

New Hire Onboarding – Quick Reference Guide

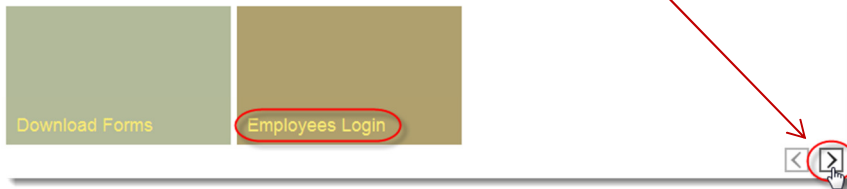
Welcome to the company! Your employee information is housed in a secure computer system that you can access through the **Employee Resource Center (ERC)** website. **In order to finish the hiring process, issue pay to you, and comply with government reporting requirements, we need you to access the ERC and enter some additional information, using the following easy steps.**

Step 1: Access the ERC Onboarding Area

1. Open *Internet Explorer* and go to the NS homepage: www.nscorp.com



2. Click the **Employees** **EMPLOYEES** link in the bottom right corner of the page, then click **Employees Login**. (You may need to click the right arrow to scroll to the right to display the link)



3. Click the **Login to the Employee Resource Center** link.

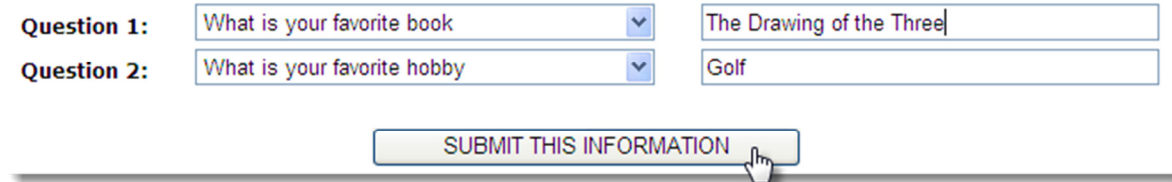
On the Employee Resource Center, or ERC, you can change your mailing and email addresses, tax withholding and other payroll elections. Take online courses and sign up for training to advance your career and use CareerTrack, our career management system. Get answers to your benefits questions using plan summary documents and online tools. Access Webmail and the NS mainframe.

[Login to the Employee Resource Center](#)

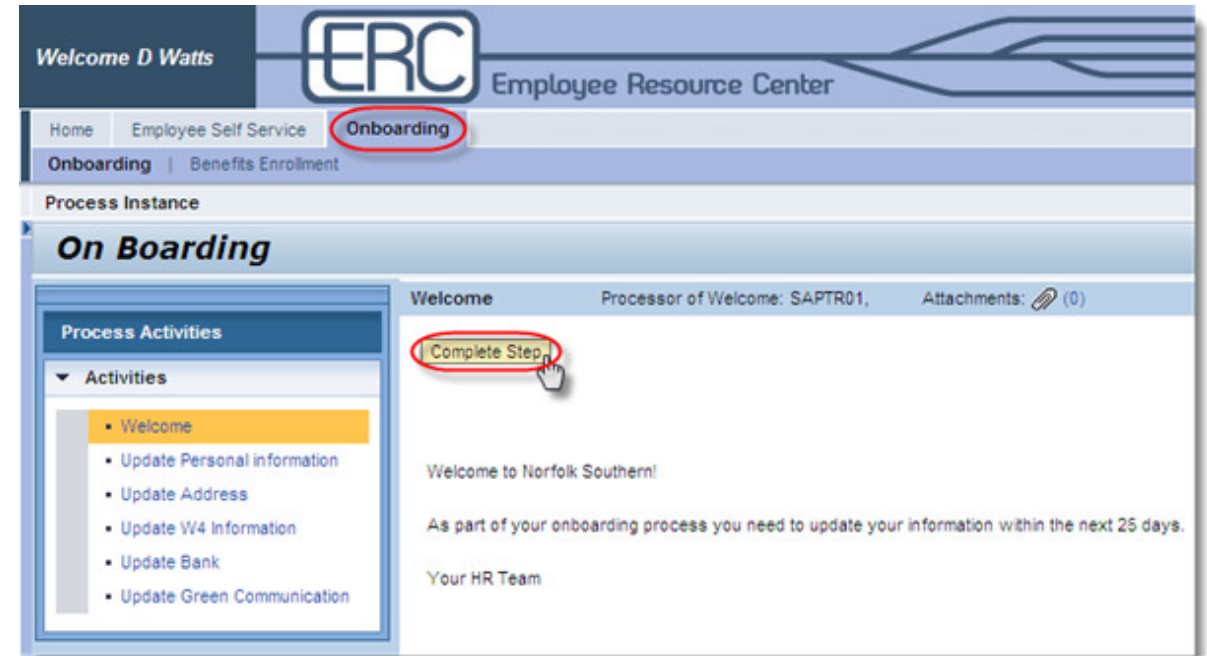
4. Enter the network User ID and Password that has been provided to you, then click **Log on**.



5. Select two **Security Questions** and provide answers, then click **Submit This Information**.



6. In the ERC, click the **Onboarding** tab, read the welcome message, then click **Complete Step** to proceed.



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Step 2: Complete the Onboarding Processing Activities

1. The first activity to complete is **Update Personal Information**. Click **Edit** to proceed.
2. Please complete the **Gender, Ethnicity, Race, Disability, Military Status and Veteran Status** fields. **These fields are used for federal compliance reporting.**

Disability:

Military Status:

Veteran Status:

HR Data

Gender: Male Female

3. When complete click **Review** at the bottom of the screen.
4. Review your entries on the confirmation screen and click **Save** to proceed or **Previous Step** to return to the previous screen and make corrections.
5. You should receive a message indicating your data has been saved. Click **Complete** to move to the next activity.

As you complete each activity the **Process Activities** box to the left tracks your progress. A green light indicates an activity is complete.

Process Activities

- Activities
 - Welcome
 - Update Personal Information
 - Update Address**
 - Update W4 Information
 - Update Bank
 - Update Green Communication

6. The next activity to complete is to **Update Address**. You may click **Edit** to update the home address/phone number that we have on file for you. You may also add a separate **Mailing Address** and/or **Emergency Contact Address** by clicking the appropriate button and completing the fields. **Go to step 10** if no changes are needed.

Emergency Contact Address

Country: *

c/o:

House Number and Street: *

Address Line 2:

City: *

County:

State: *

Postal Code: *

Telephone:

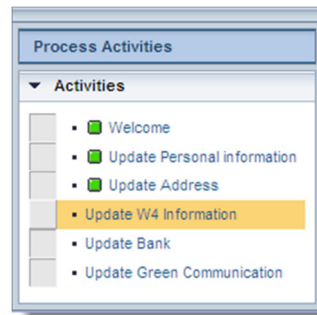
7. If you edit or create an address, you have the option to tell the system when to start using that address by clicking **Valid as of Future Date** and providing the date.

Valid as of Today

Valid as of Future Date

8. If editing or creating an address, click **Review** at the bottom of the screen when complete.
9. If editing or creating an address, review your entries on the confirmation screen and click **Save** to proceed or **Previous Step** to return to the previous screen and make corrections.
10. When your address(es) are correct, or if no changes are needed, click **Complete** to move to the next activity.

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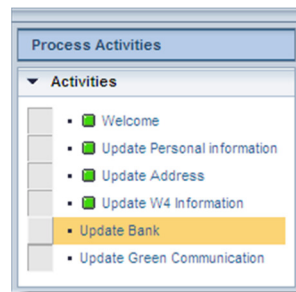


- The next activity is to **Update W4 Information** so that taxes can be correctly withheld from your pay. The system has created default federal withholding at the single with no allowances rate that will be in effect until you enter updated information. Click **Edit** to proceed.
- Select a **Filing Status** from the drop down menu, then enter the number of **Exemptions** and the dollar amount of any **Additional Withholding** to be collected from your pay.

W4 Tax Withholding Data

Tax Authority:	FED	Filing Status:	Married
No. of Exemptions:	2	*Note. If married but legally separated, or spouse is a n	<input type="checkbox"/> Non-Resident Alien
Additional Withholding:	35.00 USD		

- Complete any additional fields specific to the tax jurisdiction or options such as the validity period, then click **Review** at the bottom of the screen when complete.
- Click **Save** to proceed or **Previous Step** to return to the previous screen and make corrections.
- Repeat the process as needed for **State** withholding, then click **Complete** to move to the next activity.



- The next activity is to **Update Bank** information. Click **Edit** to make changes to your **Main Bank**, the primary account where your pay is to be deposited.
- Complete/edit the **Routing Number** (9-digit code assigned to your bank, click to search for the code), **Account Number**, and to indicate whether the account is **Checking** or **Savings**.

Other bank		
Routing Number:	011001739	Bank of Nova Scotia
Account Number:	80009898989	<input checked="" type="radio"/> Checking <input type="radio"/> Savings <input type="radio"/> None
Purpose:		

- Click **Review** when complete.
- Click **Save** to proceed or **Previous Step** to return to the previous screen and make corrections.

The entire amount of your regular paycheck will be deposited into your **Main Bank** account. If you want part of your regular paycheck to be deposited into a different bank or account, set up a new **Other Bank** account and specify the amount or percent of your check you would like deposited into that account. You can set up as many **Other Bank** accounts as you wish. Bank accounts set up as an **Other Bank** will usually be drafted from largest amount to smallest amount, and any remaining net pay will go to your **Main Bank**.

The entire amount of your travel expense reimbursement paycheck will be deposited into your **Travel Expense** bank account. You may only set up one bank account for travel expense payments. If you do not have a **Travel Expense** bank account set up, you will be mailed a check for travel expense payments.

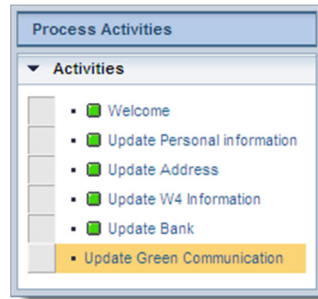
The entire amount of your off-cycle paycheck (bonus or supplement check) will be deposited into your **Main Bank for Off-Cycle** bank account. If you want part of your off-cycle paycheck to be deposited into a different bank or account, set up a new **Other Bank for Off-Cycle** bank account and specify the amount or percent of your check you would like deposited into that account. You can set up as many **Other Bank for Off-Cycle** bank accounts as you wish.

Please note that the **Main Bank** account may be modified but not deleted. Please ensure that your **Main Bank** account is current and valid at all times to ensure prompt payments during special circumstances.

You may also set up the additional accounts at a later time by using the *Employee Self Service* area of the ERC.

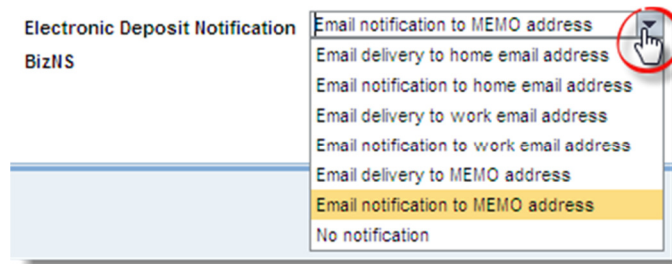
20. When all accounts are correct click **Complete** to move to the next activity.

Thank you for completing the ERC Onboarding Process, and again, welcome to the company!



21. The final activity is **Update Green Communication**. This defines how you would like to receive electronic deposit notifications and BizNS information. BizNS is a newsletter that presents an in-depth look at the challenges and opportunities Norfolk Southern faces. It is produced by the Corporate Communications Department.

22. Click the **Electronic Deposit Notification** dropdown menu and select a delivery option.



What's the difference between Email delivery and Email notification?

When you select an option that says **Email notification** you will receive an Email containing a link to the ERC that you can click to view the information. If you select an option that says **Email delivery** the Email will contain a copy of the actual information.

23. Click the **BizNS** dropdown menu and select a delivery option.

24. Click **Save** .

25. Click **Complete** .