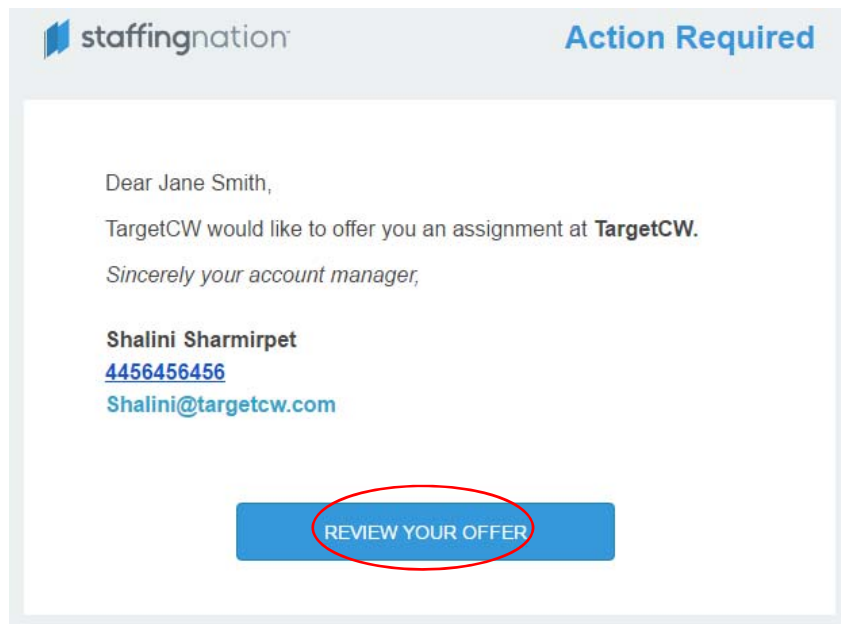




EMPLOYEE GUIDE

Step 1: Review your job offer

You will receive an e-mail from StaffingNation with a “Review Your Offer” link. Please click on the link to be re-routed to the StaffingNation site. Once you view your offer letter, you can accept or reject the job. If you accept the job, you will need to sign the offer letter.



Welcome to TargetCW

on assignment with TargetCW



Dear Jane Smith,

TargetCW would like to offer you an assignment as a **Asst. Account Manager** with TargetCW reporting to their **San Diego Office** location. Please note, if you are a remote worker, we will be using your home address as the main worksite location. This offer is contingent upon a successful background check (if required) and eligibility to work in the United States according to the Department of Homeland Security.

You will be paid **\$14.00 Hourly Non-Exempt**. Your overtime rate is **\$21.00 per hour**. You will be paid on a **Weekly** basis for approved timesheets. Paydays are Thursdays. Your assignment is anticipated to start on **2016-08-23**.

[View Job Description](#) ▼

Your legal employer for the duration of this assignment is TargetCW, a dba of WMBE Payrolling Inc located at 9475 Chesapeake Dr., San Diego, CA 92123; 858-810-3000. We will handle and process all payroll, benefits, and tax withholdings (federal, state, and local tax). Workers Compensation will also be handled by TargetCW through Chubb Group of Insurance Companies; PO Box 42065 Phoenix, AZ 85027, (213) 612-0880 Policy #71753225. The information in this offer letter is your "Notice to Employees" as required by CA law.

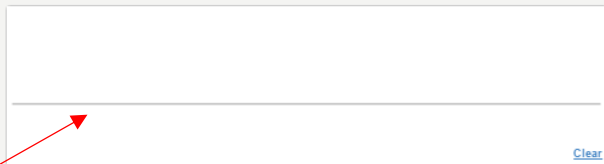
Part of our employment agreement will require you to agree to the following during your onboarding process:

CONFIDENTIALITY OF TERMS, NON-DISCLOSURE AGREEMENT, AT-WILL EMPLOYMENT and other provisions as found in the employee handbook.

You are NOT AUTHORIZED to work until notified by TargetCW that your paperwork is complete and accurate.

We look forward to assisting you while you are on your assignment with TargetCW. Please feel free to contact us with any questions toll-free at 1-888-388-8873 or you may email payroll@TargetCW.com.

To accept this offer, please sign below and click "Accept Job"



Clear

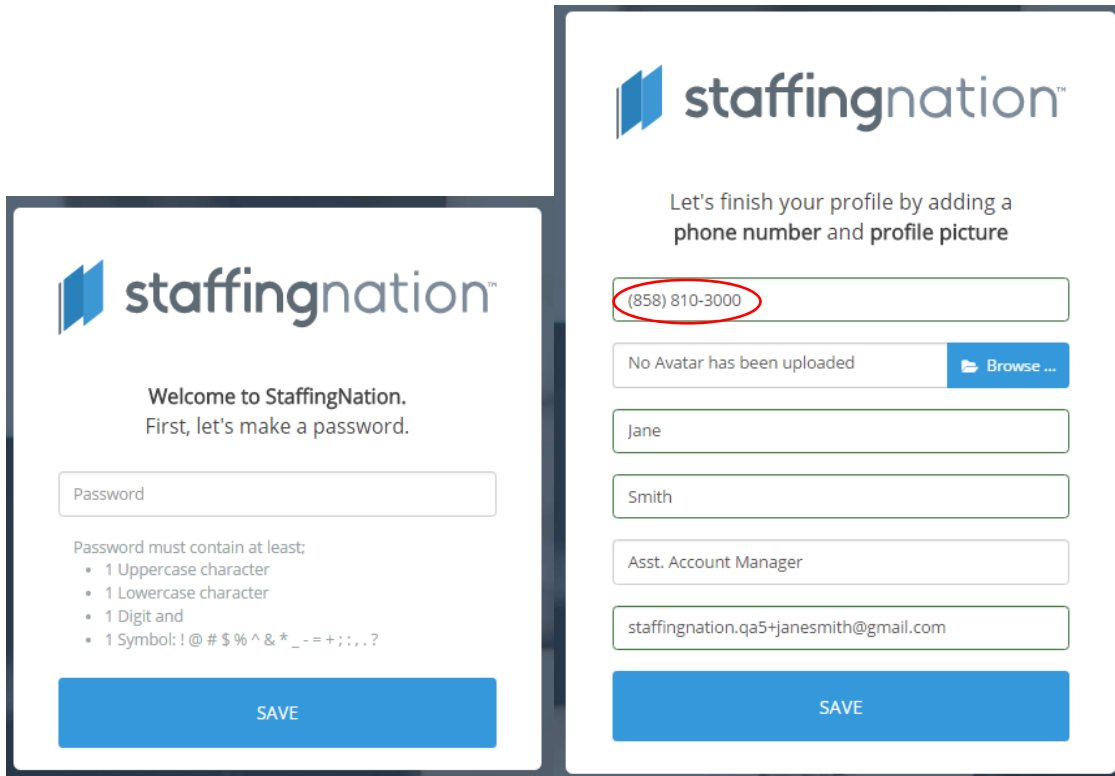
[Type your signature if you are unable to draw it](#)

Accept Job ☺

☹ Reject Job

Step 2: Create your StaffingNation password & add your phone number

Once you accept your offer letter, you will need to create a password for your StaffingNation account and click “save.” Next, add your phone number and make sure your name is spelled correctly. You have an option to upload a photo of yourself for your StaffingNation account as well. Lastly, click “save.”



The image displays two screenshots of the StaffingNation account creation process.

Left Screenshot: Password Creation

- Staffingnation™ logo
- Welcome to StaffingNation. First, let's make a password.
- Password input field
- Password requirements:
 - Password must contain at least:
 - 1 Uppercase character
 - 1 Lowercase character
 - 1 Digit and
 - 1 Symbol: ! @ # \$ % ^ & * _ - = + ; , . ?
- SAVE button


Right Screenshot: Profile Completion

- Staffingnation™ logo
- Let's finish your profile by adding a phone number and profile picture
- Phone number input field: (858) 810-3000 (circled in red)
- No Avatar has been uploaded. Browse ... button
- Name input field: Jane
- Last name input field: Smith
- Job title input field: Asst. Account Manager
- Email input field: staffingnation.qa5+janesmith@gmail.com
- SAVE button

Step 3: Complete onboarding forms

Click on “Resume Onboarding” to complete your onboarding forms. Fill in all of the required fields marked with an asterisk (*). Please note, your forms may slightly vary from those seen below depending upon the company you are on assignment with.


Please complete your onboarding before your first day of work.



[Profile](#)
[Logout](#)

Welcome to TargetCW

on assignment with TargetCW



Onboarding Progress

[Resume Onboarding](#)

✓

1 Offer Accepted

2

2 Onboarding

3


3 Awaiting Approval

4

4 Onboarding Complete

Next Steps

Once your onboarding is complete, you will receive communication with additional details from a TargetCW representative.



Jane Smith

Asst. Account Manager
Operations

☎ (858) 810-3000
✉ staffingnation.qa5+janesmith@gmail.com
📍 9475 Chesapeake Drive
San Diego CA 92123

📄 [Job Details](#)


✉ [Offer Letter](#)

📄 [Job Description](#)

Employer

TargetCW will be your legal employer while you are on assignment at TargetCW. More details are provided in your onboarding documentation.

TargetCW
☎ 888-388-8873
🌐 www.targetcw.com

Account Manager
 **Shalini Sharmirpet**
☎ 4456456456
✉ Shalini@targetcw.com

Assignment Company

The company you are on assignment with will be managing your day-to-day responsibilities. This is where you will report to work as well as address any concerns related to the job specifics.

TargetCW
📍 9475 Chesapeake Drive
San Diego CA 92123
<http://www.targetcw.com>

General Information:

Core Documents

General Info - Payment Option Form - Form W-4 - Form I-9

General Info

Employee Information

First Name *

First Name

Last Name *

Last Name

Middle Initial

Middle Initial

Provide All Other Names Used (if any)

If you have had no other legal names, write "N/A."

Date of Birth *

Select a date (m/d/yyyy)

Primary Phone *

Phone

Phone (Alternate)

Phone (Alternate)

Email *

Email

Mailing Address

Address *

Address

City *

City

State *

Select a State ...

Zip Code *

Zip Code

County/Borough

County/Borough

School District

School District

Emergency Contact ?

Contact Name *

Contact Name

Contact Phone *

Contact Phone

Relationship *

Relationship

Equal Employment Opportunity

TargetCW's policy is to provide equal employment opportunities to all qualified people. Decisions relating to employment, advancement, training, transfer, discipline, termination or any other personnel activity are not based on race, color, religion, gender, sexual orientation, pregnancy, national origin, ancestry, age, marital status, physical or mental disability or medical condition.

Gender *

Male

Female

Choose not to Disclose

Race/Ethnicity (Please choose all that apply) *

Caucasian

African American

Hispanic or Latino

Asian American

Indian or Alaskan Native

Native Hawaiian or Pacific Islander

Other

Choose not to Disclose

Veteran or Disabled *

Veteran

Disabled

Disabled Veteran

Non-Veteran

Choose not to Disclose

Payment Options Form:

You have the option to choose between setting up direct deposit or receiving a paycard from TargetCW to receive your funds.

Payment Option Form

TargetCW will process your payments electronically each pay period. Please select on of the options below:

Payment Option *

Please initial to agree to the below terms

1. I understand that if TargetCW receives my approved timecard prior to the approval deadline, then my funds should be available in my account or on my pay card by the PAY DATE indicated on my pay stub. This time may vary depending on my bank's ACH (Automatic Clearing House) cycle.
2. I understand that it is my responsibility to verify that funds are transferred to my account before I draw on those funds or have an automatic draft taken out of my account. TARGETCW will not be liable for the availability of your funds or any fees incurred due to NSF (please make provisions in the unlikely event that a delay in payment may occur).
3. I understand that this authorization will remain in full force and effect until TargetCW has received written notification to change or stop a payment method. If I cancel direct deposit or change accounts, I will need to notify TargetCW two weeks before the change takes place.
4. I understand that it is my responsibility to read the Fee/Info Disclosure, Privacy Policy and Terms of Use at www.targetcw.com/benefits/paycards in regards to my Visa Pay Card.

Initial *

Clear

Type your Signature

If you choose direct deposit as your payment option, you will need to enter your full routing and account number.

Payment Option Form

TargetCW will process your payments electronically each pay period. Please select on of the options below:

Payment Option *

Financial Institution Name *

Financial Institution Name

Type of Account *

Routing Number *

Routing Number

Account Number *

Account Number

Form W-4:

This form determines the amount of income taxes TargetCW will withhold from your paychecks.

Form W-4

Employee's Withholding Allowance Certificate
OMB No. 1545-0074

Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.

[INSTRUCTIONS AND WORKSHEETS](#)

Signature *

Jane Smith

[Draw your Signature](#)

Social Security Number *

123456789

Marital Status *

☒ Single ☐ Married ☐ Married, but withhold at higher Single rate

Date *

12-Aug-2016

Does your last name differ from that shown on your social security card. You must call 1-800-772-1213 for a replacement card.

☐ Yes ☒ No

You may click on the "Instructions and Worksheets" link to view the complete W-4 form which will further explain how to answer the W-4 questions that follow.

Enter the total number of allowances you are claiming from line H of the Personal Allowances Worksheet (page 1) or from the applicable worksheet on page 2 of the Form W-4. *

1

Additional amount, if any, you want withheld from each paycheck ?

Enter additional amount to be withheld

I claim exemption from withholding for 2016, and I certify that I meet both of the following conditions for exemption.

- Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and
- This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

(I understand no taxes will be deducted from my paycheck)

If you meet both conditions, write "Exempt" here. ●

Write "Exempt" here

If you write "exempt," no income taxes will be withheld from your paychecks.

Form I-9:

This form is used to verify your eligibility to work in the U.S.

Form I-9

Employment Eligibility Verification
OMB No. 1615-0047

Form I-9 is required by law in order to verify your eligibility to work in the United States. Read [instructions](#) carefully before completing this form.

Please bring unexpired documentation for review and Form I-9 completion to an individual of your choice. Form I-9 must be completed no later than your third day of work in order to continue your assignment. Refer to the list of acceptable documents on [page 9](#).

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 (select one of the following) *

☒ Citizen
 ☐ Non Citizen
 ☐ Lawful Permanent Resident
 ☐ Alien Authorized Worker

Signature of Employee *

Jane Smith

[Draw your Signature](#)

Did you have anyone, other than yourself, fill out your onboarding forms on your behalf? *

☐ Yes
 ☒ No

You may click on the "Instructions" link to view the complete Form I-9.

You may click on the "page 9" link to view acceptable documents to use for page 2 of your Form I-9.

Section 2 of Form I-9

In order to successfully complete your onboarding, the Section 2 of Form I-9 must be completed by an authorized representative for verification. On your first day of work please bring a document from List A or any combination of two documents from Lists B and C. Please review the list of [acceptable documents](#) to ensure that you have the appropriate documentation ready for your first day of work.

⌂ Save & Next Step

Form I-9, Section 2:

Dependent upon which client you are on assignment with, you will either:

1. Have an **individual of your choice** review your documents and complete page 2 of your Form I-9

Section 2 of Form I-9

In order to successfully complete your on boarding, the Section 2 of Form I-9 must be completed by a third party for verification. Please enter the name and email of an adult individual that can physically examine the acceptable documents. You must be physically present with this individual while they examine the documents. Please note that the individual you choose must be someone other than yourself. Selecting yourself will only delay your onboarding process. The adult individual you select will be sent a secure link which will allow them to electronically complete Section 2 portion of the Form I-9.

First and Last Name *

Email Address *

You may choose anyone over the age of 18 to complete section 2 of your Form I-9. You may **not** complete the form yourself. Enter the first and last name, and the email address of the person who will review your identification documents and electronically complete section 2 of your Form I-9.

⌂ Save & Next Step

2. Have a **representative from the company** you are on assignment with will review your documents and complete page 2 of your form I-9

Section 2 of Form I-9

In order to successfully complete your onboarding, the Section 2 of Form I-9 must be completed by an authorized representative for verification. On your first day of work please bring a document from List A or any combination of two documents from Lists B and C. Please review the list of acceptable documents to ensure that you have the appropriate documentation ready for your first day of work.

On your first day of work you will meet with a representative at your worksite to complete section 2 of your Form I-9. Please remember to take your identification document(s) with you.

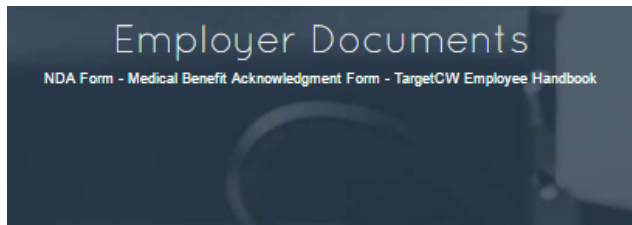
⌂ Save & Next Step

You will need to provide one selection from List A or a combination of one selection from List B and one selection from List C to get section 2 of your Form I-9 completed:

LISTS OF ACCEPTABLE DOCUMENTS All documents must be UNEXPIRED		
Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.		
LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security

Employer Documents:

Click on each box to review the corresponding form, then click “save & next step.” Your portion of the onboarding forms is now complete.



NDA Form

☒ Read NDA Form *

Employee Information

First Name *

Jane

Last Name *

Smith

Signature *

Jane Smith

[Draw your Signature](#)

Date *

18-Aug-2016

Medical Benefit Acknowledgment Form

☒ Read Medical Benefit Acknowledgment Form *

TargetCW Employee Handbook

☒ Read Employee Handbook *

[Save & Next Step](#)

Onboarding Progress



[Resend I-9 Verification Email](#)

Next Steps

Once your onboarding is complete, you will receive communication with additional details from a TargetCW representative.



Jane Smith

Asst. Account Manager
Operations

☎ (858) 810-3000
✉ staffingnation.qa5+janesmith@gmail.com
📍 9475 Chesapeake Drive
San Diego CA 92123

Job Details

Offer Letter

Job Description

Onboarding Documents

Employer

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TargetCW

☎ 888-388-8873
🌐 www.targetcw.com

Account Manager



Shalini
☎ 4456456456
✉ @targetcw.com

Assignment Company

The company you are on assignment with will be managing your day-to-day responsibilities. This is where you will report to work as well as address any concerns related to the job specifics.

TargetCW

📍 9475 Chesapeake Drive
San Diego CA 92123
http://www.targetcw.com

On your employee dashboard, you will notice your "onboarding progress" has updated to "awaiting approval."

If you need any help throughout your onboarding process and/or your assignment, please contact your Account Manager at TargetCW.