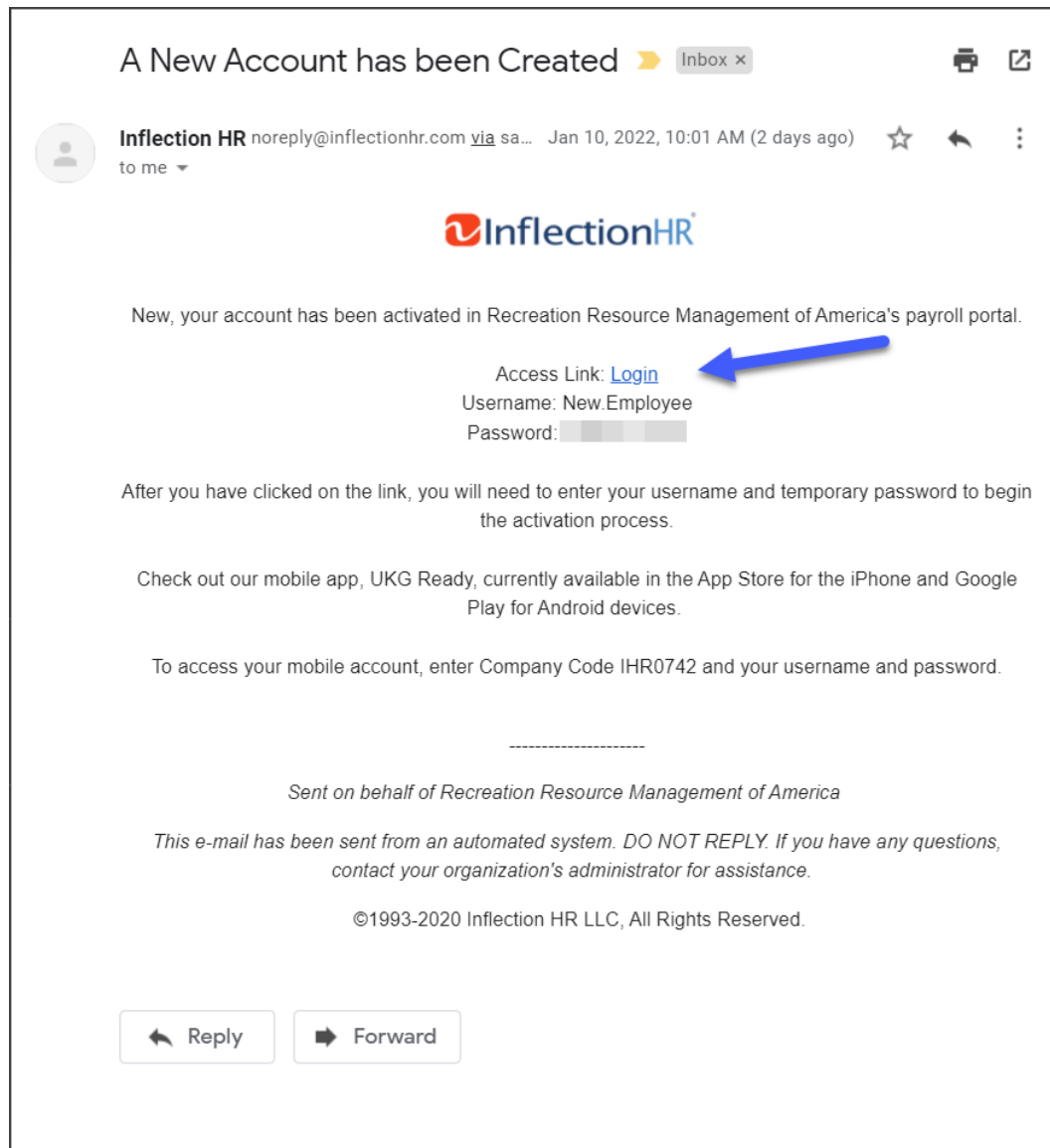


InflectionHR Setup

1. Login using the link in the email



2. Use the Username and Temporary Password from the email to login

Log in 2:49 PM [America/Phoenix]

Username

Password

Remember Username

[Forgot your password?](#)

Login

3. Use the Temp Password from the email in the **Old Password** field (blue) and then create a new password you will remember in the other fields (green)
 - a. New Password must contain 4 of the 4 following character types: lower case alpha, upper case alpha, numerical and symbol.

The image shows a 'Change Password' form. It has a title 'Change Password' at the top. Below the title are three input fields, each with a lock icon and a question mark icon. The first field is labeled 'Old Password' and is highlighted with a blue border. The second field is labeled 'New Password' and is highlighted with a green border. The third field is labeled 'Confirm New Password' and is also highlighted with a green border. Below the input fields is a blue button labeled 'Change'.

4. On the Virtual Code Settings screen, verify the information provided is correct and correct it if it is not. The information provided on this screen is required to send you a security code to login to your Inflection account. Then hit **Save**.
 - a. Text Message is the most Reliable method
 - b. On the next screen it will ask you to send a code to one of the configured methods and will require you to enter that code.

Configure Virtual Code Settings

Please verify that your contact information below is correct. If it is incorrect, enter in a valid Mobile, Phone and/or Email in order to receive a token code for future login.

At least one of the three methods below is required. As a best practice, enter in as many of these three as possible.

For the purposes of providing increased security the phone number entered will be shared with a third party to transmit a multi-factor authentication token.

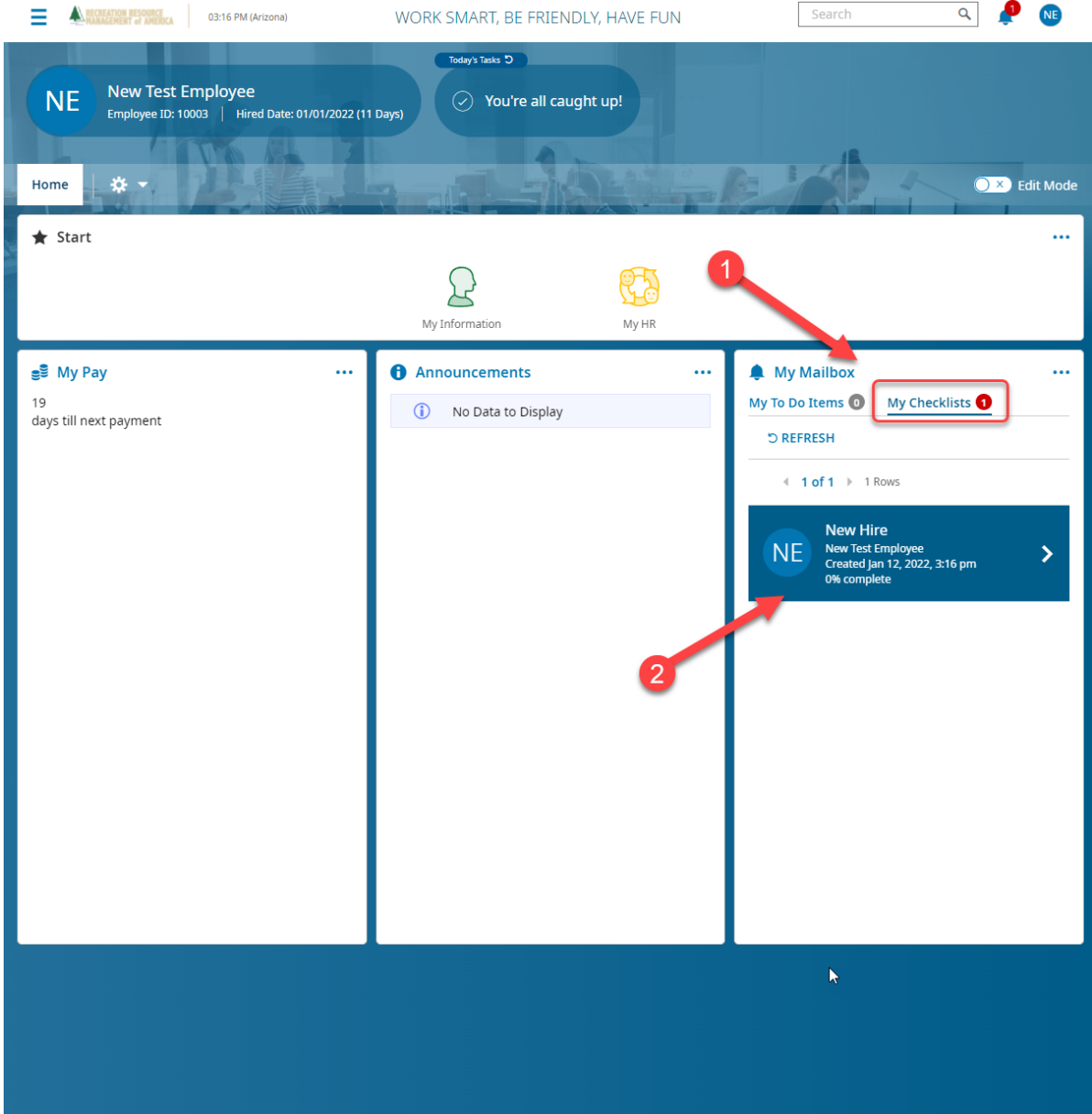
Text Message #

Voice Phone #

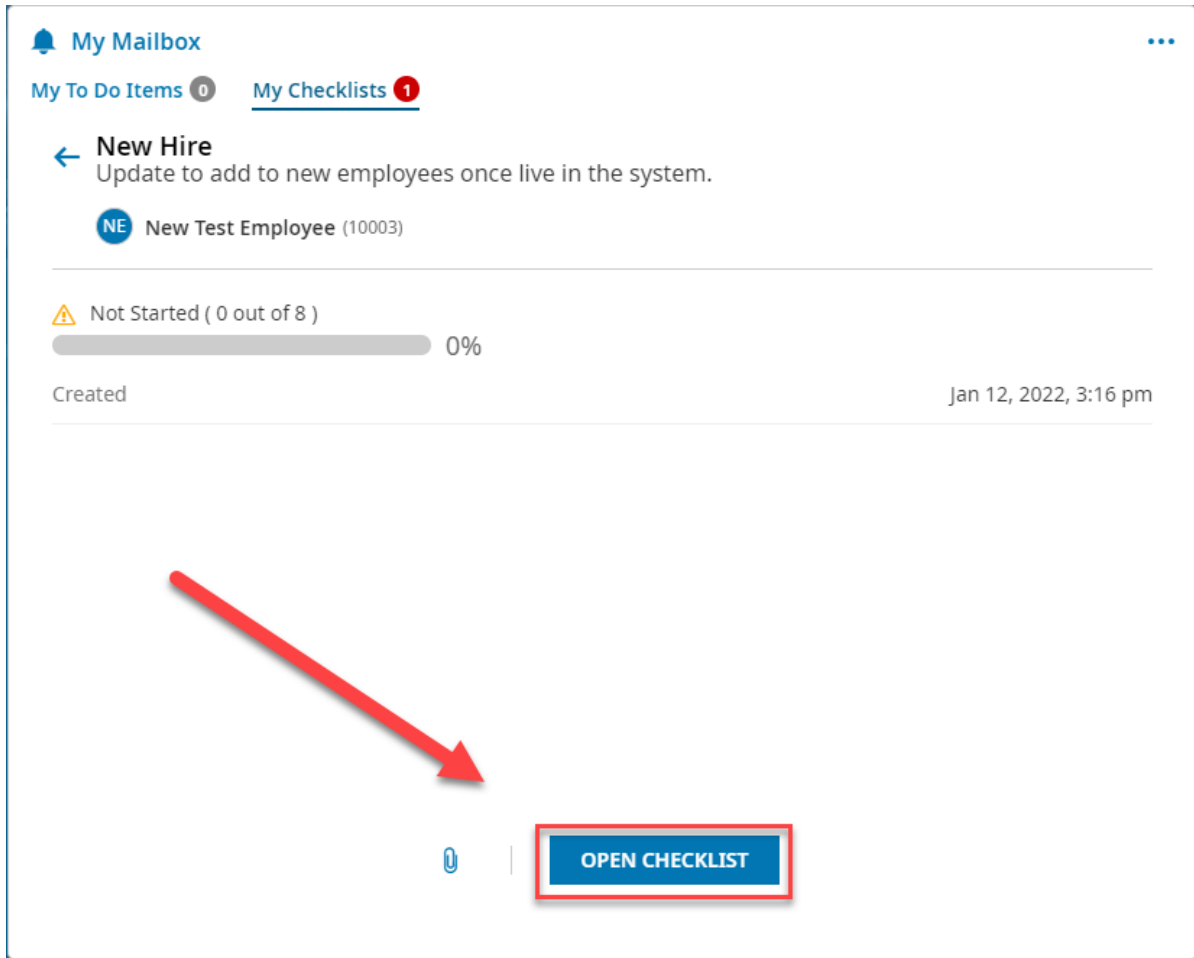
Email

Save

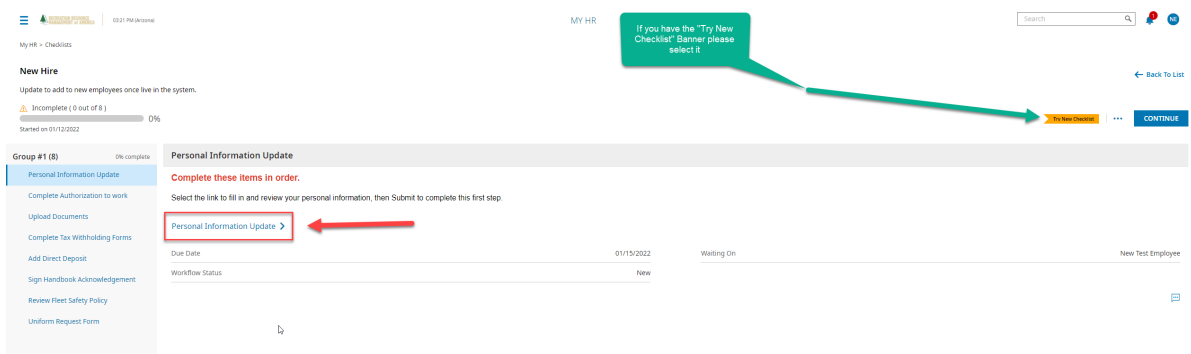
5. After you enter the code and login, open **My Checklists > click New Hire**



6. Select **Open Checklist**



7. Click on “Try New Checklist” if it appears, then click **Personal Information Update**



8. Please enter as much information as you are comfortable including, all fields with an * symbol are required fields and cannot continue without being completed. Once done click SUBMIT in the bottom right.

- a. Please note at the **Bottom** of the page (not pictured), 1 emergency contact is **REQUIRED**.

← Personal Information Update

Carefully review your information and make necessary changes. One emergency contact is required. ←

Effective From*
01/12/2022

SAVE SUBMIT

Group #1

Name

First Name* John Middle Last Name* Smith
 Suffix Nickname Salutation

Social Security* Birthdate* 09/10/1996

Country* United States Street* 516 Wesley St
 Zip* 85937 City* Snowflake State* Arizona

RECOMMEND
 Separate Mailing Address

Cell Phone Home Phone Personal Email @Email.com

Actual Marital Status* Married

Ethnicity* White (not Hispanic or Latino)

Gender* Male

9. On the following screen, select **ADD NEW** in the top-right, and **CREATE I9** in the popup window it prompts.

Checklist: New Hire
 Update to add to new employees once live in the system.
 Incomplete (1 out of 8) 13%
 Started on 01/12/2022

Group #1 13%
 Personal Information Update

Complete Authorization to work

Select the link to View I9 forms and then Add New to create and complete your authorization to work. Once submitted.

Show More
 Due Date: 01/04/2022 (Overdue)
 Waiting On: John Test Smith
 Notes:

MARK AS COMPLETE

Upload Documents
 Complete Tax Withholding Forms
 Add Direct Deposit

MY HR
 03:31 PM (Arizona)

← I9s
 Page 1 of 1 | 0 Rows | Saved: [System]

Status	Work Authorization	Expiration Date	Created
No Data to Display			

ADD NEW

New I-9

You are about to create a new I-9 Form. A new I-9 Form is required only if one of the following is true:

- You are a new employee.
- Documents used for previous I-9 forms are about to expire.

CANCEL CREATE I9

10. In the I9 digital form, please verify all existing information and submit any changes needed. If a field is required but does not apply to you (such as the **Other Last Names Used** field) fill them with **N/A**

- a. After hitting **SUBMIT I9** in the top-right, you will have to enter a digital signature and submit with **"I AGREE"**

11. In the Left-Hand sidebar, Mark the document as COMPLETE

Group #1 13%

Personal Information Update


Complete Authorization to work

Select the link to View i9 forms and then Add New to create and complete your authorization to work. Once submitted, mark this item as complete.

[Show More](#)

Due Date: 01/04/2022 (Overdue)

Waiting On: John Test Smith

Notes: 

MARK AS COMPLETE

[Upload Documents](#)


[Complete Tax Withholding Forms](#)

[Add Direct Deposit](#)

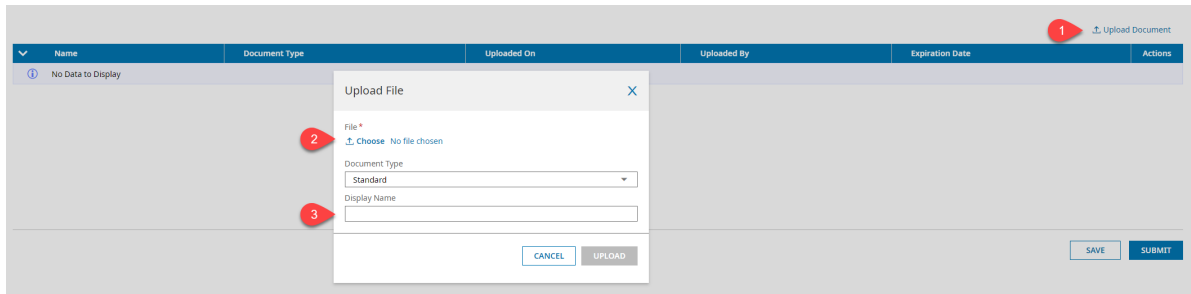
[Sign Handbook Acknowledgement](#)

[Review Fleet Safety Policy](#)

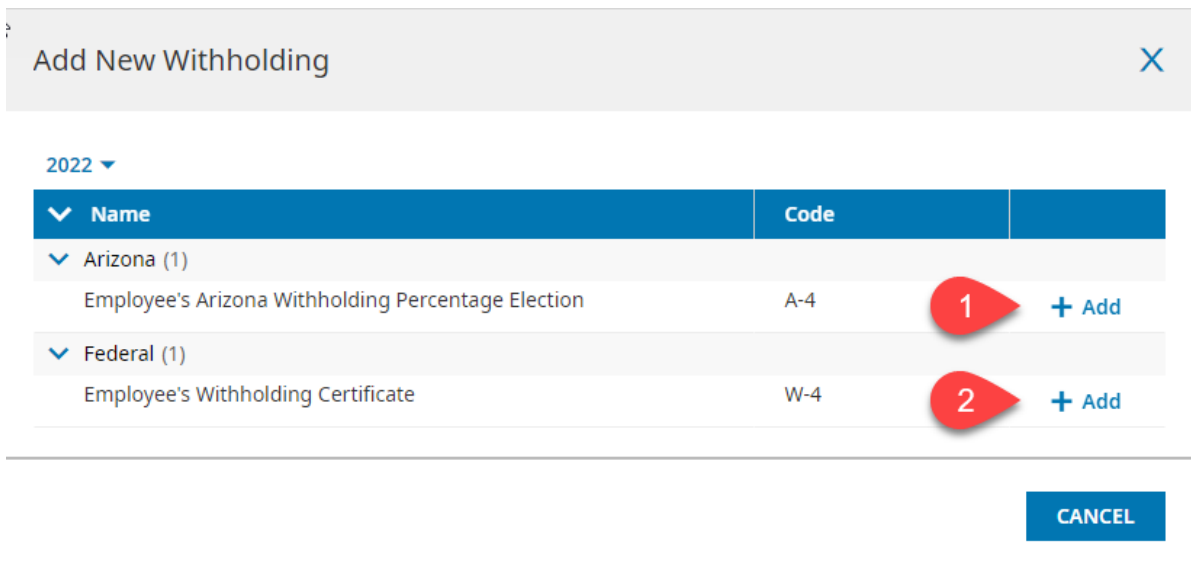
[Uniform Request Form](#)



12. On the **Upload Documents** page please upload any combination of 2 of the acceptable documents, listed on page 4 of the I9 and give them an appropriate Display Name.
 - a. Once all relevant documents are uploaded, select SUBMIT in the bottom-right of the page.



13. On the **Complete Tax Withholding Forms** page, select **ADD NEW** in the top-right then select **+Add** on each relevant document in the pop up and follow the instructions on the resulting page, select **SUBMIT** when done **and then the back arrow in the top left to return to the previous screen and upload more documents.**
- Each form submission will ask you for your account password that we set at the beginning of this document.
 - Once all forms are submitted (you can see submitted forms after returning from a form) select **MARK AS COMPLETE** on the left-hand sidebar.



14. On the **Add Direct Deposit Screen** select **+Add** in the top-right and enter relevant information in the new pop-up **leaving the dates fields alone** and hit **SAVE** and **then SUBMIT in the bottom-right**

- a. If you do not have a Checking or Savings Banking account please contact Wally DeWitt and you will be provided with a Global Cash Card

Add New Direct DepositX

Name <input type="text" value="John Smith"/>	Description <input type="text" value="Checking"/>
Active From * <input style="border: 1px solid #ccc; border-radius: 4px; width: 100%;" type="text" value="01/12/2022"/> <div style="text-align: right; font-size: 0.8em; color: #888;">📅</div>	Active To * <input style="border: 1px solid #ccc; border-radius: 4px; width: 100%;" type="text" value="12/31/2099"/> <div style="text-align: right; font-size: 0.8em; color: #888;">📅</div>
Deposit Type <input style="border: 1px solid #ccc; border-radius: 4px; width: 100%;" type="text" value="Direct Deposit"/> <div style="text-align: right; font-size: 0.8em; color: #888;">▼</div>	Bank Account Type * <input style="border: 1px solid #ccc; border-radius: 4px; width: 100%;" type="text" value="Checking"/> <div style="text-align: right; font-size: 0.8em; color: #888;">▼</div>
Calculation Method * <input style="border: 1px solid #ccc; border-radius: 4px; width: 100%;" type="text" value="Entire/Remainder"/> <div style="text-align: right; font-size: 0.8em; color: #888;">▼</div>	
Account # * <input style="border: 1px solid #ccc; border-radius: 4px; width: 100%; height: 20px;" type="text"/>	Reenter Account # * <input style="border: 1px solid #ccc; border-radius: 4px; width: 100%; height: 20px;" type="text"/>
ABA # / Bank Routing # * <input style="border: 1px solid #ccc; border-radius: 4px; width: 100%; height: 20px;" type="text"/> <div style="float: right; font-size: 0.8em; color: #888;">📘</div>	


- 15. **Sign Handbook Acknowledgement** sign the Signature Page with the Sign Button near the middle-top of the page (Found on Page 37) verifying you have read and agreed to the Employee Handbook. Then select **SAVE and SUBMIT** in the top-right.
 - a. A copy of the Handbook if you have not read it can be found in the left-hand sidebar under **“Documents: Host Handbook”**
- 16. **Sign Vehicle Fleet Safety Policy document** using the same method
 - a. A copy of the Policy if you have not read it can be found in the left-hand sidebar under **“Documents: Vehicle Safety Policy”**
 - b. **THIS PAGE WILL NOT AUTO-CONTINUE, YOU MUST CLICK “UNIFORM REQUEST FORM” IN THE LEFT-HAND SIDEBAR TO CONTINUE**

17. **Uniform Request Form** - Please read the limitations at the top of the form before ordering, then enter your order using the fields on the Right-Hand side similar to the below example

a. SS = Short Sleeve | LS = Long Sleeve

b. Jackets and Sweatshirts are optional at a cost to the Employee

Page 1 of 1 169% | Reset



RRM of America Uniform Requisition

Up to 3 styles of Uniform per employee. You can order up to 3 t-shirts (either long or short sleeve) OR up to 3 khaki's (either long or short sleeve) or any combination thereof. You can also order the vest and any style hat. Jackets and sweatshirts are optional. Please print below how you'd like your name to appear on your name tag.

Campground: Administration

Name: New Test Employee

Name Tag: John Smith

Item	Size	Quantity	Backordered	Qty. Shipped	Remarks
Khaki Shirt LS	Kha...	2	<input type="checkbox"/>	<input type="checkbox"/>	
Khaki Shirt SS			<input type="checkbox"/>	<input type="checkbox"/>	
T-Shirt SS			<input type="checkbox"/>	<input type="checkbox"/>	
T-Shirt LS	MED	1	<input type="checkbox"/>	<input type="checkbox"/>	
Vest	MED	1	<input type="checkbox"/>	<input type="checkbox"/>	
Hat - Mesh			<input type="checkbox"/>	<input type="checkbox"/>	
Hat - Cloth	One ...	1	<input type="checkbox"/>	<input type="checkbox"/>	John Smith
Sweatshirt			<input type="checkbox"/>	<input type="checkbox"/>	
Jacket			<input type="checkbox"/>	<input type="checkbox"/>	

Sweatshirt and jacket purchases are purely optional. Lead time is 2 weeks. Jackets will be embroidered with your name. Indicate the name in the remarks column.

Sweatshirt

Jacket

Campground: Administration

Employee Name: New Test Employee

Name Tag: John Smith

Khaki Shirt LS Size: Khaki Shirt LS Size

Khaki Shirt LS Quantity: 2

Khaki Shirt LS Qty Shipped:

Khaki Shirt SS Quantity:

Khaki Shirt SS Backordered:

Khaki Shirt SS Qty Shipped:

Khaki Shirt SS Remarks:

Khaki Shirt SS Backordered:

TShirt SS Size:

TShirt SS Qty Shipped:

TShirt SS Backordered:

TShirt SS Remarks:

TShirt LS Size: MED

TShirt LS Quantity: 1

TShirt LS Qty Shipped:

TShirt LS Remarks:

Vest Quantity: 1

Vest Backordered:

Vest Qty Shipped:

Vest Size: MED

Mesh Hat Remarks:

Mesh Hat Size:

Hat Mesh Quantity:

Mesh Hat Backordered:

Mesh Hat Qty Shipped:

Cloth Hat Size: One Size

Hat Cloth Quantity: 1

Cloth Hat Remarks: John Smith

Cloth Hat Backordered:

Cloth Hat Qty Shipped:

Sweatshirt Quantity:

Sweatshirt Backordered:

Sweatshirt Qty Shipped:

Sweatshirt Remarks:

Jacket Remarks:

Jacket Size:

Jacket Quantity:

Jacket Backordered:

Jacket Qty Shipped: 9

Comments: