



3040 East Cornwallis Road
Durham, NC 27709-2194
Phone: (800) 208-7043
Fax: (919) 248-8560
www.headwaycorp.com

*Headway's
Electronic On-boarding
Instructions:
Phase Two*

For Employees on Assignment at
Research Triangle Institute (RTI)

Introduction to www.MyHeadway.com

What is MyHeadway?

www.MyHeadway.com is Headway's electronic on-boarding system for new hire documentation and current employee document retention. Any employment documents for new contractors will be electronically stored on this site offering an environmentally-friendly alternative to physically storing paperwork. It also houses our job search system where you may save your job searches and apply on-line for jobs.

What are the benefits to me?

- New employees will have a one-stop shop for all their employment documents
- All employees will now be able to use MyHeadway for the immediate change of the following:
 - federal tax withholdings
 - state tax withholdings
 - direct deposit changes
- All employees will now be able to use MyHeadway for viewing and printing pay stubs.
- All employees will now be able to use MyHeadway for viewing current and past W-2's.
- All employees will now be able to use MyHeadway for viewing their work history.

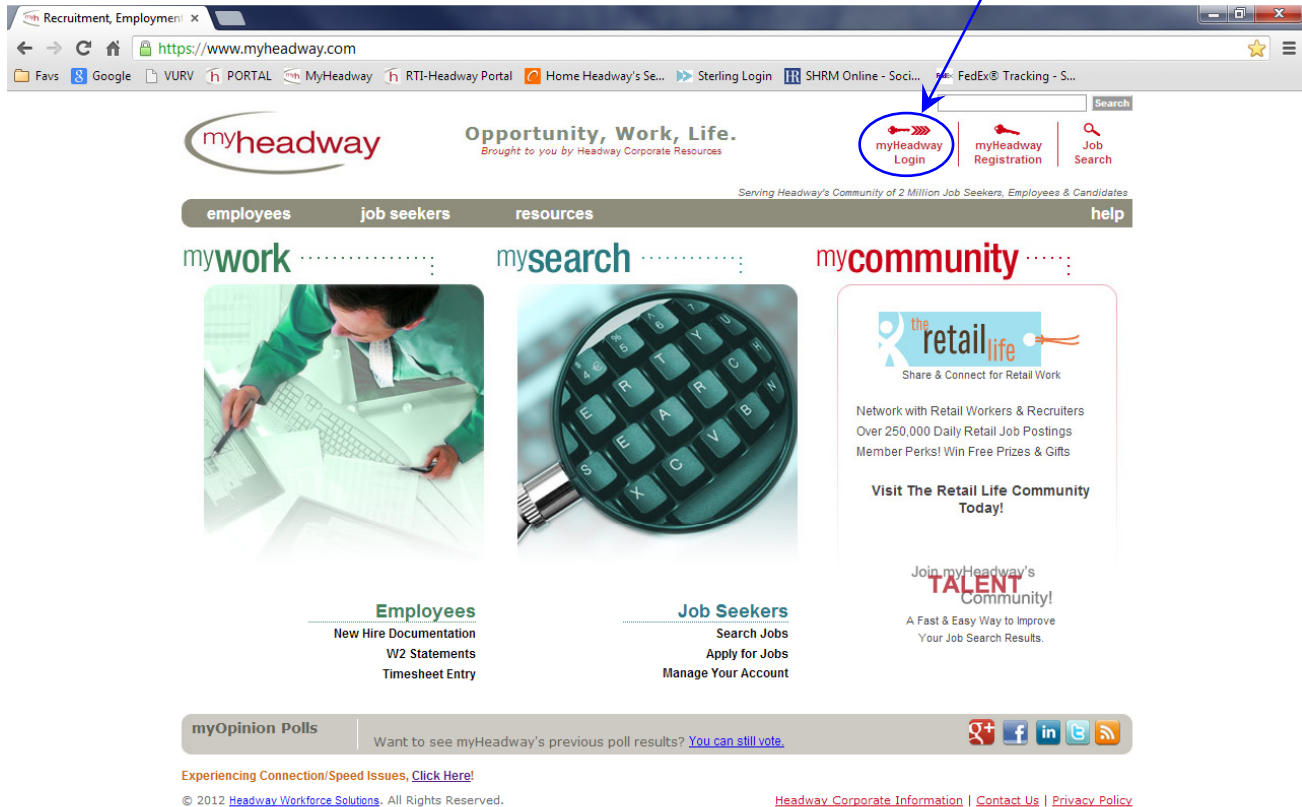
Please direct all electronic on-boarding questions to the

Headway onsite team at (800) 208-7043.

Headway Electronic On-boarding – Phase Two

Logging In:

1. Please go to www.myheadway.com.
2. Click **“myHeadway Login”** (upper right hand corner of the screen – see blue arrow pointing to blue circle below.) Do **NOT** click on “myHeadway Registration”!



Recruitment, Employment | x

https://www.myheadway.com

Favs | Google | VURV | PORTAL | MyHeadway | RTI-Headway Portal | Home Headway's Se... | Sterling Login | SHRM Online - Soci... | FedEx® Tracking - S...

myheadway **Opportunity, Work, Life.**
Brought to you by Headway Corporate Resources

myHeadway Login | myHeadway Registration | Job Search

Serving Headway's Community of 2 Million Job Seekers, Employees & Candidates

employees | job seekers | resources | help

mywork | mysearch | mycommunity

Employees
New Hire Documentation
W2 Statements
Timesheet Entry

Job Seekers
Search Jobs
Apply for Jobs
Manage Your Account

the retail life
Share & Connect for Retail Work
Network with Retail Workers & Recruiters
Over 250,000 Daily Retail Job Postings
Member Perks! Win Free Prizes & Gifts
Visit The Retail Life Community Today!

Join myHeadway's **TALENT** Community!
A Fast & Easy Way to Improve Your Job Search Results.

myOpinion Polls | Want to see myHeadway's previous poll results? [You can still vote.](#)

Experiencing Connection/Speed Issues, [Click Here!](#)

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3. Enter your log in information and click the button labeled “Log In.”

You will use the same email address and password that you used in Phase One. *(If you forgot your password then click on the “Forgot my password/Need new password” link under the Log In fields. Follow the steps to have a password sent to your email address.)*

Checking “My Profile:

4. Click **Contact Information** under “My Profile” on the left hand side of the screen. See the blue arrow directing you to the circle, below.

The screenshot shows a web browser window displaying the myheadway website. The browser's address bar shows the URL <https://www.myheadway.com/account/index.aspx>. The website header includes the myheadway logo, the tagline "Opportunity, Work, Life. Brought to you by Headway Workforce Solutions", and navigation links for "myHeadway Logout" and "Job Search". Below the header, there are tabs for "employees", "job seekers", and "resources". The "job seekers" tab is active, and a blue arrow points to the "Contact Information" link in the "My Profile" dropdown menu. The "Contact Information" link is circled in blue. Below the menu, there is a "2010 W-2 Statements" button and a "Jobs Just Out" section listing a job: "3122 - Administrative Assistant Charlotte, NC". The "Job Seekers" section includes a search form with fields for "Keywords" (with an example "e.g. Sales, Administrative, Analyst"), "Search By" (with radio buttons for "match city/state", "radius from city/state", and "radius from zip code"), "City", and "State" (a dropdown menu), and a "Search" button. The browser's status bar at the bottom shows the URL <https://www.myheadway.com/account/profile.aspx>.

5. Double-check that all fields have been completed on this screen.

Job Seekers - myHeadway

https://www.myheadway.com/account/profile.aspx

My Profile

- Contact Information
- Resume/Work History
- More Information
- Voluntary EEO
- Electronic Signature
- References
- Search/Application History
- Logout

2011 W-2 Statements Available Online

Jobs Just Out

- Experienced Recruiter / Human Resources Virginia Beach, VA
- Business Analyst / Data Analyst NEWPORT NEWS, VA
- Customer Service Representative Tyler, TX
- Accounting Assistant / Accounts Payable Coder Newport News, VA
- Client Services - Hospice / Home Care VIRGINIA BEACH, VA

Thanks for all your help - you kept me busy working! Sharon

Profile

First Name: Your
Last Name: Name
Email: Your.Email@xxx.com
Re-enter Email: Your.Email@xxx.com
Password: *****
Re-enter Password: *****
Emergency Contact: Mom
Emergency Phone: Mom's number

Receive emails concerning your application submittals and other job postings.
 Receive email newsletters with helpful hints and tips in your job search, along with other information that would be of benefit to you. We do not sell your address to other lists. You can opt out at anytime with just one click.
 Receive text messages on cell phone about job listings.

Address

Address: [text box]
City, State, ZIP: (city) (state/prov.) (zip)
County: (county)
Country: United States of Am

If the address you have entered above is not a physical address, please enter your physical address below. This is required for receiving Fed-Ex packages and other items that cannot be received at a P.O. Box.

Address: [text box]
City, State, ZIP: (city) (state/prov.) (zip)
County: (county)
Country: United States of Am

What are the best phone numbers to reach you?

Home: [text box] Best Time to Call This Number?: - Select One -
Work: [text box] - Select One -
Cell: [text box] - Select One -

Save Save and Enter an Employment Code Save and Next

6. Click the “**Save and Enter an Employment Code**” button that you see is circled here.

Entering a Phase Two Employment Code:

- Please refer to your email for the Phase Two employment code!** Enter the code in the field (lowercase or uppercase – makes no difference) and click **“Save and Next.”** See the arrows below for guidance.

The screenshot shows the myheadway.com account profile page. The browser address bar displays <https://www.myheadway.com/account/profile.aspx?s=1>. The page header includes the myheadway logo, the tagline "Opportunity, Work, Life. Brought to you by Headway Corporate Resources", and navigation links for "myHeadway Logout" and "Job Search". A navigation bar below the header contains "employees", "job seekers", "resources", and "help".

The main content area is titled "Employment Code" and includes the following text: "If you received an employment code during previous discussions with a recruiter, please enter it below (not required):". Below this text is a text input field containing the value "rtihw". To the right of the input field are two buttons: "Previous" and "Save and Next". The "Save and Next" button is circled in blue, and a blue arrow points to it from the right. A large blue arrow points from the "Save and Next" button back to the input field, with the text "Enter your Phase Two employment code and then click 'Save and Next' to the right" written inside the arrow.

On the left side of the page, there are several sections: "Job Seekers" with links for "Job Search" and "Jobs Just Out"; "My Profile" with links for "Contact Information", "Resume/Work History", "More Information", "Voluntary EEO", "Electronic Signature", "References", and "Search/Application History Logout"; a "2011 W-2 Statements Available Online" button; and "Jobs Just Out" with several job listings including "Experienced Recruiter / Human Resources" in Virginia Beach, VA, "Business Analyst / Data Analyst" in Newport News, VA, "Customer Service Representative" in Tyler, TX, "Accounting Assistant / Accounts Payable Coder" in Newport News, VA, and "Client Services - Hospice / Home Care" in Virginia Beach, VA. A quote by Diane is also visible: "You did the impossible and got me the job of my dreams in one day!"

At the bottom of the page, there is a link: "Experiencing Connection/Speed Issues, [Click Here!](#)".

Complete the Phase Two documents:

- Click on **each document link**, in the order presented on the screen, to complete. Please make sure to fill out each and every field on the forms. At the bottom of each document you are required to type "I Agree" in the designated box and then your full legal name in the designated box. This is your electronic signature.

The screenshot shows a web browser window with the URL <https://www.myheadway.com/employee/onboarding/employeeonboarding.aspx>. The page title is "New Hire Documents".

On the left sidebar, there is a "My Profile" section with links for Contact Information, Resume/Work History, More Information, Voluntary EEO, Electronic Signature, References, and Search/Application History. Below this is a notification: "2012 W-2's will be mailed Jan. 31st. Online availability will be Feb. 1st."

The main content area has a heading "New Hire Documents" and a sub-heading "Please complete each form below by clicking on the form name and digitally signing each submission to verify completion." Below this is a "Safety Starts with Me!" banner.

A table lists the documents to be completed:

Document	Complete	Print
Eligible to work in the US (I-9 Form)	<input type="checkbox"/>	
Federal Tax Form	<input type="checkbox"/>	
NC State Tax Form	<input type="checkbox"/>	
Options for Receiving Pay	<input type="checkbox"/>	
ICF Work Opportunity Tax Credit	<input type="checkbox"/>	
Voluntary Gender and Race Self Identification	<input type="checkbox"/>	
Rights to Continue Health Insurance Coverage	<input type="checkbox"/>	
Pre-Screen Notice Work Opportunity Tax Credit	<input type="checkbox"/>	
SRC - Limited Benefits Plan	<input type="checkbox"/>	
Client Benefits Waiver for Temporary Employees	<input type="checkbox"/>	
Data Collection Agreement	<input type="checkbox"/>	
Employee Handbook v08092011	<input type="checkbox"/>	
Equipment Policy	<input type="checkbox"/>	
Form I-9 Designated Agent Instructions and Acknowledgements	<input type="checkbox"/>	
Incentive and Travel Advance Agreement	<input type="checkbox"/>	
Supplemental Manual for Field Staff	<input type="checkbox"/>	

Below the table, it states: "New Hire Paperwork is currently: Incomplete". At the bottom, there is a privacy notice: "All data is encrypted and transmitted through SSL (Secure Socket Layer). No private data is stored on your local computer. If you have any questions about how Headway uses your private information, please see our privacy policy [here](#)."

9. The first form is the Eligible to work in the US (the I-9 form.) Please see the below screen shot for assistance in filling out this form.
 It pre-populates the following fields: Last Name and First Name, Address, Social Security Number, and the current date (see red squares for the pre-populated fields.)

Please see the green circles for the fields **you will need to fill in**.

Then, type "I Agree" in the designated box and then your full legal name in the designated box. See the blue circles for these fields. Once these are complete you will click the "Save" button (see the blue arrow) and you will be returned to the list of forms.

Department of Homeland Security
 U.S. Citizenship and Immigration Services
 OMB No. 1615-0047; Expires 8/31/12
 Form I-9, Employment Eligibility Verification

Read instructions carefully before completing this form. These instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

Print Name: Last name	First name	Middle Initial	Maiden Name
Address (Street Name and Number)	Apt. #	State	Date of Birth (month/day/year)
City	Zip Code		Social Security #
			Confirm SSN

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (see instructions)
- A lawful permanent resident (Alien #)
- An alien authorized to work (Alien # or Admission #)

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

Employee's Signature

Date (month/day/year)

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature

Print Name

Address (Street Name and Number, City, State, Zip Code)

Date (month/day/year)

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief it is true, correct, and complete. My statement of "I Agree" and my full legal name will serve as an electronic signature in place of my written signature.

Enter "I Agree" Here:

Enter Your Full Legal Name:

Save

LIST OF ACCEPTABLE DOCUMENTS
 All documents must be unexpired

List A	List B	List C
Documents that Establish Both Identity and	Documents that Establish Identity	Documents that Establish Employment Authorization

10. You will fill out the Federal Tax Form and your state's tax form, if applicable. Please make sure you fill these out accurately. If you have questions on what to choose you must consult a tax professional. Headway representatives cannot give you any tax advice.
11. When you click on "**Options for Receiving Pay**" you will see the below screen and will need to "Select a section to view" using the drop down arrow and choose either Direct Deposit or Pay Card.

*****If you select Direct Deposit please proceed to Step 12 of the manual.**

If you are interested in the **Paycard** please **thoroughly read the Paycard information on Pages 13-17 BEFORE selecting the Pay Card option.** If you decide to select Pay Card you will see the following message and links for additional information. Clicking the links "Quick Paycard Reference Guide" and "Frequently Asked Questions" will allow you to save or print the information. These forms are provided for you in the next 5 pages and we highly suggest you read them.

Your card has been requested

Your Global Cash Card request was received on . The card should arrive within 7-14 business days. If it has been two weeks since the date it was sent and you have not yet received it, you can contact Headway's Payroll department at (919)376-1393

With Global Cash Card, cardholders can skip trips to the bank, check cashing stores and quit waiting for the mail funds are automatically deposited like clockwork and always available the second they hit their card

- [Quick Paycard Reference Guide](#)
- [Frequently Asked Questions](#)

The documents for the Paycards are printed here for your convenience:

Global Cash Card: QUICK PAYCARD REFERENCE GUIDE

Why Use a Global Cash Card?

<p>A Global Cash Card offers many benefits to cardholders in addition to eliminating the need to carry cash around all the time. Some of the benefits include:</p> <ul style="list-style-type: none"> • FREE upgraded MasterCard or Visa pay card within seven to ten days • First FREE transaction per pay period • FREE signature purchase transactions • FREE multi-lingual “Live Customer Service” 24x7x365 • FREE email, text, or voice messaging alerts when card is loaded, for low balances, or for each activity • FREE enrollment in Cash Rewards Program • FREE cards for family members • FREE on-line statements • FREE access to account balance online via Customer Service 	<ul style="list-style-type: none"> • No more check cashing fees or standing in line to cash checks • No more lost or stolen checks • No monthly maintenance fee • Over 37,000 Allpoint Network surcharge free ATM's • Thousands of MoneyPass coast-to-coast surcharge free ATM's in 49 states • Make card-to-card transfers • FREE automated telephone system • Discount programs for Health, Entertainment, Legal and Roadside Assistance
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Activating the Global Cash Card Paycard

Call 1-866-395-9200 to activate your “instant issue” paycard and follow the voice-prompts. During activation, select a 4-digit Personal Identification Number (PIN). This number is to be kept secret and will allow secure access to ATM's and point-of-sale retailers. Within seven (7) to ten (10) days after activation, you will receive a branded MasterCard paycard embossed with your name sent via mail to your home address. Activate the branded paycard through customer service. Your funds will automatically transfer from your “instant issue” paycard to your new branded card. ***Please read your cardholder agreement and disclosure thoroughly.***

There are important differences between the instant issue and the branded MasterCard paycard, listed below:	
<u>Instant Issue Paycard</u>	<u>Branded MasterCard or Visa Paycard</u>
<ul style="list-style-type: none"> • Pin-based point of sale debit purchases only • ATM withdrawals only 	<ul style="list-style-type: none"> • Personalized with cardholder's name • Embossed with VISA or MasterCard logo • Bank cash withdrawals “to the penny” • FREE signature purchases (use credit option) • Internet purchases

You receive the first transaction FREE per pay period.

Paycard documents continued:

Accessing the Paycard Account

Activate Account On-Line

Go to the Global Cash Card website at: www.globalcashcard.com. Go to the Cardholder Service Center enter the card number under “Activate My Card” and press Go. Verify your personal information and select your Login ID and Password. Upon future visits, only your Login ID and Password will be required.

Email, Text and Voice Messaging Alerts

Alerts can be set up for each deposit and when the paycard falls below a certain dollar amount. This is a FREE service from Global; however, standard cell phone provider rates apply. A cardholder can go online or call Customer Service at 1-866-395-9200 to set up email, text or voice messaging alerts.

Changing Your PIN Number

Changing a Personal Identification Number (PIN) is quick and easy. Cardholders may change their PIN as often as they like, at no cost, by calling Customer Service at (866) 395-9200. Changing PIN numbers helps protect cardholders against unauthorized paycard use.

How to Use Your Global Cash Card

Know Your Balance

Before you complete any transaction, know your balance to avoid decline. Decline fees will be incurred when you attempt to access funds that are not available on the paycard. Check your balance FREE online or by calling the toll free phone number (1-866-395-9200). *Do NOT check your balance at an ATM ... there is a \$1.00 transaction fee charged.*

ATM Cash Withdrawal

You can withdraw from any Allpoint or MoneyPass network ATM. After the first transaction for that pay period, there is a charge of \$1.75 for each additional cash withdrawal. You can use your card at any ATM machine; however, additional fees may apply for ATMs outside the Allpoint or MoneyPass network. *You must withdraw from checking when using an ATM.* You may not exceed more than 5 ATM transactions in a 24-hour period.

Point of Sale Purchase

The paycard can be used to make a purchase:

If you select Credit: There is **NOT** a fee charged with signature purchases. These purchases do not require a PIN. Use this option on all of your purchases. Must be used with the branded MasterCard or Visa paycard.

If you select Debit and use a PIN#: This option is best used with your instant issue card or when you want additional cash back from the sale.

Transfer to Bank Account

All or part of the money from a paycard can be transferred to an existing bank account. If this is the cardholder’s first transaction of the pay period, this is a free transaction.

Use Paycard at a Gas Station

The best way to use your paycard at a gas station is to Prepay or Pay Inside instead of using it to pay at the pump:

Prepay: Go inside the gas station and prepay the amount you want to pay for gas. Your paycard will be charged for that amount only. Then pump your gas until your transaction is complete.

Pay Inside: Press ***Pay Inside*** at the gas pump. Pump your gas and then go inside and pay for the amount of gas used. Your paycard will be charged for that amount only.

Paycard documents continued:

Pay at the Pump: When you ***Pay at the Pump***, \$76.00 will be put on hold on your paycard. If you do not have that amount on your card, you will be charged a decline fee. After you finish pumping your gas, it takes two to three days for the transaction to be reconciled. After it is reconciled, if you used less than \$76.00, the amount not used will be credited back to your paycard account. (MasterCard paycard cardholders must use as a PIN purchase.)

Use Paycard at a Restaurant

When using the paycard at a fast food restaurant, the paycard will be charged for the amount of the purchase. When using the paycard at a full service restaurant, most restaurants automatically add 25% gratuity to the bill to cover the cost of the tip. When the account is reconciled, any additional amount not used is credited back to the paycard. If the required amount is not available on the paycard, the card will be declined.

Use Paycard at a Hotel and Rental Car Agency

When using your paycard at a hotel or rental car agency, they may obtain as much as \$300.00-\$500.00 pre-authorization for your transaction. Up to a ten day hold may be placed on your paycard in the amount of the merchant's pre-authorization request. If the required amount is not available on your paycard, your card will be declined.

Internet Purchases

Once the cardholder has your branded MasterCard or Visa, merchants will accept this paycard as an acceptable form of payment. When the paycard is used as a "credit" transaction, it is considered a signature purchase and no fees are charged.

If you have additional questions regarding your Global Cash Card, call 1-866-395-9200 or go to www.globalcashcard.com.

Global Cash Card Benefits and Features

Additional Deposits to Card

Cardholders may load additional funds to the paycard at MoneyGram, ACE Cash Express or Western Union locations. These merchants charge from \$4.45 to \$5.95 for each load. Global Cash Card does NOT charge a fee for this service. Additional payroll can be direct deposited to your paycard. Employers should call Global Cash Card Customer Service at 1-866-395-9200 for ACH Direct Deposit inquiries.

Companion Cards

Cardholders may request FREE companion cards for family members. A cardholder may transfer money from their paycard to the companion card for a few dollars per transaction. The companion card only has access only to funds transferred to that card. This is highly used for children (especially college students), family members out-of-state, or family members out-of-the-country.

Money is Secure

Cardholder funds are protected by the use of a PIN and Regulation E and MasterCard or VISA's Zero Liability Policy. Additionally, all card balances are guaranteed by the F.D.I.C.

Lost or Stolen Paycards

Report a lost or stolen paycard to Global Cash Card Customer Service immediately at 1-866-395-9200. Global Cash Card will freeze the card balance and reissue a new paycard if the cardholder does not have a secondary paycard.

If Global Cash Card is notified within two (2) days of loss or theft, the maximum cardholder liability would be no more than \$50.00. If Global Cash Card is notified after two (2) days of loss or theft, cardholder liability could be

Paycard documents continued:

up to \$500.00. If Global is notified after sixty (60) days, the cardholder is liable for the full value of the paycard and risks losing all funds on the paycard.

Fraudulent Use of Your Paycard

A PIN transaction is considered an authorized transaction. Cardholders are advised to never give out their PIN. Global Cash Card's Fraud Department handles each inquiry on a case by case basis. Call Customer Service 24-7-365 at 1-866-395-9200.

Cash Rewards Program

This Rewards Mall is a FREE program offered by Global Cash Card. It offers 60% discounts and offers members to earn points for qualified purchases at thousands of participating restaurants, hotels, and online stores. These points can be redeemed for cash or gift cards from participating merchants. Enroll online at www.globalcashcard.com; Click on Rewards, or through Customer Service at 1-866-395-9200.

FREQUENTLY ASKED QUESTIONS ABOUT THE PAY CARD

Getting started with a paycard

- How do I get a Card? Easy! Let your location Manager or Payroll Manager know and fill out an Enrollment Form.
- How do I qualify for a Card? You are guaranteed approval. No credit check or bank account needed; only proper identification.
- How will my paycard work? Your Company will load your Card with your pay on payday. You will have immediate access to your funds through one million ATM's and millions of merchants worldwide.
- Is my money secure? Yes. Your money is protected by the use of a PIN and MasterCard's and VISA's Zero Liability Policy. Additionally, all card balances are guaranteed by the F.D.I.C.
- How do I activate my card?
 - o You can call our IVR (Interactive Voice Recognition) system by calling (866) 395-9200 and follow the prompts.
 - o You can talk to a live customer Service Representative by calling (866) 395-9200 and follow the prompts.
 - o You can go online at www.globalcashcard.com.
 - o You will be asked to choose a PIN. Once completed, you will be able to access your funds.
- Are there any monthly or yearly fees? No. There are only small fees on certain transactions.

Using the paycard

- How do I know that I have been paid? You will be notified by email, voice mail, or text message that your Card was loaded.
- Where can I use my Card?
 - o Access funds at one million ATM's worldwide and over 37,000 Allpoint Network (MasterCard/VISA) and thousands of MoneyPass Network (VISA) surcharge free ATM's.
 - o Make purchases at two million merchants that accept PIN based cards.
 - o Make purchases anywhere MasterCard/VISA is accepted (over twenty-nine million merchants worldwide).
- How can I check my balance or confirm my transactions at no cost?
 - o You can call our IVR (Interactive Voice Recognition) system by calling (866) 395-9200 and follow the prompts.
 - o You can talk to a live Customer Service Representative by calling (866) 395-9200 and follow the prompts.
 - o You can view balances and transactions online at www.globalcashcard.com.

Paycard documents continued:

- o You can set up email, voice mail and text message alerts.
- How do I keep my transaction fees low?
 - o Always know your balance so you avoid decline and over limit fees.
 - o When making purchases, select “Credit” instead of “Debit” at the PIN Pad...there is no fee for a signature transaction.
 - o Ask for “Cash Back” at retail merchants when using your PIN. The additional cash back is free of any fee.
- Can other payments be loaded on the Card? Yes. Tax refunds, disability payments, Governmental benefits, or payroll from other companies you work for can be loaded onto the Card. You will need to provide your card number and the bank ABA number, which can be obtained from Global Cash Card’s Customer Service.
- Can I make deposits to my Card? Yes. You may load your funds on your Card at 25,000 MoneyGram, 1,800 Ace Cash Express, and 45,000 Western Union locations in the U.S.
- Can I use my Card to purchase on the internet? Yes. Many merchants accept your Debit MasterCard/VISA as a form of payment. You also have access to online Bill Payment through your Cardholder Site.
- Can I use my Card at a restaurant? Yes. Restaurants automatically add 25% to your bill to cover a tip. If you do not have the total on your Card to cover that amount, you will be declined. The total amount of your bill with the tip will then be reconciled, and any amount owed back to you will be credited to your account within 2-3 business days.
- Can I use my Card at a gas station?

Yes. The best way to use your paycard at a gas station is to Prepay or Pay Inside instead of using it to pay at the pump:

 - o Prepay: Go inside the gas station and prepay the amount you want to pay for gas. Your paycard will be charged for that amount only. Then pump your gas until your transaction is complete.
 - o Pay Inside: Press *Pay Inside* at the gas pump. Pump your gas and then go inside and pay for the amount of gas used. Your paycard will be charged for that amount only.
 - o Pay at the Pump: When you *Pay at the Pump*, \$76.00 will be put on hold on your paycard. If you do not have that amount on your card, you will be charged a decline fee. After you finish pumping your gas, it takes two to three days for the transaction to be reconciled. After it is reconciled, if you used less than \$76.00, the amount not used will be credited back to your paycard account. (MasterCard paycard cardholders must use as a PIN purchase.)
- What if I lose my Card? Report this immediately to Global Cash Card Customer Service at (866) 395-9200. We will “freeze” your card balance and transfer your balance to your ATM card or to a new card. You can obtain a new card from your office.
- What to do if my PIN or Card has been lost or stolen? You must notify us immediately. If you notify us in two days, your maximum loss would be no more than \$50.00. If you do not notify us, you could lose up to \$500.00. If you do not notify us within sixty (60) days, you could lose all the money on your Card.
- How are unauthorized transactions resolved? Allowing someone you know to use your Card is considered an authorized transaction. Also, PIN transactions are considered authorized. You will not be liable for any unauthorized MasterCard/VISA transactions posted to your account providing the following conditions are met:
 - o Your account must be in good standing (not presently or recently overdrawn, and not presently or recently under suspicion of possible legal or suspicious use).
 - o We have not received more than one (1) other report of unauthorized use of your Card in the last twelve (12) months.
 - o You exercised reasonable care in safeguarding the Card, PIN and card number as reasonably determined by the bank.
 - o The transaction took place in the U.S.

END OF PAY CARD DOCUMENTS

*****Direct Deposit: Options for Receiving Pay continued here:**

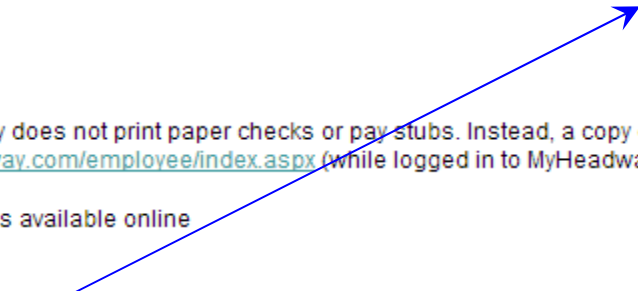
12. By selecting Direct Deposit you will see the below box appear:

Please make sure that "Deposit My Pay to This Account" is set to "Yes" for the accounts you want to have your pay deposited to and set to "No" for accounts you do not want to deposit into. [How do I do this?](#)

[Add Banking Account](#)

In an effort to 'Go Green', Headway does not print paper checks or pay stubs. Instead, a copy of your paystub is available online at www.myheadway.com/employee/index.aspx (while logged in to MyHeadway).

Email me when each paystub is available online



Clicking on the link for "How do I do this?" will bring up the following instructions in the below circle:

Please make sure that "Deposit My Pay to This Account" is set to "Yes" for the accounts you want to have your pay deposited to and set to "No" for accounts you do not want to deposit into. [Hide this message](#)

To update an account:

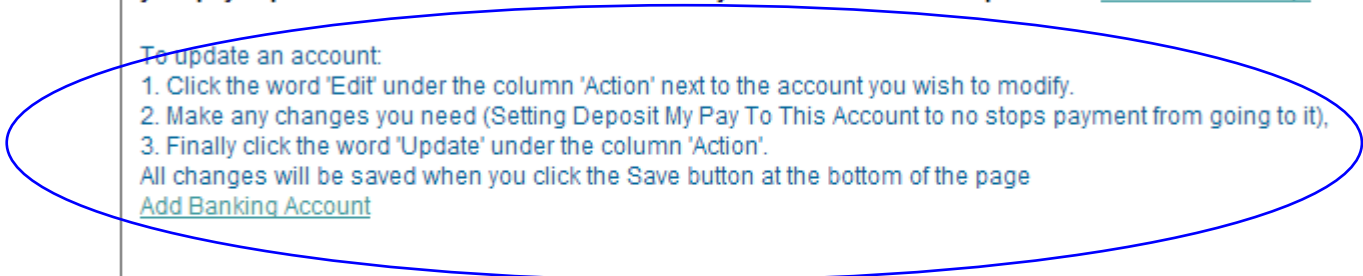
1. Click the word 'Edit' under the column 'Action' next to the account you wish to modify.
2. Make any changes you need (Setting Deposit My Pay To This Account to no stops payment from going to it),
3. Finally click the word 'Update' under the column 'Action'.

All changes will be saved when you click the Save button at the bottom of the page

[Add Banking Account](#)

In an effort to 'Go Green', Headway does not print paper checks or pay stubs. Instead, a copy of your paystub is available online at www.myheadway.com/employee/index.aspx (while logged in to MyHeadway).

Email me when each paystub is available online



15. Once you select "Add Account" the below screen should appear asking for your confirmation. Please make sure EACH column is correct. Check that the column labeled "Deposit My Pay to This Account" is YES (see red arrow), check the "Routing Number", "Account Number", and "Type" (Checking or Savings.) Then, if you DO want the expenses to go here please check that the column labeled "For Expenses" (which includes expenses and incentive reimbursements) reads "Yes." Finally verify the column labeled "Percent %" is correct. For one account the percent should be 100%. If you are splitting accounts then this percentage will be different. Step 17 will show you how to add a second account.
- If all is correct** for this first account click the small box in the column labeled "Confirm" (see the red circle below.) We recommend you click the box at the bottom next to the message "Email me when each paystub is available online." See the green circle below. IF YOU ARE NOT ADDING ANOTHER ACCOUNT you will complete the form by typing "I Agree" and your full legal name in the last two fields and click "Save." See the blue circles and blue arrow at the bottom of the screen below.
- TO ADD ANOTEHR ACCOUNT proceed to Step 17.

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employees job seekers resources help

Employees
Work & Pay History / W2s
New Hire Documentation
Timesheet Entry

My Profile
Contact Information
Resume/Work History
More Information
Voluntary EEO
Electronic Signature
References
Search/Application History
Logout

2011 W-2 Statements
Available Online

Thank you for placing me. Now my commute is heaven and it has made a world of difference in my home life. I actually look forward to going to work these days.
Olga

Options for Receiving Pay

Headway is pleased to offer direct deposit of employee paychecks and expense checks to the bank and account of your choice. To enroll in direct deposit, please complete the information below and click submit. If information is omitted or is incorrect it will delay processing of your request. Live transmission of funds will begin after a successful test, usually after one pay period.

Select a section to view: Direct Deposit

Please make sure that "Deposit My Pay to This Account" is set to "Yes" for the accounts you want to have your pay deposited to and set to "No" for accounts you do not want to deposit into. [How do I do this?](#)

Confirm	Action	Deposit My Pay To This Account	Routing No	Account No	Type	For Expenses	Percent (%)
<input type="checkbox"/>	Edit	Yes	051300111	000868140400	Checking	No	100.00%

[Add Banking Account](#)

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Email me when each paystub is available online

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief it is true, correct, and complete. My statement of "I Agree" and my full legal name will serve as an electronic signature in place of my written signature.

Enter "I Agree" Here: Enter Your Full Legal Name:

Experiencing Connection/Speed Issues, [Click Here!](#)

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16. **To edit account information** click “Edit” in the column labeled “Action” (refer to screen shot on Page 20, Step 18.)

You will then see the below screen. To update the account click “Update” in the column labeled “Action.” This will bring you back to the same screen on Page 19, Step 16. You will **not be able to change the account numbers**. Instead you will disable this incorrect account by selecting “No” in the “Deposit My Pay to This Account” column and then click “Update.” See the red circles and arrows below.

Again, this will NOT remove the account but your pay will NOT be deposited to that account once you have set the “Deposit My Pay to This Account” to “No.”

To add your *correct* account please click “Add Banking Account” again as you did on Page 19 and follow steps 16, 17, and 18 again.

The screenshot shows the 'Options for Receiving Pay' page on the MyHeadway website. The page title is 'Options for Receiving Pay'. Below the title, there is a paragraph explaining that Headway offers direct deposit of paychecks and expense checks. A dropdown menu is set to 'Direct Deposit'. Below this is a table with columns: Confirm, Action, Deposit My Pay to This Account, Routing No, Account No, Type, For Expenses, and Percent (%). The table contains one row with the following data: Confirm (Yes), Action (Update), Deposit My Pay to This Account (No), Routing No (051300111), Account No (000868140400), Type (Checking), For Expenses (No), and Percent (%) (100.00). A red callout box with arrows points to the 'Update' button in the 'Action' column and the 'No' radio button in the 'Deposit My Pay to This Account' column. Below the table is a checkbox for 'Email me when each paystub is available online'. At the bottom of the page, there is a declaration section with fields for 'Enter "I Agree" Here:' and 'Enter Your Full Legal Name:', and a 'Save' button. The footer contains copyright information for 2012 Headway Workforce Solutions and links for Corporate Information, Contact Us, and Privacy Policy.

To disable this incorrect account you must click “No” then Update.

17. **To add a second account** you will click “Add Banking Account” and add the second account as you did on Page 19 in Step 16. Remember that if you want to split the pay for your regular hours (not your expenses as only one account may be designated for expenses) you will want to double-check your percentages allocated to each account.

For example please see below. I have two accounts set up. I have 75% of my pay roll going to the checking account and the remaining 25% allotted to the savings account along with my expenses. Notice that both accounts I want to use have “Yes” under the column labeled “Deposit My Pay to This Account.”

Once you have verified you have the account(s) set up the way you want you will click on the small boxes in the column labeled “Confirm.” See the red arrows and the red circle.

Check the box for “Email me when each paystub is available online.”

Then finally type “I Agree” and your full legal name in the last two fields and click “**Save.**” See the blue circles and blue arrow at the bottom of the screen below.

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employees job seekers resources help

Employees
Work & Pay History / W2s
New Hire Documentation
Timesheet Entry

My Profile
Contact Information
Resume/Work History
More Information
Voluntary EEO
Electronic Signature
References
Search/Application History
Logout

2011 W-2 Statements
Available Online

You did the impossible and got me the job of my dreams in one day!
Diane

Options for Receiving Pay

Headway is pleased to offer direct deposit of employee paychecks and expense checks to the bank and account of your choice. To enroll in direct deposit, please complete the information below and click submit. If information is omitted or is incorrect it will delay processing of your request. Live transmission of funds will begin after a successful test, usually after one pay period.

Select a section to view: Direct Deposit

Please make sure that “Deposit My Pay to This Account” is set to “Yes” for the accounts you want to have your pay deposited to and set to “No” for accounts you do not want to deposit into. [How do I do this?](#)

Before signing the form, review your active accounts and check the “Confirm” box for each.

Confirm	Action	Deposit My Pay To This Account	Routing No	Account No	Type	For Expenses	Percent (%)
<input type="checkbox"/>	Edit	Yes	051300111	000868140400	Checking	No	75.00%
<input type="checkbox"/>	Edit	Yes	051300111	000868703703	Checking	Yes	25.00%

[Add Banking Account](#)

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Email me when each paystub is available online

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief it is true, correct, and complete. My statement of “I Agree” and my full legal name will serve as an electronic signature in place of my written signature.

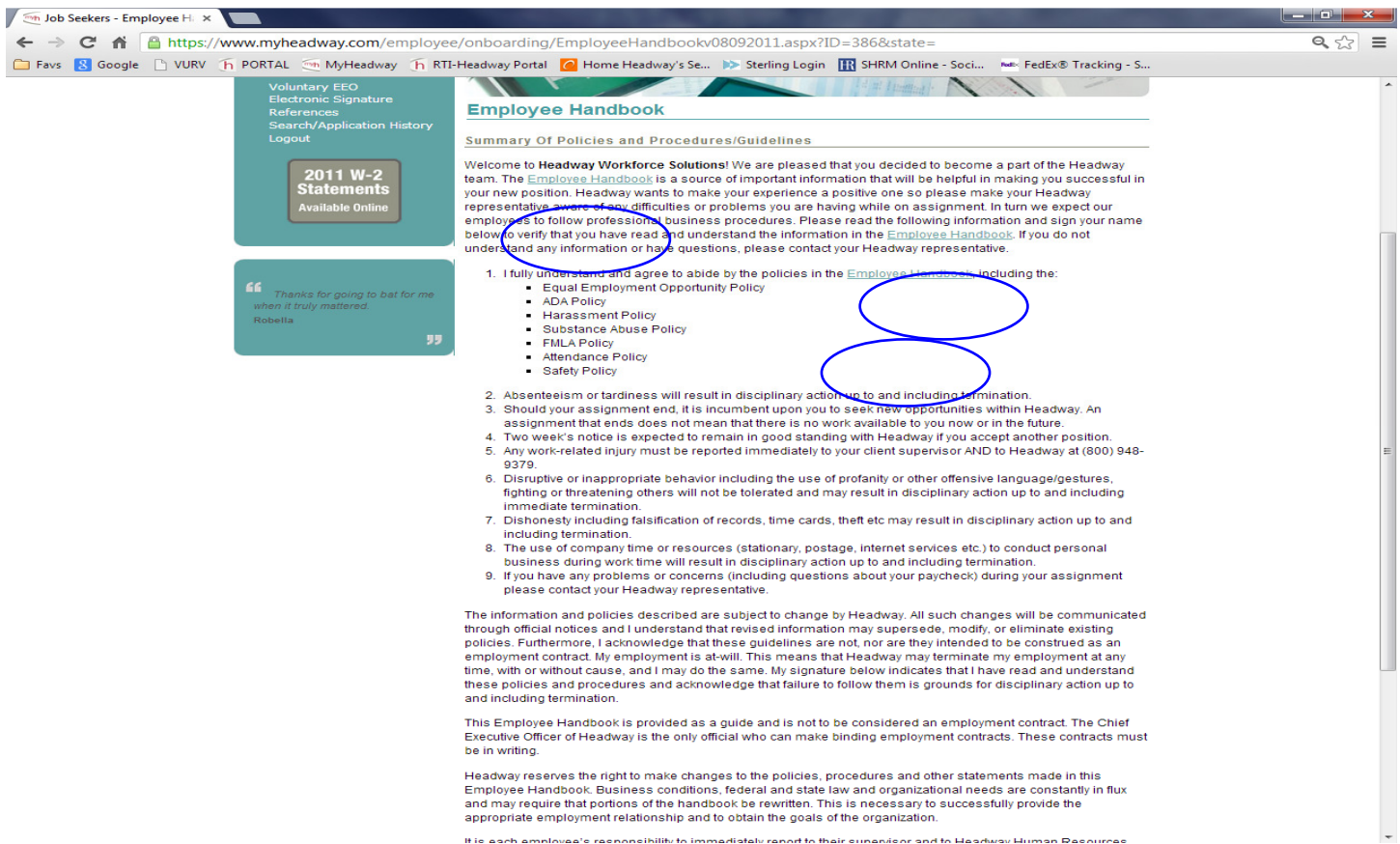
Enter “I Agree” Here: Enter Your Full Legal Name:

Please enter I Agree Please enter your full legal name

Save

18. Click the link for the document named “Employee Handbook” and you will see the below screen appear.

The three links in the blue underlined font labeled “Employee Handbook” are the same so just choose one. The Employee Handbook will appear and it is a large file. You do not have to print it but if you are on your own computer please at least save the file to your computer so you may have a copy. The Employee Handbook will be posted online at <http://headwaycorp.com/rti/>. As with every electronic form scroll to the bottom and type “I Agree” and your full legal name in the last two fields and then click “Save.”



19. Once all forms are complete, the website will let you know that your employment documents are complete and it will give you a Headway Employee Number. You may simply disregard this message.

A REMINDER FOR WHAT TO BRING TO TRAINING:

**BRING ACCEPTABLE IDS TO COMPLETE YOUR I-9 FORM (for required IDs see the List of Acceptable Documents on the I-9 form)
AND BRING A CLEAR PHOTOCOPY OF THOSE IDS TO TRAINING.**

We ask that you complete all documents and hiring procedures IMMEDIATELY in order to prevent any delay in your assignment.

Headway New Hire Documentation Checklist

Steps	Document	Required	Completed
1	Go to www.MyHeadway.com and click MyHeadway LOGIN (add this website to your favorites.)	Yes	
2	LOGIN to the MyHeadway site with the email and password previously set up by you.	Yes	
3	Click Contact Information under “My Profile” and double-check your address and contact information. Then click Save and Enter an Employment Code .	Yes	
4	Please refer to your email for the Phase Two employment code.	Yes	
5	Complete each New Hire Document. Look for a check mark in each field under the column “Complete” and once all documents are complete you will see the message in red saying your new hire paperwork is complete and your Employee ID #.	Yes	
6	To bring to training: make sure to bring proper IDs AND a clear photocopy of those IDs with you to training in order for the Headway representative to complete Section 2. Please see the List of Acceptable Documents in the I-9 form for required IDs.	Yes	

For any questions please contact your Headway Onsite Representative at: (800) 208-7043 or email us at HeadwayHR@rti.org. Thank you!