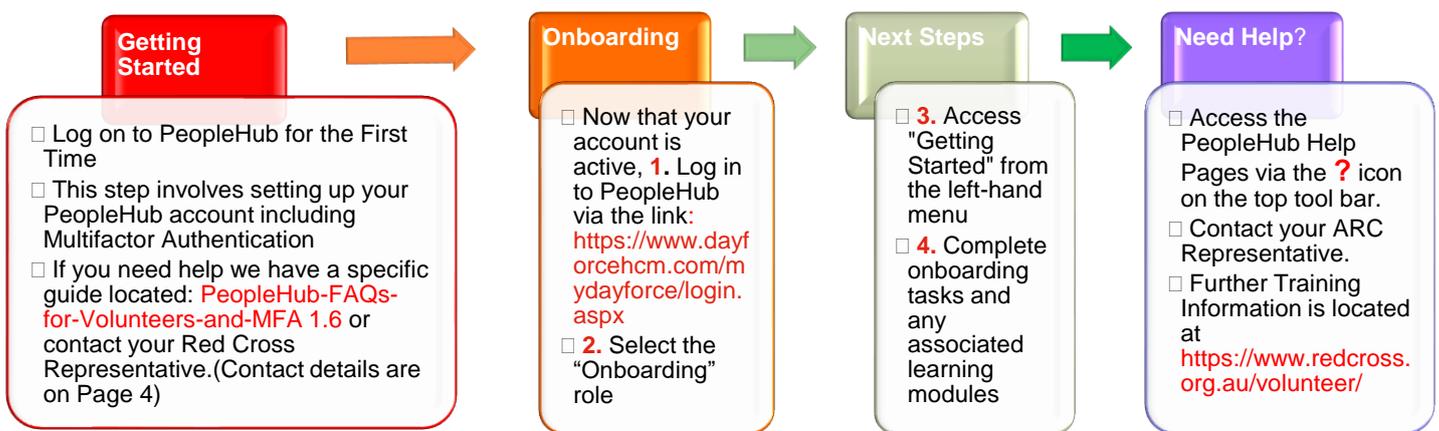


Welcome to PeopleHub

As part of our commitment to Red Cross People, you have access to our human resource system, PeopleHub. PeopleHub enables us to empower our people to do what they do best: supporting people and communities going through difficult times.

What does onboarding mean for you?

Your Onboarding Tasks & Learning (Training) is accessed via PeopleHub and encompasses everything required when new staff and volunteers start work. It includes paperwork that you need to complete, how to set up computer access, role expectations, team introductions, and what to expect on your first day. Below is a summary of the steps you will take.

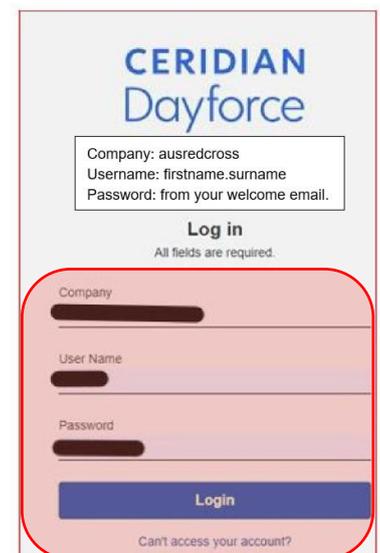


1. Login to PeopleHub

- Once you have activated your account by logging on for the first time, you can access PeopleHub directly via:

<https://www.dayforcehcm.com/mydayforce/login.aspx>

- Enter your login details:
 - Company:** ausredcross
 - Username:** firstname.surname
 - Password:** this is the new password you created when you activated your PeopleHub account. If you have forgotten your password, you can reset it via the "Can't access your account link" beneath the Login button.



The screenshot shows the CERIDIAN Dayforce login interface. At the top, it says "CERIDIAN Dayforce". Below that, there is a pre-filled login form with the following details:

- Company: ausredcross
- Username: firstname.surname
- Password: from your welcome email.

Below the pre-filled form is a "Log in" button with the text "All fields are required." underneath it. At the bottom of the form area, there is a link that says "Can't access your account?".

- Enter in the details to action your Multifactor Authentication. This was set-up when you activated your PeopleHub account. Multifactor Authentication is used to provide increased security to your information. An example of this verification is to enter a one-time code sent to your phone or email.

2. Select your “Role” in PeopleHub

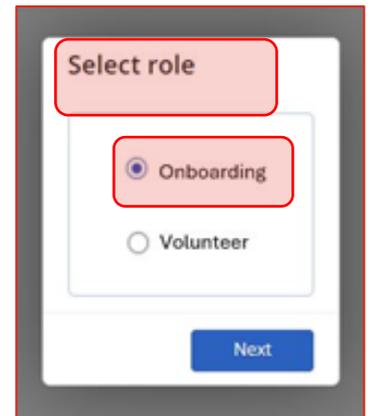
- Select the “**Onboarding**” role in PeopleHub to direct you to the onboarding tasks that have been assigned for your Volunteering duties. Your “role” defines what you can see and action in PeopleHub.

Which role should I select?

Before your official start day in PeopleHub, you can access tasks via the “Onboarding” role, and you can access these at any time via the “Volunteer” role.

Important Notes:

- Please remember to complete all your assigned tasks before the due dates.
- Your manager will confirm your first shift details directly with you.



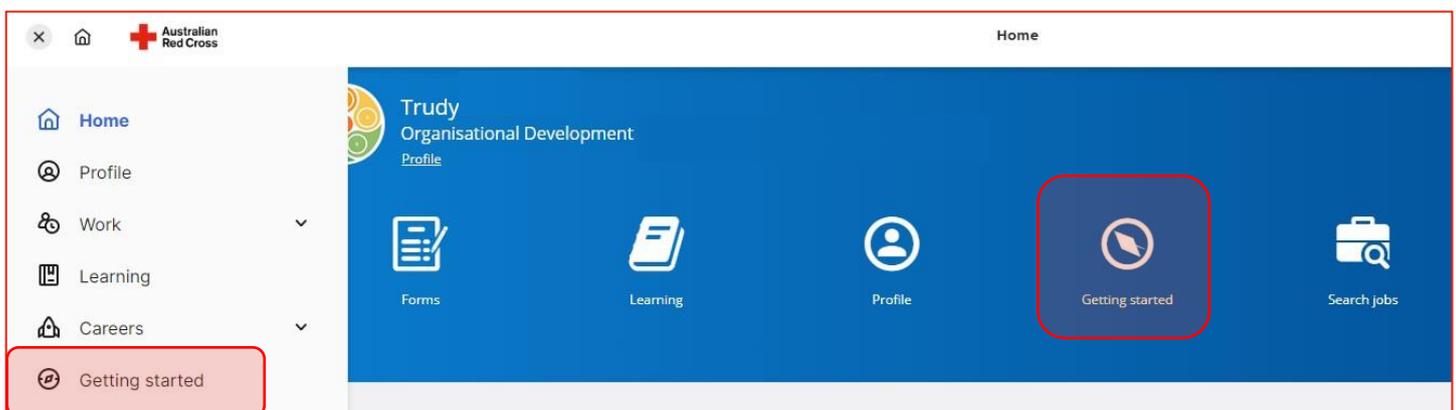
3. Access the “Getting Started” module

Your key tasks have been assigned in the “Getting Started” module. These can include onboarding forms, learning modules and prestart checklists.

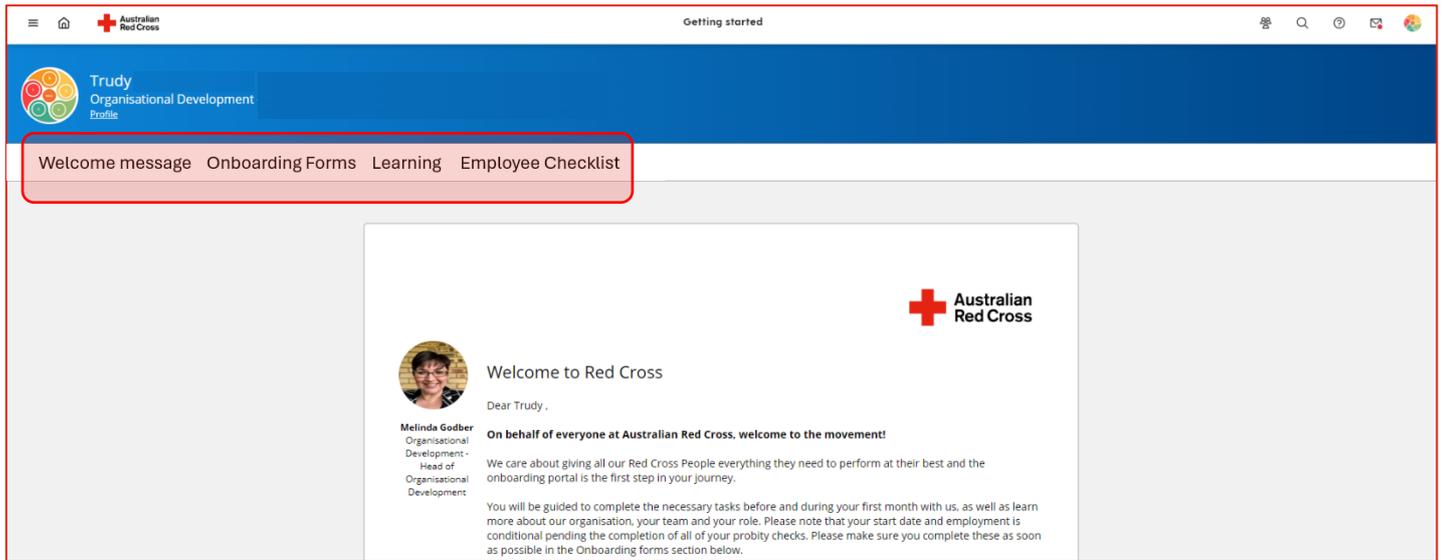
- Completion of Probity Checks (Police Check / Working with Children Check (if required))
- Acknowledgment of our Key Policies
- Updating your Date of Birth
- Adding your Emergency Contact Details
- Completing our Diversity & Inclusion survey (Optional)
- Completing your Volunteer Induction (Learning)

- Access the left-hand menu via the **3-parallel lines** in the top left-hand corner of your screen.
- Select the “**Getting Started**” menu option.

Note: You can also utilise the icon on your home screen.



The **topics** listed across the top tool bar are links to take you directly to that section of onboarding.



4. Complete your Onboarding Tasks

Remember to complete your probity checks, located in **Onboarding forms** first.

- Select the Onboarding Task by clicking on the Task/Form Name
- The task/form will appear in a new window

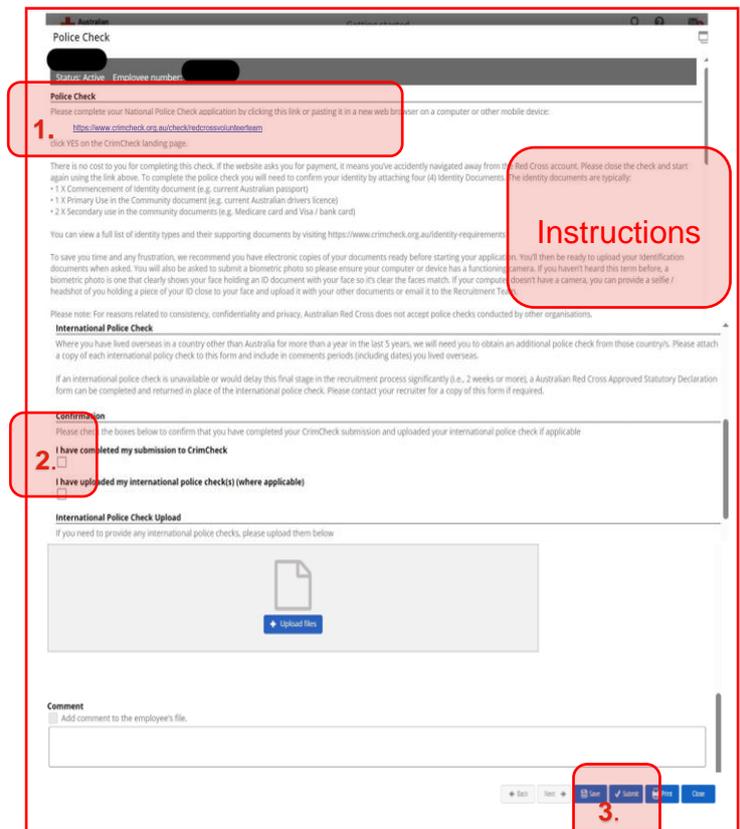
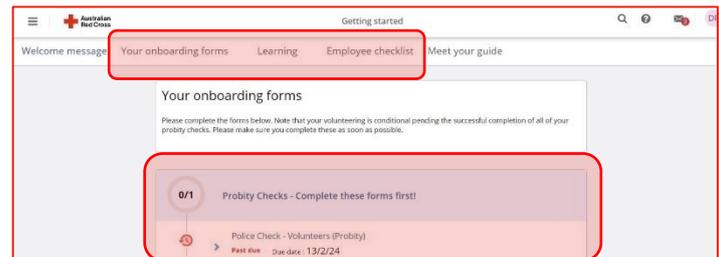
Example:

In this guide we are focusing on the Probity Check - Police Check requirement, as an example.

Follow the instructions as outlined in the task/form:

- **Step 1** - Submit your National Police Check application on the CrimCheck website by selecting the link for Volunteers
- **Step 2** - After submitting your National Police Check application on the CrimCheck website, please return to this form to confirm submission (**Tick the Confirmation checkbox**)
- **Step 3** - Click to **Submit** this form. Your start date will be delayed if these steps are not completed.

Red Cross will receive confirmation of your Police Check clearance directly from CrimCheck.



Important Notes:

1. Complete each of your onboarding tasks (don't forget the Volunteer induction in Learning) and reach out if you need any assistance.
2. Don't forget, your manager will confirm your first shift details directly with you.

Frequently Asked Questions**Where can I get help?**

- Contact the Volunteer Recruitment Team via 1800 774 406 or via email: volunteering@redcross.org.au
- Contact your Community Mobilisation Hub (ARC Rep) via 1800 833 489

You can also email:

New South Wales nswvolunteer@redcross.org.au

Northern Territory nt_vol@redcross.org.au

Queensland qldvolunteer@redcross.org.au

South Australia savolunteer@redcross.org.au

Tasmania tasvolunteer@redcross.org.au

Victoria vicvolunteer@redcross.org.au

Western Australia wavolunteer@redcross.org.au