MOBIUS QUICK GUIDE – NEW HIRE JOURNEYS

As a new employee with Prince William County (PWC), you will need to onboard in Mobius Workforce during your first week of employment. Please have your personal data handy to complete the following tasks:

- Verifying your personal information
- Verifying your contact information
- Submit your tax withholdings for Federal and State
- Submit Direct Deposit details
- Enter Emergency Contact Information
- Enter Benefit Enrollment

Accessing Mobius Workforce:

Once you receive network log-on instructions from your department, you will access Mobius Workforce. There are a couple of ways to access Mobius Workforce.

- 1. Mobius is accessible through <u>PWConnects</u> by clicking on the My Pay & Leave tab and then clicking on Mobius in the dropdown menu or clicking on the Mobius button on the speed dial.
- 2. Direct link: epvd.fa.us2.oraclecloud.com
- 3. QR code:



Notes for Mobius Workforce:

- Google Chrome is the best web browser to use.
- Use <u>DUO</u> when accessing Mobius from a personal device or working from home on a county device.

Getting Started with Journeys:

From the Homepage select Journeys App

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Goc	od morning, Ar	nthony Do	omingu	ıez!				
Me								
QUICK ACT	TIONS	APPS						
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		Directo		Journeys	Pay			
					E			
		Time a Absence	nd	Personal	Benefits			

Journeys App will show open journey, **New Hire Onboarding,** and tasks to complete. If you do not see a **New Hire Onboarding**, please reach out to HR at <u>HR@pwcgov.org</u> or 703-792-6640.

< My Journeys		
Search by journey name	Q	
Open Overdue Completed Enterp	prise onboarding	
New Hire Onboarding (2)		

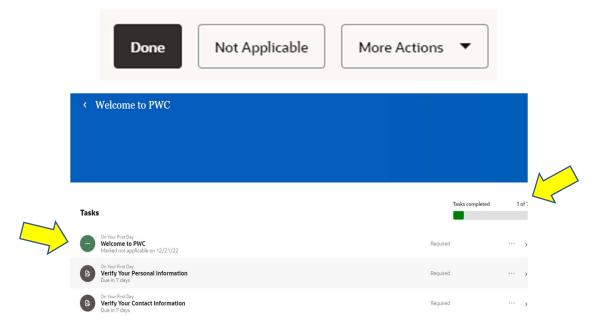
Select New Hire Onboarding tile.

< My Journeys	
Search by journey name Q	
Open Overdue Completed Enterprise onboarding	
New Hire Onboarding (2)	
My tasks 0 of 7 Completed	
A My Journeys	

Select the **arrow** on the right of each task to open.

<	Welcome to PWC		
-			
Task	s	Tanks completed	0 of 7
0	On thus Pres Day Welcome to PWC Log in 17 days	Required	
B	On New Post Day Verify Your Personal Information Date to 2 days	Required	
B	On Your Free Day Verify Your Contact Information Case 37 Juny	Required	,
B	On Your Pred Day Submit Your Tax Withholdings Date 17 Jays	Required	
B	On Your Pers Day Submit Your Payment Methods Day 19 July	Required	>
B	On thus Peer Day Add Your Emergency Contacts Day in 7 day	Required	
0	On Your Print Day Benefits Enrolment Due in 7 days	Required	

Once a task is open you will have three choices: **Go to task application** and mark **Done**, **Not Applicable**, or **More Actions** (Save to Calendar). Once you select **Done** the task will show completed.



Completing Task 1 Welcome to PWC:

Task 1 **Welcome to PWC** is a welcome message containing contact information for HR should you need assistance. Once you read, select **Done** to the mark task complete.

< Wel	come to PWC		
Tasks		Tasks completed	0 of 7
📃 Welc	var Frist Day come to PWC n 7 days	Required	··· •
You wi	ome to Prince William County! vill see a series of tasks for you to complete outlined in this Journey. Please take time to carefully review and complete each mend during your first week of employment. Should you have any questions about the tasks reach out to Human Resources at		

Completing Task 2 Verify your Personal Information:

Select the arrow on the right to open the task. Select Go to application task.

< Welcome to PWC		
Tasks	Tasks completed	1 1 of 7
On Your Part Day Welcome to price Manad or an applicable on 12/21/22	Required	,
On Your Gran Days Verify Your Personal Information Dow in 7 days	Required	··· •
This task will take you to your Personal Details section where you should review the information displayed update as necessary.	and	
Please use the pencil icon to edit any information, including adding your ethnicity. If you notice an issue wi Social Security Number under Harlinal Identifier or date of birth under Biographical Info please email HRISTeam@pwcgov.org for assistance with correcting.	ith your	
When the task is complete, select the back button next to your name on the screen to return to the task list mark this task as done.	t and	
Go to application task		
Done Not Applicable More Actions 🔻		

Select **pencil icon** I on right to open **Name** tile.

< AD Personal Anthony Tony			
	Name Surt Date (2722 Last Name Developant	First Name Automy Koom A Tony	
	Demographic Info Ceertry United States	Gender Main Highest Education Level	^
	Ethnicity ✓ Lam Hispanic or Latino.	Veteran Self-Identification Status Disabled Veteran	
	Select the races you identify with: American Indian or Alaska Native Asian Black or African American Native Hawaitan or other Pacific Islander White	Active Duity Wartime or Campaign Badge Veterans — Active Duity Wartime or Campaign Badge Veterans — Armod Forces Service Medal Veteran —	
	Start Date 9/12/22	Recently Separated Veteran — Newly Separated Veteran Discharge Date	

Verify Last Name and First Name as shown. If you change Last Name and/or First Name, you must attach a Social Security Card to confirm your legal name as entered.

** Any field with asterisk (*) is required before selecting Submit.

You can enter a **Known As Name** (preferred name) if you would like and it will appear as a middle name. (i.e., Anthony Tony Dominguez). You can also enter comments to HR in the **Comments** section.

Once complete select Submit.

AD Anthony	nal Details Tony Dominguez Name		
	*When does this name change start? Mildigy Text V2124 prohomotory and any operation Porting ez *Unit Name Antenny Sette Community	Middie Hanne Konne Ak Tony Preision Last Name Preferred Last Name	
	Allschrends	eni v	B

Select **pencil icon** I on right to open **Demographic Info** tile.

< AD Personal Anthony Tony				
	Name See Date 42772 Let Name Covergent	Fact Kome Actiony Doen As Sory	^	
	Demographic Info County United States Ethnicity 1 an Hispanic or Lation.	Gander Kolo Highers Bacaston Level Valarar Satt Satellitation Status	^	
	Select the races you identify with. — American Hollins on Alfada Native — Adam — Bittock of Adam American — Nother Homain or other Pacific Islander — White	Dradiel Veneran 		
	Start Date 9/12/22	Recently Separated Veteran — — Newly Separated Veteran Discharge Date		

You may update your **Ethnicity, Highest Education Level**, and/or **Veteran Status** and select **Submit**.

If gender needs to be updated, you must email <u>HR@pwcgov.org</u>.

Demographic Info				Personal [Anthony Tony	AD	<
Country Highest Education Level United States United States Versan Solid Advectingtion States Versan Solid Advectingtion States Versan Solid Advectingtion United Versan United Versan			Demographic Info			
Ethnicity V Later Nitpanic or Lation. Diabled Vietran						
	-	×				
Setct the scene you skettilly with. American Indian or Alsaka Native Anterior Indian or Alsaka Native Attive Duty Waterine or Campaign Badge Wereans Attive		Active Duty Wartime or Campaign Badge Veterans Armed Forces Service Medal Veteran	Aslan			
Index Recently Separated Veteran Cender Image: Cender Male Neely Separated Veteran Discharge Date Image: Cender Image: Cender Male Neely Separated Veteran Discharge Date	10	Recently Separated Veteran	Uthite Gender			

To verify your Social Security Number (**National Identifiers**) select the arrow to the right. If **National Identifiers** needs to be updated, you must email <u>HR@pwcgov.org</u>.

Demographic Info		
Comparison Termination Comparison Compariso	Genetar Nam Telephote Education Level Waterum (an Inducation Statum Material Material) — — — — — — — — — — — — — — — — — — —	
National Identifiers		~ <

To verify your Date of Birth (**Biographical Info**) select the arrow to the right. If **Biographical Info** needs to be updated, you must email <u>HR@pwcgov.org</u>.

C AD Personal Anthony Tony			
	Demographic Info Control United States Control	Gender Mele Highest Education Level Weteran Self-Identification Status Disabled Veteran — Active Duty Wartime or Campaign Badge Veterans — — Armed Forces Service Medal Veteran — Recently Separated Veteran Discharge Date	^
	National Identifiers		~
	Biographical Info		

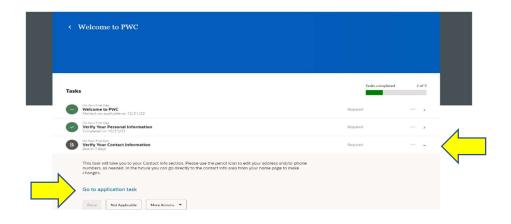
Once you have verified **Name, Demographic Info, National Identifiers**, and **Biographical Info**, select the back arrow to return to the **Onboarding Journey**.

$\overset{}{\longrightarrow}$	AD Personal	Details pominguez	
	•		
		Name	v
		Demographic Info	v
		National Identifiers	v
		Biographical Info	v

Select **Done** to complete Task 2 Verify Your Personal Information.

Completing Task 3 Verify your Contact Information:

Select the arrow on the right to open the task. Select Go to application task.



Verify and update your **Communication**. Select **the pencil icon** it o edit existing information. You may add or edit phone numbers here, keep in mind any type of communication with the word **"work"** in it will be visible in the PWC Directory.

AD	t Info ny Dominguez		
	Communication Mome Mobile Phone 1-703-123-4567		+ Add V ^
	Work Email tdominguez@pwcgov.org		
	Address		+ Add
	Home Address Z5 Lemon Lane WOODBRIDGE (VA 22193 Prince William UNITED STATES	Sart Date 9/12/22	/

Select **Type** to change type of number (i.e. Home or Work). Edit **Number**, if needed. **From Date** will default to hire date. Enter **Submit**.

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Contact In Anthony Tony I				
	Communication	Estension From Date 6427/22 To Date m/80yy	Deleo Subgle Cancel	

Select the + Add v to add additional **Communication** phone numbers, emails, etc. Note: You will not be able to edit **Work Email**.

Communication		+ Add v
Home Mobile Phone		Phone Details Email Details
1-703-123-4567		Other Communication Accounts
Work Email tdominguez@pwcgov.org		_
Address		+ Add
Home Address 25 Lamon Lane WOODBRIDGE VA 22193 Prince William UNITED STATES	Start Date 9/12/22	/

Select the Primary box to indicate a primary communication. A blue check \checkmark will appear.

= CPWCMob	bius		
< AD Contact Anthony To	Info ny Dominguez		
	Communication		
	Country	Extension	Sub <u>m</u> it <u>Cancel</u>
	United States 1 v		
	Туре	*From Date	
	Select a value v	12/22/22	Co.
	Area Code	To Date	
		m/d/yy	G ₀
	"Number	Primary	
	Home Phone 1-703-123-4567		
	Work Email tdominguez@pwcgov.org		

Verify and update your **Address**. Select **the pencil icon** 🖍 to edit existing information.

Contac	t Info ny Dominguez			
	Communication • Here Mobile Reve 1-703-123-4567 Work Email toimmeast@pricegov.org		+ Add v ^	
	Address 2 More Address 2 More Milliam Work William UNITED STATES	Start Date 9/12/22	+ AM ^	

Enter a start date for the address change if the change is in the future or enter today's date to update the address effective today. Update the address information as applicable. Type in the zip code to see the options for City, State, and County. When complete, select **Submit**.

Communication		
Home Phone 1.703.123.4567		
Work Email		
tdominguez@pwcgov.org		
Address		
		Delete Submit Cancel
Country	Address Line 2	
United States		
Туре	*ZIP Code	
Home Address	22193	~
When does this address change start?	"City	
Enter \$/12/12 if you're correcting a mizzale in this address.	Woodbridge	
"Address Line 1	State	

Select the **Primary** box to indicate a primary address. A blue check will appear.

< AD Cor Antho	ony Tony Dominguez		
	Work Email tdominguez@pwcgov.org		
	Address		1
	*Country	Submit Cancel Cancel	$\langle -$
	United States v	Select a value v	
	°Type	°City	
	Select a value 🗸	Select a value 🗸	
	"Start Date	"State	
	12/22/22	Select a value 🗸	
	"Address Line 1	"County	
		Select a value	
	Address Line 2	Primary	
	Home Address 25 Lemon Lane WooOBBINGE, VA 22193 Prince William UNITID STATES	Sourt Date 9/12/22	

Once you have verified and added **Communication** and **Address**, select the back arrow to return to the **Onboarding Journey**.

Contact	Info y Dominguez		
	Communication Mome Mobile Phone 1-703-123-4567		+ Add ~ ^
	Work Email tdominguez@pwcgov.org		
	Address		+ Add
	 Home Address Z5 Lemon Lane WOOD08/IDDE. VA 22193 Prince William UNITED STATES 	Start Date 9/12/22	

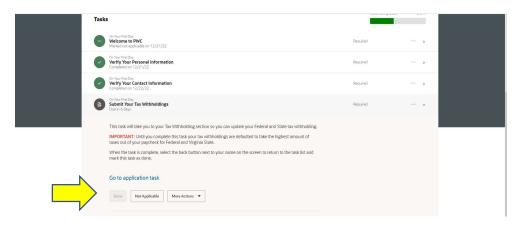
Select **Done** to complete Task 3 Verify Your Contact Information.

Completing Task 4 Submit Your Tax Withholdings:

Select the arrow on the right to open the task. Select Go to application task.

Note: Until you complete the tax withholding section your tax withholding will default to the highest withholding amount. If you are not a resident of Virginia pay careful attention to the State Tax withholding section as multiple forms must be completed.

	Welcome to PWC		
Task		Tasks complete	ed 3 of 7
	Gn Your First Day Welcome to PWC Marked not applicable in 12/21/22	Required	···
~	On Your Personal Information Completed on 12/21/122	Required	>
•	On Your First Day, Verify Your Contact Information Completed on 11/22/22	Required	
B	De New First Day Submit Your Tax Withholdings Due in days	Required	
B	On Your First Day Submit Your Payment Methods Due in days	Required	··· ,
B	On Your First Day Add Your Emergency Contacts Due in 6 days	Required	
B	On Your First Day Benefits Enrollment Dua in Artika	Required	



Select the **pencil** icon 🖍 to enter/edit **Federal** taxes.

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MO Tax With	holding da: 1202219			
é	Prince William County Federal		^ 4	
	Calculation Component Federal Taxes Forms Federal	Start and End Dates 12/21/22		l
	Filing Status Single or Married filing separately Multiple Jobs You may claim exemption from withholding if both of the following apply:	Extra Withholding 0 USD		l
	 You had no federal income tax liability in the prior year. You expect to have no federal income tax liability in the current year. If you claim exempt, you will have no income tax withheld from your pay. Exempt from Federal income Tax 		v	l
	Regional		🔸 Add 🗸 🔿	ľ
	View Active ~	-		

Complete all required fields with asterisks *, including \Box lagree at bottom of page.

Note: To view W-4 form and instructions, select **Federal**. You must update the system, not the form.

Federal Taxes		
	Basic Information	
	Calculation Component Federal Taxes Component Sequence	Forms Federal
	1 "When does this change start?	
	12/22/22 00	
	Withholding Status	
	*Filing Status	Multiple Jobs
	Single or Married filing separately	Select a value v
		Extra Withholding 0 USD
	You may claim exemption from withholding if both of the following apply. 1. You had no federal income tax liability in the prior year. 2. You expect to have no federal income tax liability in the current year. If you claim exempt, you will have no income tax writhed from you pay.	
	Exempt from Federal Income Tax Select a value	
	Qualifying Dependents Amount	Other Income Amount
	0 USD	0 USD
	Other Dependents Amount	Deductions Amount
	0 USD	0 USD
	Total Dependents Amount 0 USD	
	0 030	

Select **Save and Close** in upper right.

K MO Tax Withhold Oliver, Miranda: 12	ding 102219		
F	Prince William County		_
	Federal		^
	Calculation Component Federal Taxes Forms	Start and End Dates 12/21/22	/
	Federal Filing Status Single or Married filing separately Multiple Jobs	Extra Withholding 0 USD	
	You may claim exemption from withholding if both of the following apply. 1. You had no federal income tax liability in the prior year. 2. You expect to have no federal income tax liability in the current year. If you claim exempt you will have no income tax withhelf from your pay.		
	Exempt from Federal Income Tax		Ň
	Regional		+ Add v
	View Active ~		
	۶	There's nothing here so far.	

Complete required fields with asterisks * and including at bottom of page. select **Save and Close**.

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Add Calcula	ation Component			Save and Close
	Regional Basic Information		+ Add ×	$\overline{\mathbf{N}}$
	"When does this change start? 12/22/22 50	"What do you want to add? State Taxos ~ Select a value Data Taxos		~
	*Under penalties of perjury, I declare that this certificate, to the best of my know I agree	Pennylvan PSD //		

Once you have added/edited **Tax Withholding** for **Federal** and **Regional** (State), select the back arrow to return to the **Onboarding Journey**.

\bigcirc	Tax With Oliver, Miran	holding _{da: 1202219}		
		Prince William County		
		Federal		~
		Calculation Component Federal Taxes Form Federal Fing Statu Single or Married Titing separately Multiple cobs You may claim exemption from withholding if both of the following a 5. You had not federal accounts as Akability in the prior year. You you claim exemption from withholding if both of the following a 5. You had not federal accounts as Akability in the prior year.	ы.	/
		If you claim exempt, you will have no income tax withheld from your p Exempt from Federal Income Tax	say.	~
		Regional		+ Add 🗸
		\$	There's nothing here so far.	

Select **Done** to complete Task 4 Submit Your Tax Withholding.

Non-Virginia State Residents:

Mobius will withhold Regional (State) taxes for the 5 reciprocal states (Maryland, District of Columbia, West Virginia, Pennsylvania, and Kentucky). To have withholdings for one of these states withheld, mark the Virginia Regional (State) tax form as "Exempt from State Income Tax"

tate Tax Information		
Allowances	Additional Tax Amount	
0		USD
Secondary Allowance	Exempt from State Income Tax	
	Yes	~
 Total Allowances 	Exemption for Military Spouse	
0	Select a value	×

Once saved as exempt from VA State Income Tax, select the + Add icon next to Regional.

Regional		+ Add ~ ~
	+ Add ∨ ∧	
	Add Tax Withholdings	

From "Add Tax Withholdings", enter the effective start date and State Taxes from the "What do you want to add?" drop down. Once selected, a box will appear for the State to be selected.

Regional

When does this change start?		*What do you want to add?	
12/22/22	te	State Taxes	
		State	
		Select a value	

ONLY SELECT ONE OF THE 5 RECIPROCITIES MD, DC, WV, PA, KY.

Select Done to complete Task 4 Submit Your Tax Withholding.

Completing Task 5 Submit Your Payment Methods:

Select the arrow on the right to open the task. Select Go to application task.

< W	elcome to PWC		
Tasks		Tasks completed	4 of 7
 <th>in Your First Day Velcome to PWC ompleted on 12/22/22</th><th>Required</th><th></th>	in Your First Day Velcome to PWC ompleted on 12/22/22	Required	
	in Nour Frest Day Ferfity Your Personal Information ampleted on 12/22/22	Required	~~ >
	n Your Fret Day Fertif Y Our Contact Information ampleted on 12/22/22	Required	··· >
	in Your Frest Day ubmit Your Tax Withholdings ampleted on 12/22/22	Required	··· >
	n Your First Day ubmit Your Payment Methods use in o days	Required	···· ,
B A	n Your First Day Idd Your Emergency Contacts Use in o days	Required	··· ,
	in Your Pret Day. enefits Enrollment	Required	,

Tasks co	mpleted 4 of
Required	,
formation Required	>
Provide Required	,
bldings Required	,
fethods Required	、
your Payment Methods section, where you can add and manage your direct deposit ical step to ensure your paycheck is deposited into your bank account.	
te, select the back button next to your name on the screen to return to the task list and	
sk	

Select + Add v to add Bank Accounts.

= 🥥 PWCMob	bius		익 다 ☆ 戶 🕫 👳
K MO Paymen	t Methods ^{ver}		
	Bank Accounts		+ Add ~
		There's nothing here so far. You don't have any bank accounts. You must add one before you add a payment method.	
	My Payment Methods		+ Add
		There's nothing here so far. You don't have any payment methods. You must add one to be paid.	

Enter the **Account Number**, select the **Account Type** (checking or savings), select the **Bank** and **Bank Branch**. The Routing Number will automatically populate once the Bank Branch is selected.

To search for the **Bank**, click the drop-down menu and click "**Search**" at the bottom:

*Account Number	5678	
*Account Type	Checking ~	
*Bank	~	
*Bank Branch	1st Advantage Federal Credit Union	-
*Routing Number	1st Amer Bk	
	1st Source Bank	
1234 071212128 Checking 10/3/22 United States	ABNB Federal Credit Union Aberdeen Proving Grnd FCU Achieva Credit Union Adams County National Bank Advantage Federal Credit Union Advia Credit Union	
1	Affinity Federal Credit Union	*
My Paymer	Search	

A "Search and Select: Bank" pop-up box will appear, begin entering the Bank Name or click "Search" to see all Bank Names.

Search			Ad	vanced
Bank Name	Suntrust			
Bank Code				
			Search	Rese
Bank Name		Bank Code	-	
Suntrust				

Once the Bank Name Appears, click the Bank Name, and then click "OK".

Once the Bank is selected, click the drop-down next to **Bank Branch** and choose the Bank Branch with the desired Routing number.

*Bank	Suntrust	~	
*Bank Branch		× .	
*Routing Number	Suntrust_051000020	051000020	Suntrust
	Suntrust_053100465	053100465	Suntrust
1234	Suntrust_055002707	055002707	Suntrust
071212128	Suntrust_061000104	061000104	Suntrust
Checking	Suntrust_063102152	063102152	Suntrust
10/3/22	Suntrust_064000046	064000046	Suntrust
United States	4 Search		

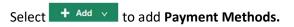
If the expected routing number does not appear, follow the same steps to "**Search**" for the routing number that were followed, above, or searching for the Bank.

Once all the required fields are populated, click "Save" in the top right corner.

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< Paymen Miranda Oli	: Methods er	
	Bank Accounts	
	My Payment Methods There's nothing here so far. Vou doc't have any payment methods. You must add one to be paid.	

When you select save, you will receive a Warning Message to add My Payment Methods. Select OK.

K Mo Payment Miranda Oliv	Bank Accounts x0x457 256078598	Active	+ Add ^	
	Checking 122222 United States My Payment Methods You must also add a payment method to be paid	Warning You must also add a payment method to be paid into your bank account (PAY-1636634) CK	× + Add	



K MO Paymer	nt Methods _{liver}		
	Bank Accounts		+ Add
	X004567 256078598 Checking 12/22/22 United States	Active	/
	My Payment Methods You must also add a payment method to be paid	i into your bank account. (PAV-1636634)	+ Add

Enter what the payment method can be called to make it distinguishable from others. For example, "Joint Checking" or "Personal Savings".

The Payment Type defaults to Direct Deposit – that is the only option.

Select the **Payment Amount** as either a **percentage** or **flat amount**. Enter the **amount or percentage**, and then choose the **Bank Account** that the deposit should be made to, then click **"Save**".

~	%
	×

< NO Payment Miranda Oliv	t Methods ^{rer}		
	Bank Accounts		
	XXX4567	Active	
	256078598		
	Checking		
	12/22/22		
	United States		
	My Payment Methods		
			Save Cancel
	"What do you want to call this payment method?	*Bank Account	
		256078598 XXX4567 Checking	~
	*Payment Type	256078598 XXX4567 Checking	
	Direct Deposit v		

Once you have added **Payment Methods** for **Bank Accounts** and **My Payment Methods**, select the back arrow to return to the **Onboarding Journey**.

	= 😋 PWCMob	ius		
>	< NO Payment Miranda Oliv	t Methods ^{yer}		
		Bank Accounts		+ Add
		X0044567 256078598 Checking 12/22/22 United States	Active	,
		My Payment Methods		+ Add
		Checking 1 Direct Deposit 256078598 3004567 Checking	100 %	/

Select **Done** to complete Task 5 **Submit Your Payment Methods**.

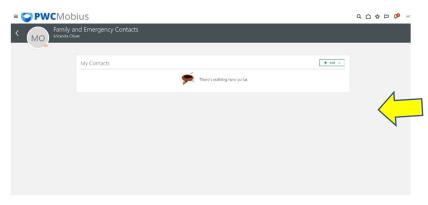
Completing Task 6 Add Your Emergency Contacts:

Select the arrow on the right to open the task. Select Go to application task.

Tasks	Tasks completed	5 of 7
On Your First Day Welcome to PWC Completed on 12/22/22	Required	,
Con Visor First Deer Verify Your Personal Information Completed on 12/22/22	Required	
Centileer Feat Day Verffy Your Contact Information Completed on 12/22/72	Required	,
On Your Text Day Submit Your Tax Withholdings Completed on 12/22/22	Required	,
On Your Pres Day Submit Your Payment Methods Completed on 12/22/22	Required	,
On Your Free Day. Add Your Emergency Contacts Due in 6 days	Required	
On Visor First Day Benefits Enrollment Due in o days	Required	,

Tasks			Tasks completed	5	of 7
~	On Your Prist Day Welcome to PWC Completed on 12/22/22	Required			>
~	On Your First Day Verify Your Personal Information Complement on 11/22/22	Required			>
0	De Your First Day Verify Your Contact Information Completed on 1/222/22	Required			>
•	Center Day	Required			>
~	Contrac Pour Day Submit Your Payment Methods Completed on 1/2/22/22	Required			>
B	Con Wave First Day, Add Your Emergency Contacts Day in 6 days,	Required		•••	÷
	This task will take you to the People to Cover section, where you can click the add button to add contacts. You may use this section to add emergency contacts and any dependents you may wish to cover under insurance plans.				
Λ	When the task is complete, select the back button next to your name on the screen to return to the task list and mark this task as done.				
	Go to application task				

Family and Emergency Contacts will show family members on benefit plans, as well as, Emergency Contacts.



elect + Add v		
My Contacts		+ Add ∨
	There's nothing here so far.	Select a Coworker as a Contact Create a New Contact

You can **Select a Coworker as a Contact** to search for another PWC Employee. Complete required information with asterisks *****. *Note: Once you select, Mobius Workforce will send an email to the employee to accept the request to be a Contact for you.*

*What's the start date of this relationship? 12/27/22 Select a value ✓	
12/27/22 Select a value V	
*Search for a coworker to add as a contact	
Select a value This person is an emergency contact	

You can Select a New Contact to create a contact, not in the Mobius Workforce system.

Last Name			Known As	
* First Name			Previous Last Name	
Suffix			Preferred Last Name	
Middle Name				
* Relationship			*Date of Birth	
Select a value	\sim		m/d/yy	
*What's the start date of this relationship?		$\langle \rangle$		
m/d/yy	to.		This person is an emergency contact	
*Gender			Emergency Contact Type	
Select a value	~		~	

Complete required information with asterisks *.

- *"What's the start date of this relationship?"* must be on or after your hire date.
- Select This person is an emergency contact before selecting Emergency Contact Type.
- You may enter as many Emergency Contacts as you desire.

Once you have added all the **Emergency Contacts** select the back arrow to return to the **Onboarding Journey**.



Select Done to complete Task 6 Add Your Emergency Contacts.

Completing Task 7 Benefits Enrollment:

Select the arrow on the right to open the task. Select Go to application task.

Tasks		Tasks completed	60	of 7
On Your First Day Welcome to PWC Completed on 12/22/22	Required			>
On Your First Day Verify Your Personal Information Completed on 12/22/22	Required			>
On Your First Day. Verify Your Contact Information Completed on 12/22/22.	Required			>
On Your First Day Submit Your Tax Withholdings Completed on 12/22/22	Required			>
On Your First Day Submit Your Payment Methods Completed on 12/22/22	Required		••	>
On Your First Day Add Your Emergency Contacts Completed on 12/27/22	Required			>
On Your First Day Benefits Enrollment Due in 1 days	Required			×
This task will take you to the Benefits Enrollment section where you can er additional tasks related to Benefits Enrollment. For questions related to Be HRBenefitsTeam@pwcgov.org				
Go to application task				

Review and Verify My Benefits.

Once you reviewed My Benefits select the back arrow to return to the Onboarding Journey.

Select **Done** to complete Task 7 **Benefit Enrollment**.

You have now completed Onboarding in Mobius Workforce! Welcome aboard! If you still have any questions, please reach out to Human Resources at <u>hr@pwcgov.org</u> or 703-792-6640.