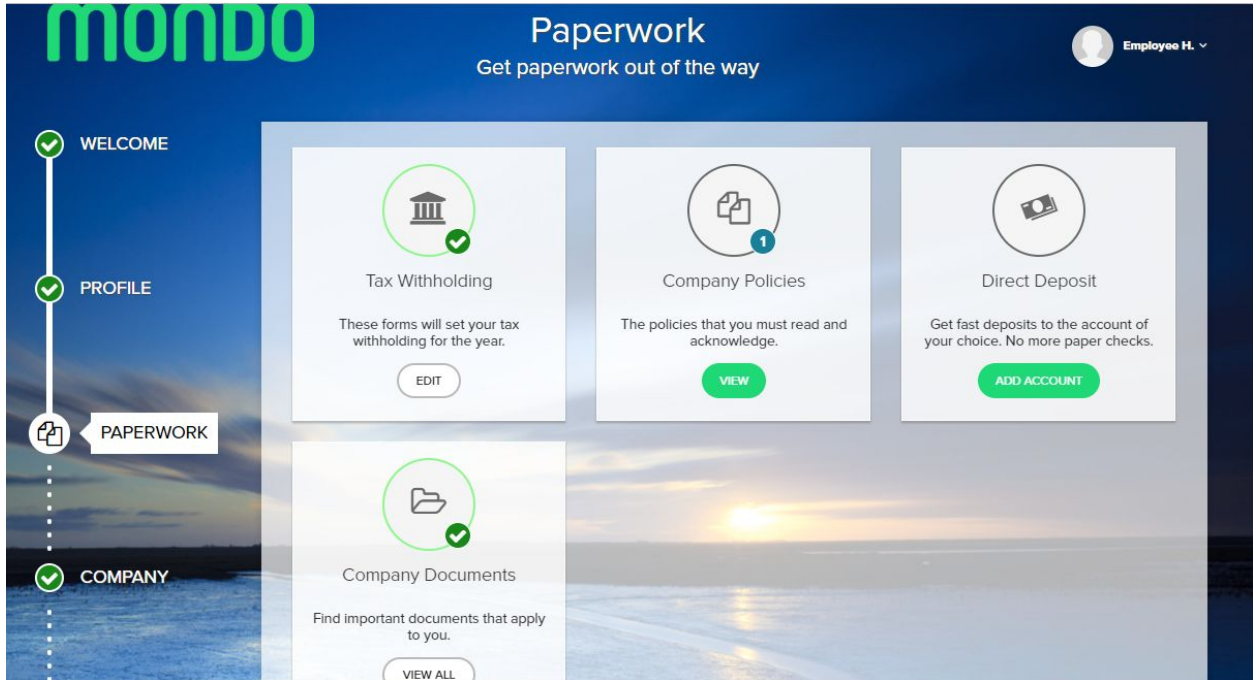
- This is your ADP Onboarding portal where you will cover your personal profile, new hire paperwork, and important company information
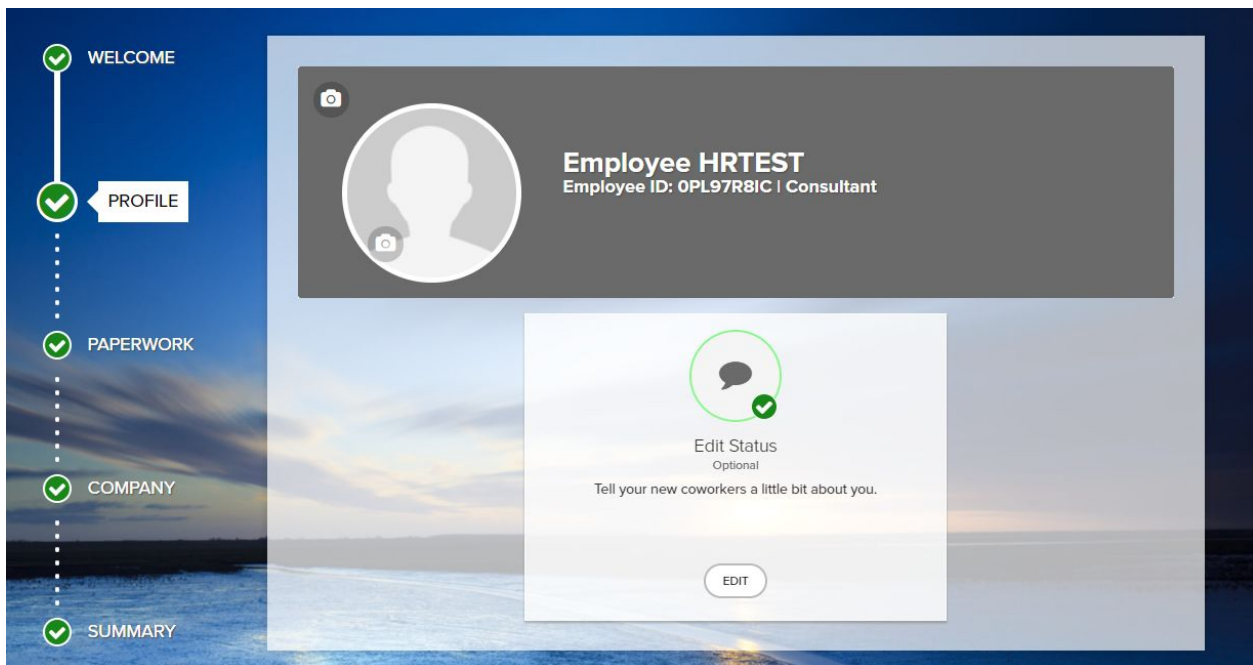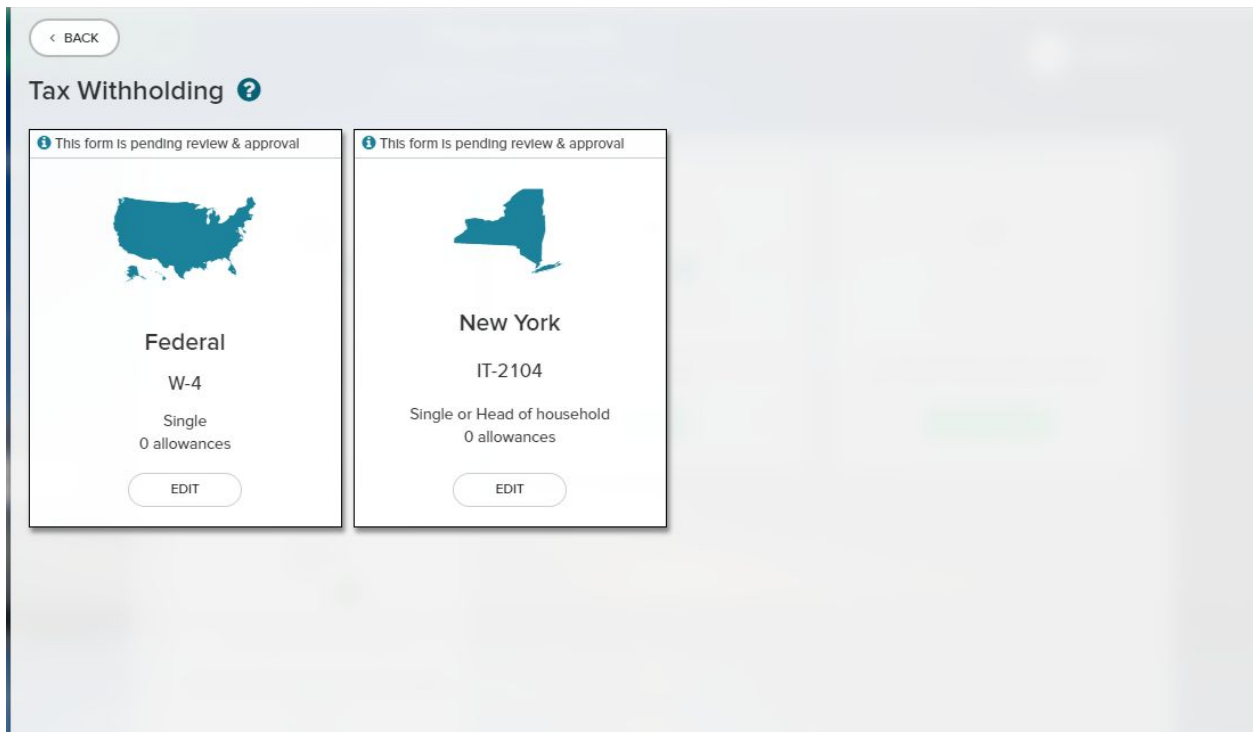

Profile
- Under this tab, you can add a personal picture and tell the company a little about yourself!

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

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

Your Policies

Mondo Consultant Handb...
version 1

Sep 26, 2018

⌾ VIEW

⬇ DOWNLOAD

Mondo Consultant Handbook

(1)

Published on Sep 26, 2018

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2018 Consultant Handbook

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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

ADD AN ACCOUNT

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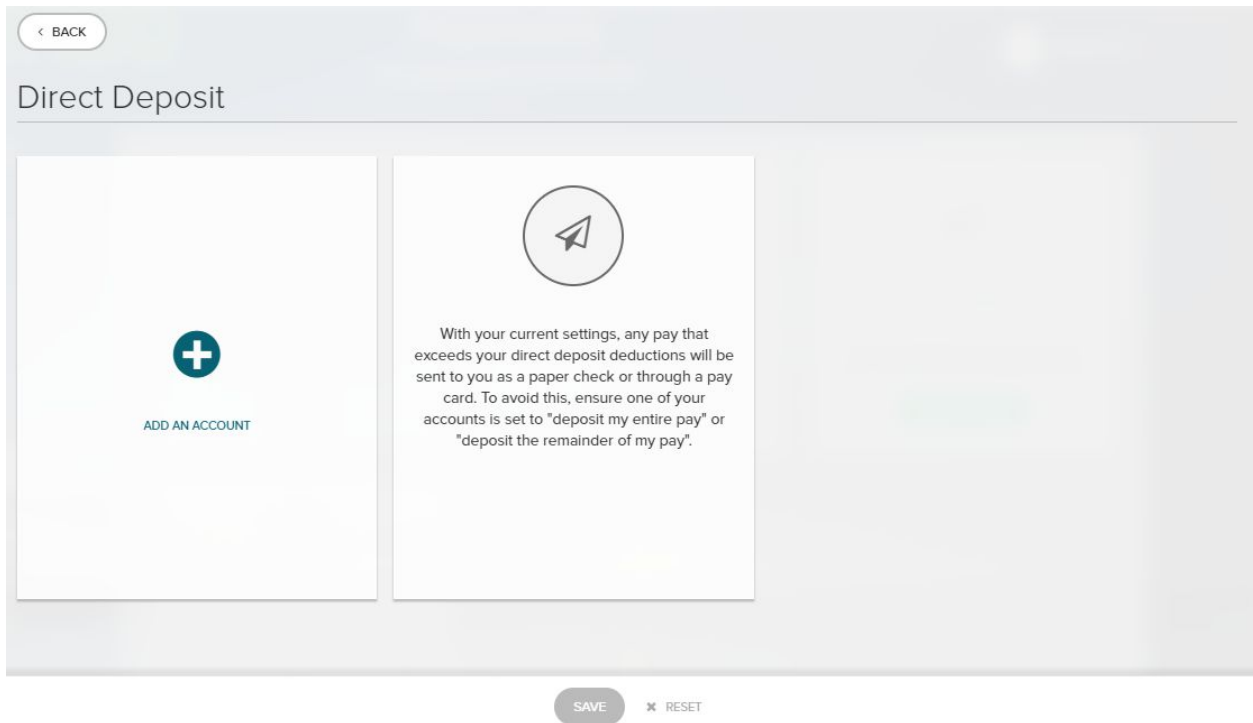
Direct Deposit
- To set up your Direct Deposit, choose "Add An Account"
- Without setting up your Direct Deposit, your paychecks will automatically be mailed to the address that we have on file
- Please note that mailed checks will take additional time to be delivered to your address

< BACK

Direct Deposit

Add an Account ?

First, enter your routing number.

EXAMPLE

⑈122105278⑈

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

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".

PREV   NEXT

✖ CANCEL

SAVE   ✖ RESET

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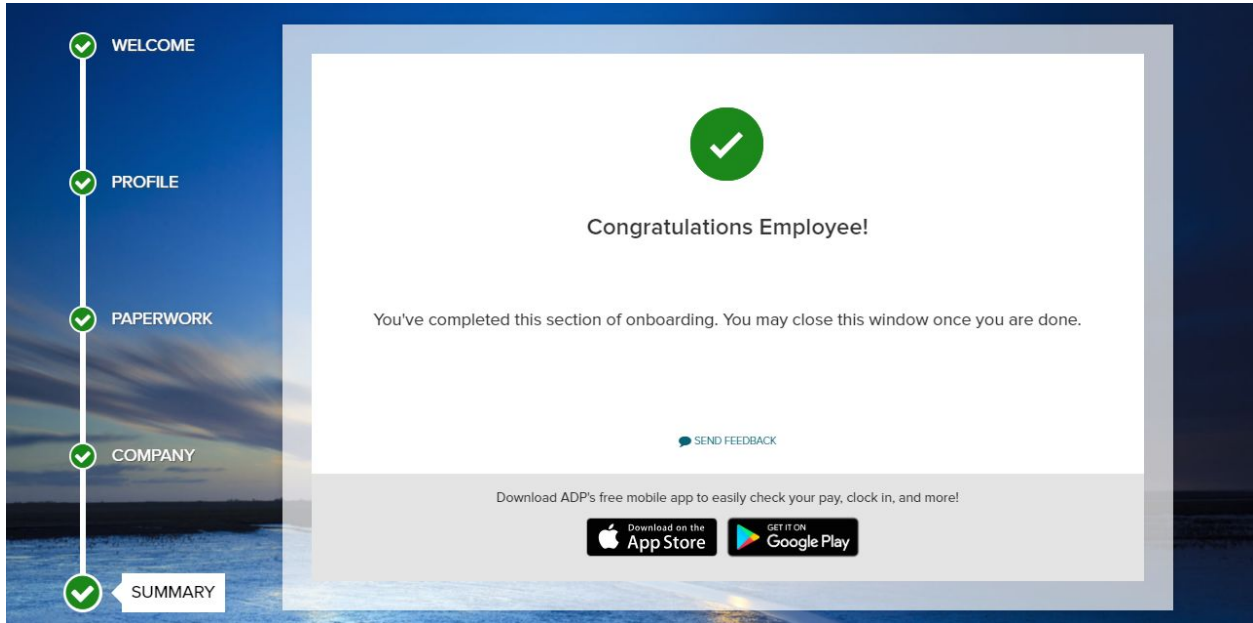
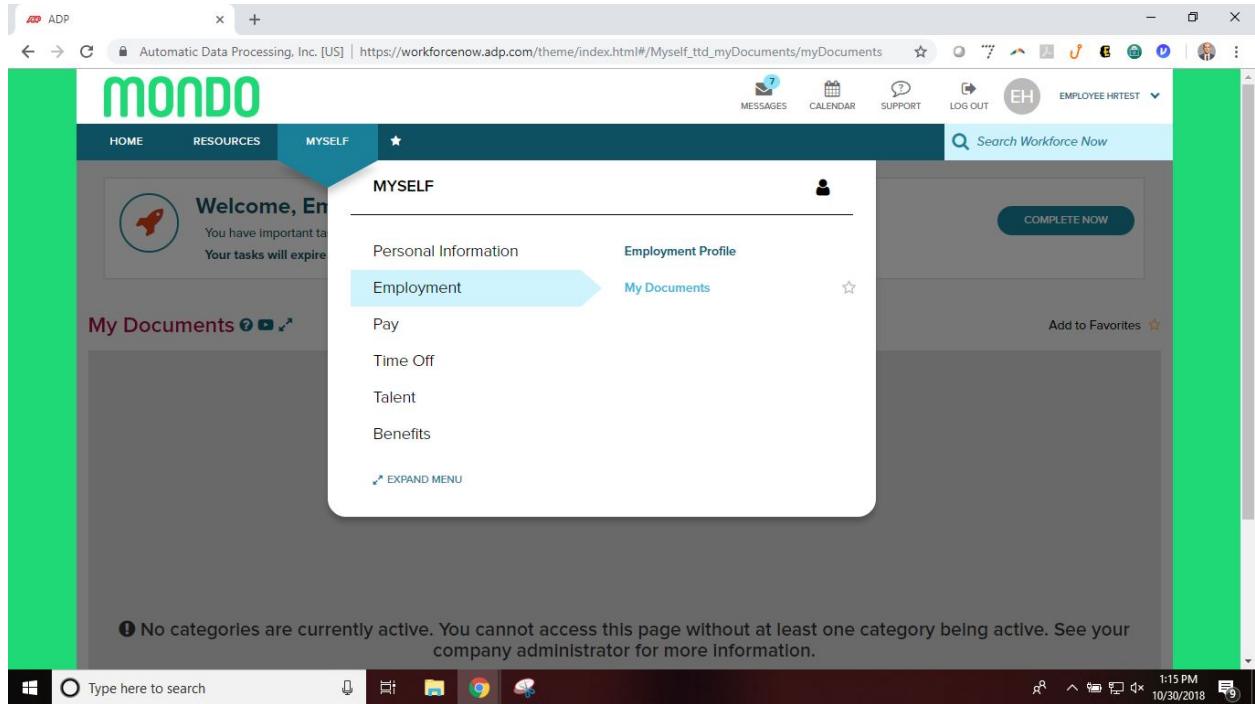**Congratulations you have completed your new hire onboarding information! You may now return to your homepage to view/edit more information.**
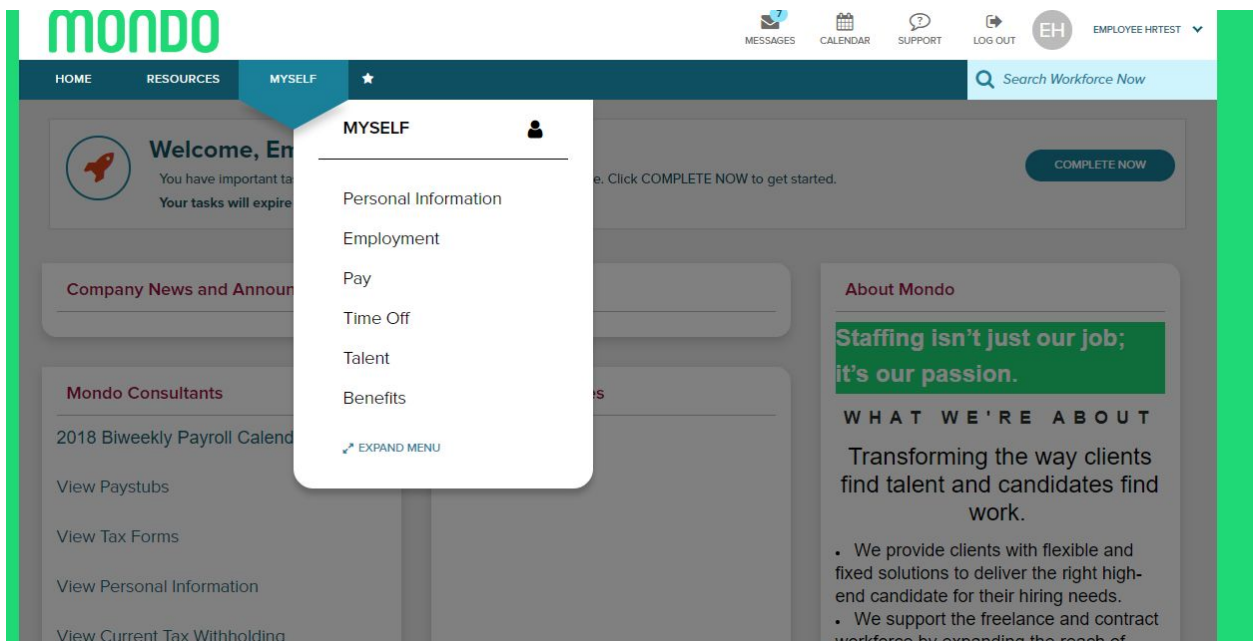

Myself Tab
- Here you can view your Personal, Employment, Pay, and Benefit information and much more!

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.
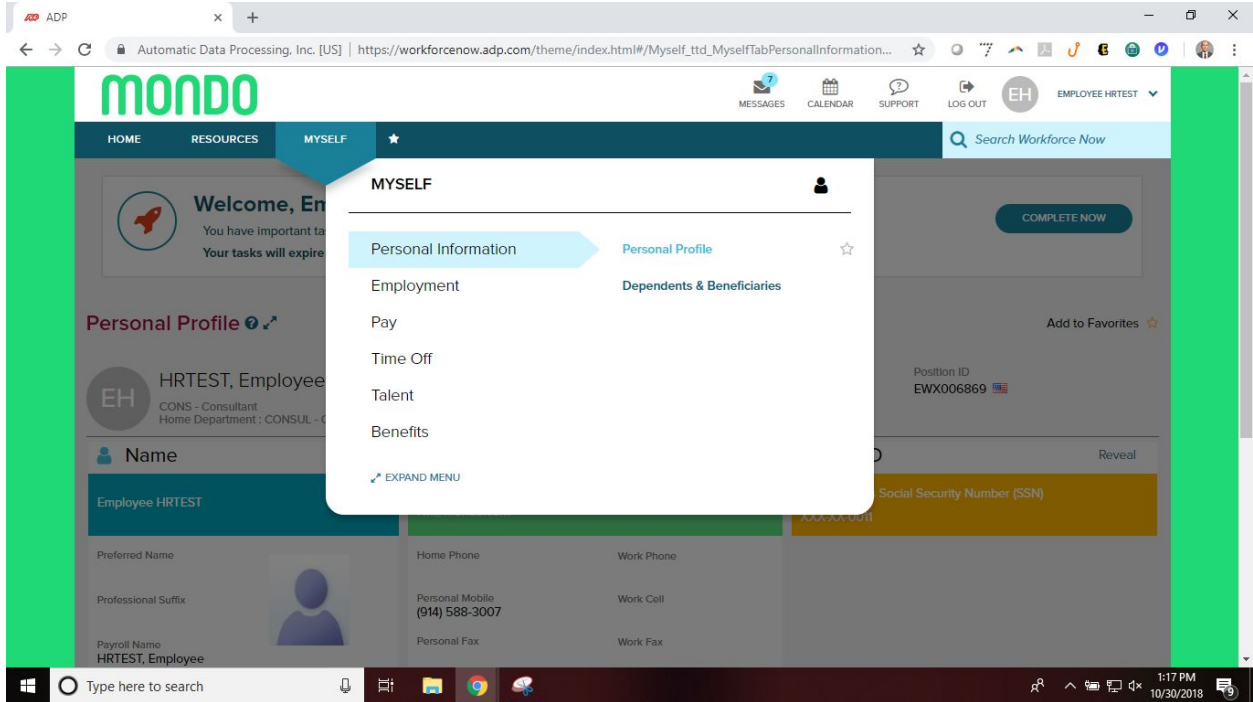
Personal Information

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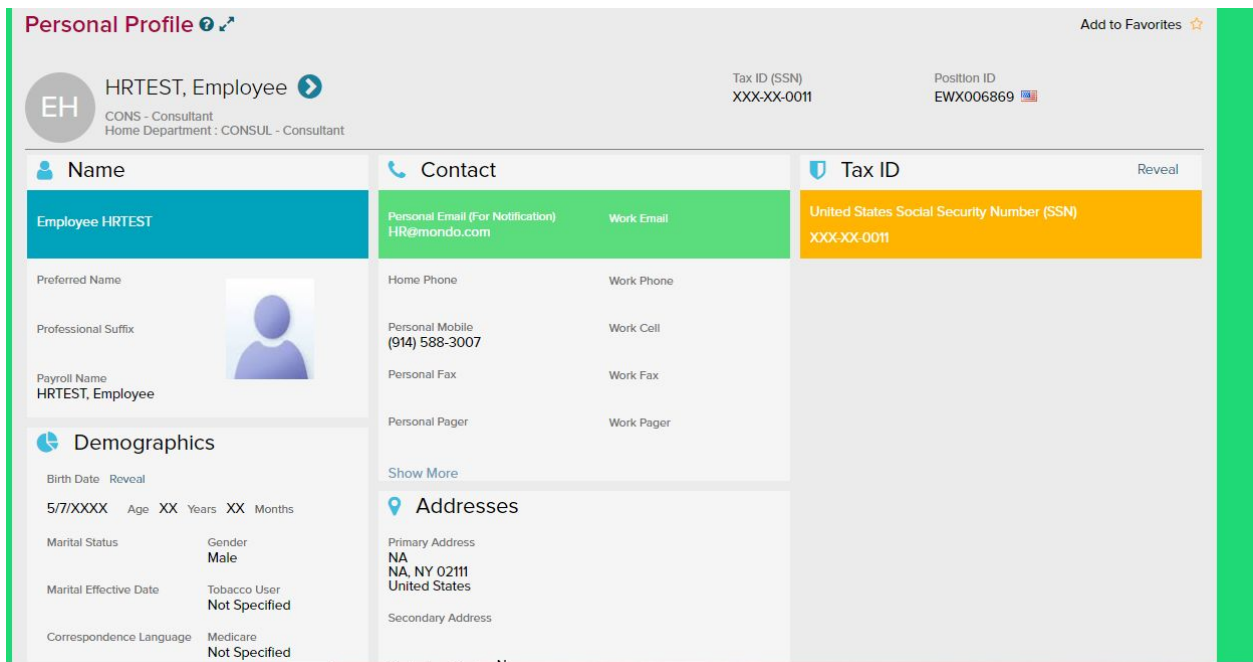
Personal Information

- 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