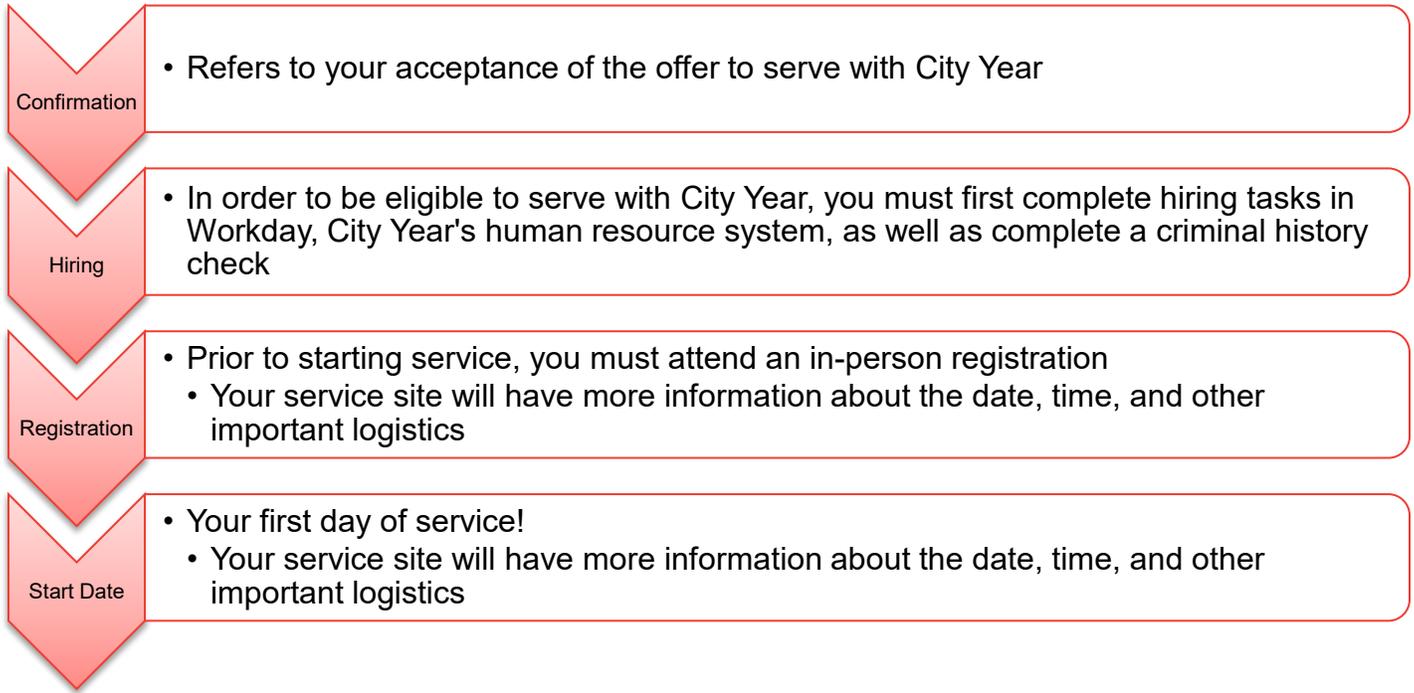


CITY YEAR HIRING & REGISTRATION GUIDE

Introduction & Overview

On behalf of the students, schools, and communities you will be serving, thank you for your commitment to serving as a City Year AmeriCorps member. This guide walks you through steps that are necessary to complete to get you from confirmation to your start date. Please review all of the information carefully.



Getting Prepared: Documentation

Documentation Requirements

You will need to gather and present documentation to verify your AmeriCorps eligibility and to complete your Form I-9, the U.S. Government's employment eligibility form. All documents must be current and unexpired. School IDs cannot be used in place of a Government Issued ID. Birth certificates must be issued by a state, county, municipal authority, or outlying possession of the United States bearing an official seal. Birth abstracts/extracts are not acceptable.

Documentation Required for AmeriCorps Eligibility

An AmeriCorps member must be a U.S. Citizen/National or Legal Permanent Resident. To be hired and serve as a City Year AmeriCorps member you will need present the following documents in-person at Registration:

- 1) Social Security Card
- 2) Government-Issued Photo ID
Proof of U.S. Citizenship or Legal Permanent Residence

For more information about eligible documentation, please go to <https://www.cityyear.org/experience/application-process/preparing-for-registration-day/>. Your legal name must match on each form of documentation. Please reach out to your Service Year Adviser if you have any questions.

Documentation Required for Form I-9

In addition to verifying your eligibility to serve with AmeriCorps, you will need to complete a Form I-9 which verifies your identity and employment authorization. To complete the Form I-9 you will need to present one form of identification that establishes both identity and employment authorization as outlined in [List A](#) OR a combination of one form of identification that establishes identity as outlined in [List B](#) and one form of identification that establishes employment authorization as outlined in [List C](#)

In most cases, your AmeriCorps eligibility documentation will also suffice for I-9 documentation requirements, but it is important to review and confirm that you have the appropriate documentation to bring to Registration.

Documentation Required for Background Check

You will be required to provide documentation to verify your identity at several points during the background check process. You must upload a copy of a government-issued photo ID during the Truescreen process, which is completed online. Failure to provide this documentation will result in a delayed review of your background check. You must also provide two forms of identification when attending your in-person Fieldprint appointment. More information including the list of documents can be found in the instructions email from cityyear@myworkday.com and the Background Check section of the **Onboarding Dashboard** in Workday.

Accessing Workday

Accessing Workday

Starting in April, Workday emails will be sent with username and a temporary password in separate email messages. Check your inbox and spam folder for any emails from Workday@cityyear.org. We may have your school email address on file as well your personal email address, so please check all email inboxes that you have access to.

Set Password and Security Questions

After logging in using your temporary password, set your permanent password and security questions when prompted. It is important to remember your permanent password as you may need to log in more than once between now and your Start Date. If you forget your password, on the log in page, click the "Forgot Password?" tab. Enter your full username, including the "@cityyear.org" at the end. Answer the challenge questions to get a new temporary password sent to your personal email address. When you use the temporary password to sign in, you will be required to set a new password, using the temporary password from the email as your "old" password. Your new password must be at least 7 characters, contain both letters and numbers, and must not be the same as one of your 4 most recently used passwords.

For extra security, you will also be asked to set up email authentication the first time you log into Workday with your username and password. This process will deliver a 6-digit verification code to your personal email address to help confirm your identity. Detailed instructions on email verification can be found [here](#). You will only need to use email authentication during the onboarding process—once you begin service with City Year you will no longer need a code to access Workday.

If you don't know your challenge question answers, if you cannot find the welcome email, or if the password reset is being sent to an email address you no longer have access to (e.g., university email), please contact the City Year Service Desk by calling 617-927-2456 between the hours of 8:30am and 6:00pm (EST). If you leave a voicemail, please spell your first and last name, leave your request and a call back number.

Introduction to Workday Tasks

When you log in, you will see the **Workday homepage** – a landing page with resources to help with your hiring & registration tasks. Either select the Welcome to City Year! Announcement to go to the Onboarding Dashboard or go to the **Inbox** in the upper right corner of the homepage.

Here are some key tips for navigating and completing the tasks in your inbox:

- The **Onboarding Dashboard** is a resource to check progress and see important announcements regarding onboarding.
- Tasks are organized into 4 groups. Tasks groups 1-3 must be completed at least 6 business days prior to your start date. They will take approximately 30 minutes to complete.
- Task group 4 will be completed on or after your Start Date.
- Most tasks are self-explanatory. Some specific guidance is provided in the task group sections below. Help text is often available at the top of the Workday page of the task you are completing.
- Tasks may populate in a different order than what is outlined below.
- When you complete a task, be sure to click **Submit** and **Done** to prompt the next tasks to appear. If you click Save for Later, the task is not yet complete and you will need to go back to it to complete it at least 6 business days ahead of your start date.
- If tasks do not automatically populate or appear, you may need to refresh your inbox. To do so, click the orange alert at the top of the inbox.
- Complete tasks using your legal name exactly as it appears on your Government Issued Photo ID.
- Complete all required information (indicated by *). If you receive an alert message when submitting tasks, check all required information to ensure they are completed.
- Some information may already be pre-populated. If so, review for accuracy and make edits if needed. If not, enter all required information.

Task Group 1

Task group 1 includes:

- **Under Age 18 (If Applicable)**
 - If you will be under 18 years old when you are completing your hiring tasks, this task automatically appears. Review all information including the Under 18 Years of Age document. You must print this document, have your parent or legal guardian sign it, and upload a copy to complete this task. Please note that you will not receive instructions to proceed with your background check until a signed document is uploaded.
- **Review Documents**
 - Review the Member Service Agreement (MSA) document, the contract between you and City Year that outlines your relationship with AmeriCorps as an AmeriCorps member. Read the agreement before signing.
- **Confirm Name and Contact Information**
 - Please ensure that your legal first and last name match your Government Issued photo ID. This includes any hyphens, spaces, apostrophes, or other punctuation. Common errors include missing punctuation or not including the full last name. If the information does not match exactly this may result in a delay in starting service.
 - If you prefer to go by another name, you can enter it in the preferred name section.
- **Update Your Personal Information**
 - Here you will update your Sex*, Date of Birth, Marital Status, Race & Ethnicity, Citizenship, Gender Identity, Pronoun, Disability and Military Status.

*Please enter your sex as assigned at birth. To respond to requirements of our benefits providers and government civil rights reporting obligations, City Year is required to collect certain demographic information from our community members, including a binary sex value. There is a Gender Identity field available as you update your personal information to specify gender that may or may not match your sex.

- **Edit Government IDs**
 - Here you will input your Social Security Number. If you do not have a Social Security Card, you must apply for a new card through your local [Social Security Office](#). Check for accuracy as you input your Social Security Number, if it is mistyped, you may experience delays in starting service. If you are a returning City Year AmeriCorps Member, you will not receive this task.
- **Background Check Authorization**
 - Closely read and review all information in full including the Disclosure Regarding Background Screening, Additional State Law Notices, Summary of Your Rights Under the FCRA, and Background Check Authorization documents. Any questions or concerns regarding these documents should be directed to backgroundcheck@cityyear.org

Task Group 2

Tasks Group 2 includes:

- **Provide Emergency Contact Info**
- **Corps Member Policies**
 - Review the AmeriCorps Prohibited Activities, Electronic Records Policy and Data Breach Reporting Policy, User Identity and Access Control Policy City Year AmeriCorps Member Policies and Standards Handbook and High School Acknowledgment.

Task Group 3

Task group 3 includes one task:

- **Complete Form I-9.** The Form I-9 is the U.S. Government's employment eligibility form. You can find the [Form I-9 Instructions](#) from the Department of Homeland Security at the top of the page.

You will need to complete your portion, Section 1. Employee Information and Attestation, stating your citizenship status. The rest of the form will be completed at Registration. Please review to make sure everything is spelled correctly and that your Social Security Number is correct. Complete all required fields and scroll to the bottom of the

page. Under the Signature of Employee select the I Agree* checkbox. Assuming you are completing the task for yourself and not on behalf of someone else, you must select the I did not use a preparer or translator and you should not select I Agree checkbox under the Preparer and/or Translator Certification section.

MyAmeriCorps

MyAmeriCorps is the federal database that all serving AmeriCorps members need to be enrolled in. Starting in June, once you complete the hiring tasks outlined above, you will receive an email with a MyAmeriCorps invitation – you will receive an announcement in Workday once your invitation has been sent.

If this is your first time serving with AmeriCorps, you will receive an email from “MyAmericorps@americorps.gov”. If you have previously served with an AmeriCorps program, you will receive an email from “EPayments@americorps.gov”. You must accept your invitation and complete your enrollment form no later than the day of registration. Check the **Onboarding Dashboard** for more details.

Background Checks

Your eligibility to serve with City Year is contingent upon successful completion of required background checks. Starting in May, and after you have completed at least the Background Check Authorization step in Workday, you will receive an email from cityyear@myworkday.com with the subject line ‘City Year Required Background Check’. If you do not see the email in your inbox, please check your spam and junk mail folders and confirm that you completed your Background Check Authorization. You will also be able to find a Background Check information section on the **Onboarding Dashboard** in Workday. Complete these steps as soon as possible to ensure enough time for processing prior to your Start Date. Should a criminal offense appear, the circumstances will be reviewed on a case-by-case basis.

Truescreen

The first background check requirement is conducted online through a vendor called Truescreen. You will receive an email from ApplicationStation@truescreen.com with the subject line ‘Background Investigation Forms Requested’ that includes a link to start the process. The link is specific to you as an applicant so do not share it with anyone else. Follow the instructions in your background check email or found on the **Onboarding Dashboard** to complete the Truescreen check.

There are two situations to be aware of that could delay clearance of your background check. The legal first and last name you provide must match exactly what is on your government-issued photo ID including spelling and punctuation such as spaces, hyphens, and apostrophes. If it does not match, you will need to complete the Truescreen check again. In addition, if you do not upload a clearly legible copy of your photo ID during the required step, the review of the Truescreen check will be delayed.

Fieldprint

The second background check requirement is conducted through a vendor called Fieldprint. An appointment will need to be scheduled and attended in-person to complete the fingerprinting process. In the background check email you receive, use the link and code provided to schedule your Fieldprint appointment. Both the email and the **Onboarding Dashboard** will have detailed instructions to complete the process.

Do not miss your appointment – if you do, you will need to go through the process to re-schedule and attend a new appointment. Missing an appointment could delay clearance of your background check. If you run into any issues with vendors cancelling appointments, contact us at backgroundcheck@cityyear.org.

Local Requirements

Depending on where you are serving, you may need to go through additional fingerprinting or other processes to be cleared to enter your school. If you are required to complete any additional checks, you will be instructed to do so once arriving at your site. Note that these processes are separate from the City Year Truescreen and Fieldprint procedures outlined above and are necessary to meet school district requirements.

Registration

You must attend Registration to start service. Registration days are scheduled for no later than 3 business days prior to your Start Date. Your service site will have more information about the date, time and other important logistics. Please refer to the *Getting Prepared: Documentation* section for a list of documents you must bring with you for Registration.

Updated 3/23/2023

What to Expect

Registration day will include:

- In-person identification review and AmeriCorps eligibility verification
- Completion of your Form I-9
- A Member Service Agreement training
- A City Year Benefits training
- Other programmatic elements to help prepare you for your Start Date
- Accepting your MyAmeriCorps invitation if you have not done so already

Task Group 4

Task group 4 will appear on your Start Date. Task group 4 includes setting up direct deposit, tax documents, benefits, and other personal profile information.