



Welcome to Amherst County Government!

Onboarding Guide* (To be used for onboarding new employees only)

As you continue forward, you will be asked to review, acknowledge, download, and complete required forms requested by your employer. There are instructions listed for each form and this guide is built to be used in conjunction with them.

1. For most of the forms, you will see a set of instructions that reads as: “Please view, download, and upload a completed copy of the form listed below...”.
 - a. Read through the Helpful Steps listed in the instructions:
 - i. Click ‘View’ to review the document; when you have finished, select ‘Finish’.

The screenshot displays the Amherst County Government onboarding portal. At the top left is the Amherst logo. At the top right is a navigation menu with links for Home, Profile, Benefits, Required Tasks, and Resources. The main content area is titled "W-4" and includes a status indicator "Pending employee action". Below the title is a text box with instructions: "Please view, download, and upload a completed copy of the form listed below. Helpful Steps: 1. Click 'View' to review the document; when you have finished, select 'Finish'. 2. If you have not already downloaded this form from your document library, then hover your mouse over the Red PDF Logo. A link will appear for you to 'Download Original'. 3. Complete the form. 4. Upload your completed version of the form via the two options listed – 'click to add a file' or 'drop file here' ***Please note the upload links will not appear until you have viewed and finished (outlined in step 1)***". Below the instructions is a red PDF icon and the text "2021 W-4". A blue "View" button is circled in orange. At the bottom left is a "Back" button and at the bottom right is a green "Next" button. On the right side of the page, there is a progress bar showing "Progress: 0 of 13" and a "View steps" link.

2021 W-4 X CLOSE

W-4
Form (Rev. December 2020)
Department of the Treasury
Internal Revenue Service

Employee's Withholding Certificate

OMB No. 1545-0074
2021

▶ Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.
▶ Give Form W-4 to your employer.
▶ Your withholding is subject to review by the IRS.

Step 1:
Enter Personal Information

(a) First name and middle initial	Last name	(b) Social security number
Address		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov.
City or town, state, and ZIP code		
(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying widow(er) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

Step 2:
Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.
Do only one of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or
 (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or
 (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option

Finish

- ii. If you have not already downloaded this form from your document library, then hover your mouse over the Red PDF Logo. A link will appear for you to 'Download Original'.



[Home](#)
[Term Tester](#)
[Profile](#)
[Benefits](#)
[Required Tasks](#)
[Resources](#)

W-4
Pending file upload

Please view, download, and upload a completed copy of the form listed below. Helpful Steps: 1. Click 'View' to review the document; when you have finished, select 'Finish'. 2. If you have not already downloaded this form from your document library, then hover your mouse over the Red PDF Logo. A link will appear for you to 'Download Original'. 3. Complete the form. 4. Upload your completed version of the form via the two options listed - 'click to add a file' or 'drop file here' ***Please note the upload links will not appear until you have viewed and finished (outlined in step 1)***

Download Original

View

Maximum File Size: 15 mb

click to add a file

or

drop file here

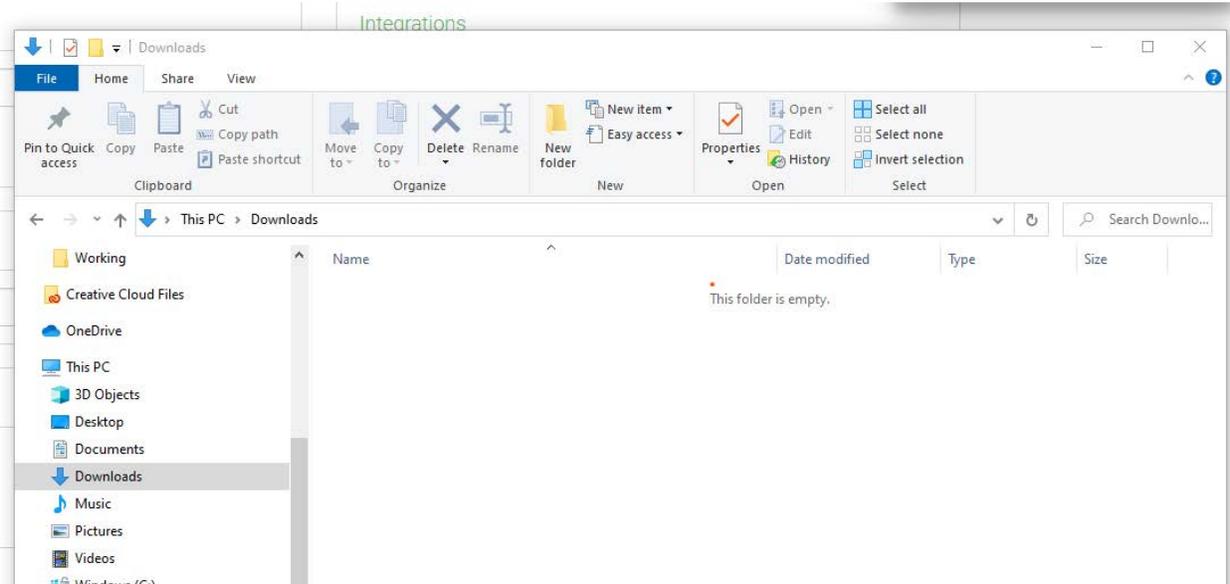
Back

Next

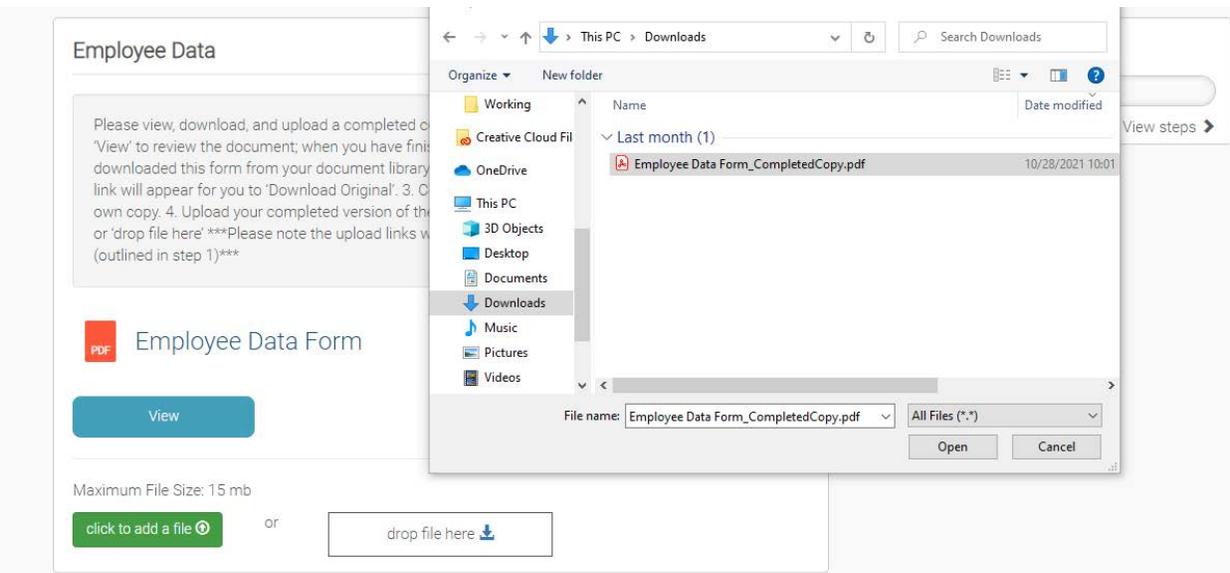
Progress: 0 of 13

View steps >

- iii. Complete the form in Adobe Acrobat and save your own copy.
 - 1. Please keep in mind that no matter which web browser (Google Chrome, Microsoft Edge/Internet Explorer, Mozilla Firefox), you will want to open the form in Adobe. If you open it elsewhere, the electronic signature field may not appear. Also, if you are having trouble locating the form you downloaded, then search your file directory for your 'Downloads' folder (example pictured below).



- iv. Upload your completed version of the form via the two options listed –
 - 1. Click to add a file
 - a. Click the link for 'Click to add a file'. This should open up your file directory. Navigate to where your signed and completed version of the form is saved. Select the file, click Open.



- b. You should see a status bar appear below the link reflecting if the upload was successful.

Please view, download, and upload a completed copy of the form listed below. Helpful Steps: 1. Click 'View' to review the document; when you have finished, select 'Finish'. 2. If you have not already downloaded this form from your document library, then hover your mouse over the Red PDF Logo. A link will appear for you to 'Download Original'. 3. Complete the form in Adobe Acrobat and save your own copy. 4. Upload your completed version of the form via the two options listed – 'click to add a file' or 'drop file here' ***Please note the upload links will not appear until you have viewed and finished (outlined in step 1)***

 Employee Data Form

[View](#)

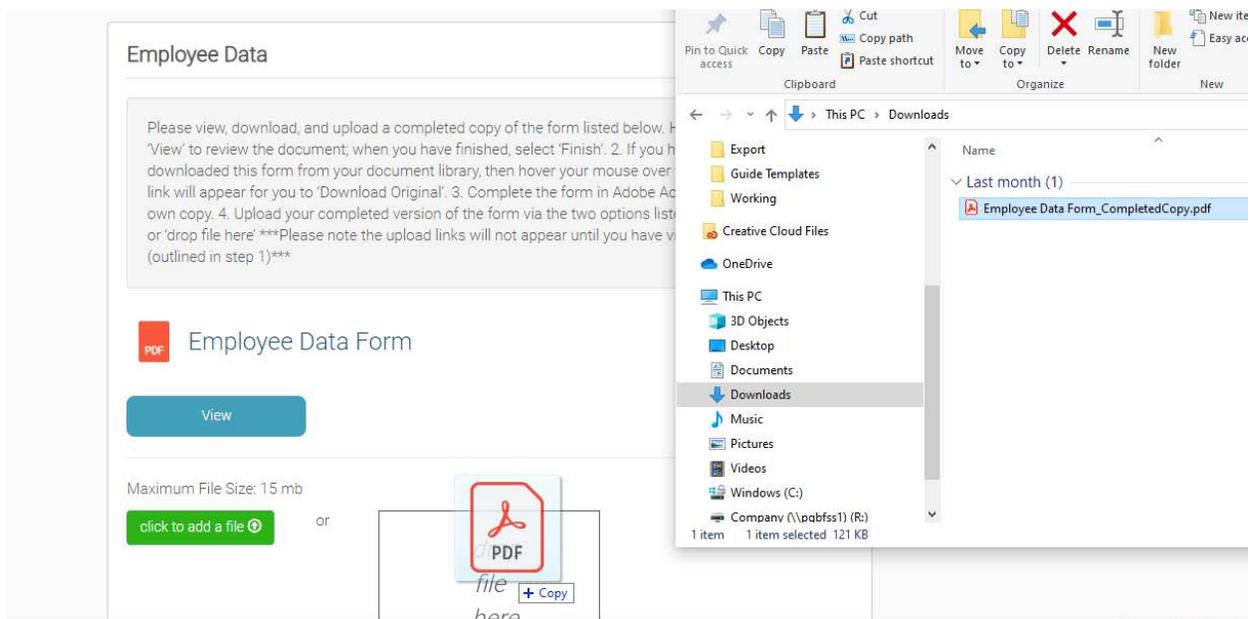
Maximum File Size: 15 mb

[click to add a file](#) or [drop file here](#)

 Employee Data Form_CompletedCopy.pdf

2. Drop file here

- a. If you choose this method, you will open your file directory to where your signed and completed version of the form is saved. Then simply select and drag the file over the 'Drop file here' link.



The screenshot shows the 'Employee Data Form' upload page with a Windows File Explorer window open over it. The File Explorer window is displaying the 'Downloads' folder, which contains the file 'Employee Data Form_CompletedCopy.pdf'. The web page shows the 'drop file here' link, and a red PDF icon is visible over it, indicating that the file is being dragged into the upload area.

2. The other task you may be asked to complete is to review and acknowledge a webpage.
 - a. For this task, the instructions will start with, "Please review the link below and acknowledge you have read the information provided..." . Follow the Helpful Steps:
 - i. Please click the link, Amherst County Government HR Manual, below

The screenshot shows a web page titled "HR Manual Acknowledgement" with a status of "Pending employee action". The page includes a progress indicator showing "Progress: 1 of 14" and a "View steps" link. The main content area contains instructions: "Please review the link below and acknowledge you have read the information provided. Helpful Steps: 1. Please click the link, Amherst County Government HR Manual, below 2. Once the webpage opens, then locate the HR Manual link under the Human Resources Documents header, titled Human Resources Regulation 3. After selecting the link, a PDF will open; this is your HR Manual. Review all information in the document. 4. After you have finished, you may exit and return to this page. 5. Mark the check box below to acknowledge you have reviewed the HR manual. ***Please note the checkbox will not appear until you have clicked the link below***". A link for "Amherst County Government HR Manual" is highlighted in yellow. Below the link, there is a note: "When you have completed this task, an acknowledgment checkbox will appear in this space. Check the checkbox to acknowledge that you have reviewed this form." At the bottom of the page, there are "Back" and "Next" buttons.

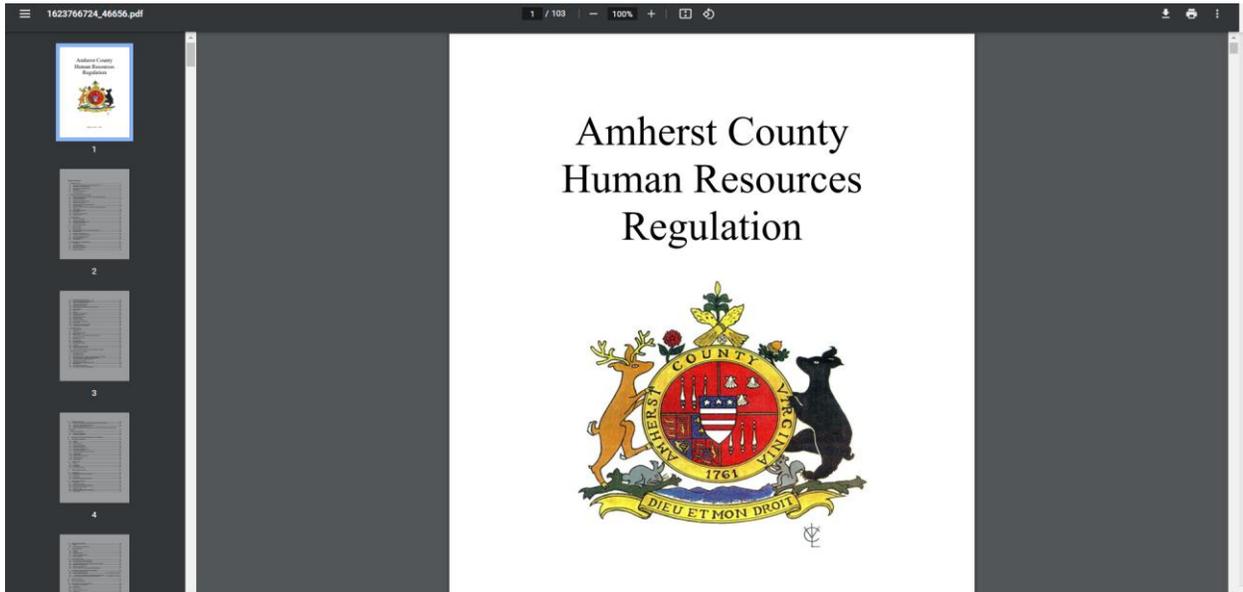
- ii. Once the new webpage opens, then locate the HR Manual link under the Human Resources Documents header, titled Human Resources Regulation

The screenshot shows the Amherst County website's Human Resources page. The header features the Amherst logo and navigation links: GOVERNMENT, SERVICES, COMMUNITY, PUBLIC RECORD, and HOW DO I?. The main heading is "Human Resources". Below the heading, there is a breadcrumb trail: "You are here: Home • Departments • Human Resources". The page is divided into several sections:

- Responsibilities:** The Amherst County Department of Human Resources is responsible for the HR functions for all County employees. These functions include, but are not limited to:
 - Administering and coordinating employee benefits
 - Coordinating the employee recruitment and hiring process
 - Developing and implementing employee training
 - Handling employee relations issues, including employee complaints, EEOC issues, etc.
- EOE Notice:** The County of Amherst is an Equal Opportunity Employer.
- Human Resources Documents:** A link for "Human Resources Regulation (with clickable table of contents)" is highlighted in yellow, with a note indicating it is effective July 1, 2021. Below this link is a "County Application" button.
- Topics of Interest:** A sidebar menu with a blue header containing "Employment Policies".
- More Information:** A sidebar menu with a blue header containing links to "Locations", "Document Center", "News & Announcements", "Related Pages", "Forms & Applications", "Employment Openings", and "Frequently Asked Questions".
- Contact Us:** A sidebar menu with a blue header containing the name "Linda M. Warner, Director, Human Resources".

 At the bottom of the page, there are icons for a briefcase, a document, and a magnifying glass.

- iii. After selecting the link, a PDF will open; this is your HR Manual. Review all information in the document.



- iv. After you have finished, you may exit and return to the original Employee Navigator page. Mark the check box below to acknowledge you have reviewed the HR manual.

 Term Tester Home Profile Benefits Required Tasks Resources

HR Manual Acknowledgement

Pending acknowledgment

Please review the link below and acknowledge you have read the information provided. Helpful Steps: 1. Please click the link, Amherst County Government HR Manual, below 2. Once the webpage opens, then locate the HR Manual link under the Human Resources Documents header, titled Human Resources Regulation 3. After selecting the link, a PDF will open; this is your HR Manual. Review all information in the document. 4. After you have finished, you may exit and return to this page. 5. Mark the check box below to acknowledge you have reviewed the HR manual. ***Please note the checkbox will not appear until you have clicked the link below***

[Amherst County Government HR Manual](#)

Please check the 'I have viewed the required form' checkbox to acknowledge that you have reviewed this form.

I have viewed the required form

Progress: 1 of 14

[View steps >](#)

Back

Next