

# OASIS FERN TRAINING

## ADDING NEW RESOURCES

### Step-by-Step Instructions

1. Open OASIS 'Sign In Page' entity. (**NOT** 'resources' entity)

- Locate the 'New Hire' button on the action ribbon at the top of the page (**NOT** the '+ New' button)
- If you are entering a 3<sup>rd</sup> party resource (not paid by our payroll dept) then scroll down to the last page of this document

2. Refer to the new hire packet & government forms received to fill out the following highlighted fields:

- Fill in all **Contact Information** fields carefully:
  - Full legal name (double-check spelling and proper capitalization)
  - Social Security Number (enter twice; verify accuracy)
  - Hire Date (must match paperwork & 1<sup>st</sup> day of actual work)
  - Address:
    - Spell out full unit info (e.g., "Apt B" or "Unit 12" – do not use just "B" or "12")
  - Select state (this field requires a pop-up selection)

New NH/CB - Unsaved  
NH/CB · New Hire ▾

Contact Information	Personal Detail	Payroll Description	Processing
First Name (As Shown on Social Security Card) *	----		
Middle Name	----	helpful to add initial (no period)	
Last Name *	----		
Suffix (Jr., Sr., I, etc.)	----	IF applicable	
Employee SS# (NO dashes) *	----		
Verify Social *	----		
Phone Number (NO dashes)	----	REQUIRED, despite no *	
Email Address	----	REQUIRED, despite no *	
Resource Paid by Us *	Yes		
Address - Street # and Name *	----		
Address - Apt #/Unit Number	----		
Address - City *	----		
Address - State *	----		
Address - Zip *	----		
Address - Country *	----		

- Click the next tab **Personal Detail** (only 2 required fields here)

**New NH/CB** - Unsaved  
NH/CB · New Hire ▾

Contact Information   **Personal Detail**   Payroll Description   Processing

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Date of Birth

Gender

- Click the next tab **Payroll Description** (refer to W-4 forms)
  - Federal W-4 Form:
    - Show City – refer to list at end of this document, if needed.  
(do NOT choose Fern Warehouse for anything)
    - Union / Classification (from packet coversheet – ensure accuracy from supervisor if needed)
    - Tax Withholding Allowance – this is a dollar amount, not a quantity of dependents
    - Other Income, Deductions, Extra Withholding are often 0, but not always.
  - State W-4 Form (not applicable in all states)
    - The following fields need to be filled out to the best ability even if a state form is not offered:
      - ❖ Work State Tax Code (state abbreviation – drop box selection required)
      - ❖ State Filing Status (choose closest option to Federal form)
      - ❖ State Tax Allowances (this is the quantity, not dollar amount)
      - ❖ State Exempt
    - Corporate Support – YES is only to be selected if paperwork is being forwarded to corporate support team for e-verification.
- Click the final tab **Processing** & always select the below option:

**New NH/CB** - Unsaved  
NH/CB · New Hire ▾

Contact Information   Personal Detail   Payroll Description   **Processing**

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Processing

How would you like to process Time Card creation?  Only Create Resource

#### 4. Review Before Saving

- Before clicking Save and Close, **do a final check:**
  - No typos or inconsistent spellings
  - SSN matches across both fields
  - Address format is USPS-compliant
  - Hire date is correct
  - No blank required fields

#### 5. Saving and Editing

- Save and close the entry.
- If editing within the same pay period, no need to notify anyone of your edits.
- If editing after the Tuesday morning payroll export, you **MUST** notify:
  - OASISsupport@nthdegree.com
  - Payroll

#### 6. Paperwork Retention

- Await official guidance for exact retention policy before shredding.

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### **OUTSIDE LABOR RESOURCES:**

#### **From Sign In Page...**

1. In the Action Ribbon, click 'New Hire'
2. **Scroll down to 'Resource Paid by Us' and change to NO**
  - a. This means payroll is not paying this person – the outside labor/3<sup>rd</sup> party vendor is paying them
  - b. This action will also reduce the quantity of required fields needed to set up the resource
3. Fill in the following data fields as instructed in OASIS
  - a. CONTACT INFORMATION
    - i. First Name
    - ii. Last Name
    - iii. Phone # (optional -if available please enter it)
    - iv. Email (optional-if available please enter it)
  - b. PERSONAL DETAIL
    - i. Gender = male/female (even though not listed as required, it is)
  - c. PAYROLL DESCRIPTION
    - i. Show City (do NOT choose Fern Warehouse for anything)  
Type the city name the resource is working out of.  
(if Fern resource, it will automatically attach to the correct GC Base City)
    - ii. Union – select the Outside Labor Company
    - iii. Classification Type – T1 will always be the selection for Outside Labor
    - iv. Hire Date – not as important since we do not possess the official new hire paperwork.  
Selecting 1<sup>st</sup> day of current month is a safe entry.

d. PROCESSING – always select “Only Create Resource”

#### 4. SAVE & CLOSE

### IMPORTANT >> Next, go into the Resources entity

1. Search the name you just added & open the record
2. In the Name field, after the dash/space type the name of the Outside Labor Company include the city abbreviation if the company is in different cities.

*Please be consistent with naming conventions used with similar outside labor companies.*

Example: Note the abbreviated union name after each name & also beginning of generic workers, as opposed to full spelling of union name.

Greison Villegas - Indiana CC	Indiana Convention Center (Outside Labor)
Greyling Osorro - Indiana CC	Indiana Convention Center (Outside Labor)
Guillscar Vasquez - Indiana CC	Indiana Convention Center (Outside Labor)
Heidy Portillo - Indiana CC	Indiana Convention Center (Outside Labor)
Heidy Romero - Indiana CC	Indiana Convention Center (Outside Labor)
Heilyn Wong - Indiana CC	Indiana Convention Center (Outside Labor)
Hugo Flores - Indiana CC	Indiana Convention Center (Outside Labor)
Hugo Osorio - Indiana CC	Indiana Convention Center (Outside Labor)
Idalia Castro - Indiana CC	Indiana Convention Center (Outside Labor)
Indiana CC 01 -	Indiana Convention Center (Outside Labor)
Indiana CC 02 -	Indiana Convention Center (Outside Labor)
Indiana CC 03 -	Indiana Convention Center (Outside Labor)
Indiana CC 04 -	Indiana Convention Center (Outside Labor)
Indiana CC 05 -	Indiana Convention Center (Outside Labor)
Indiana CC 06 -	Indiana Convention Center (Outside Labor)
Indiana CC 07 -	Indiana Convention Center (Outside Labor)
Indiana CC 08 -	Indiana Convention Center (Outside Labor)
Indiana CC 09 -	Indiana Convention Center (Outside Labor)
Indiana CC 10 -	Indiana Convention Center (Outside Labor)

#### 3. Save & Close

**Shelby Nguyen** - - Unsaved

Bookable Resource · Nth Primary ▾

**General** Payroll Detail Skills Text Messages Availability Related Pa

#### General

Name

\* Shelby Nguyen - United (ATL)