

## Journeys in Oracle-Student Employee Onboarding

The Journeys feature in Oracle allows you to complete your employment onboarding tasks online. This includes review of the required Notice and Acknowledgement of Pay Rate and Payday Form.

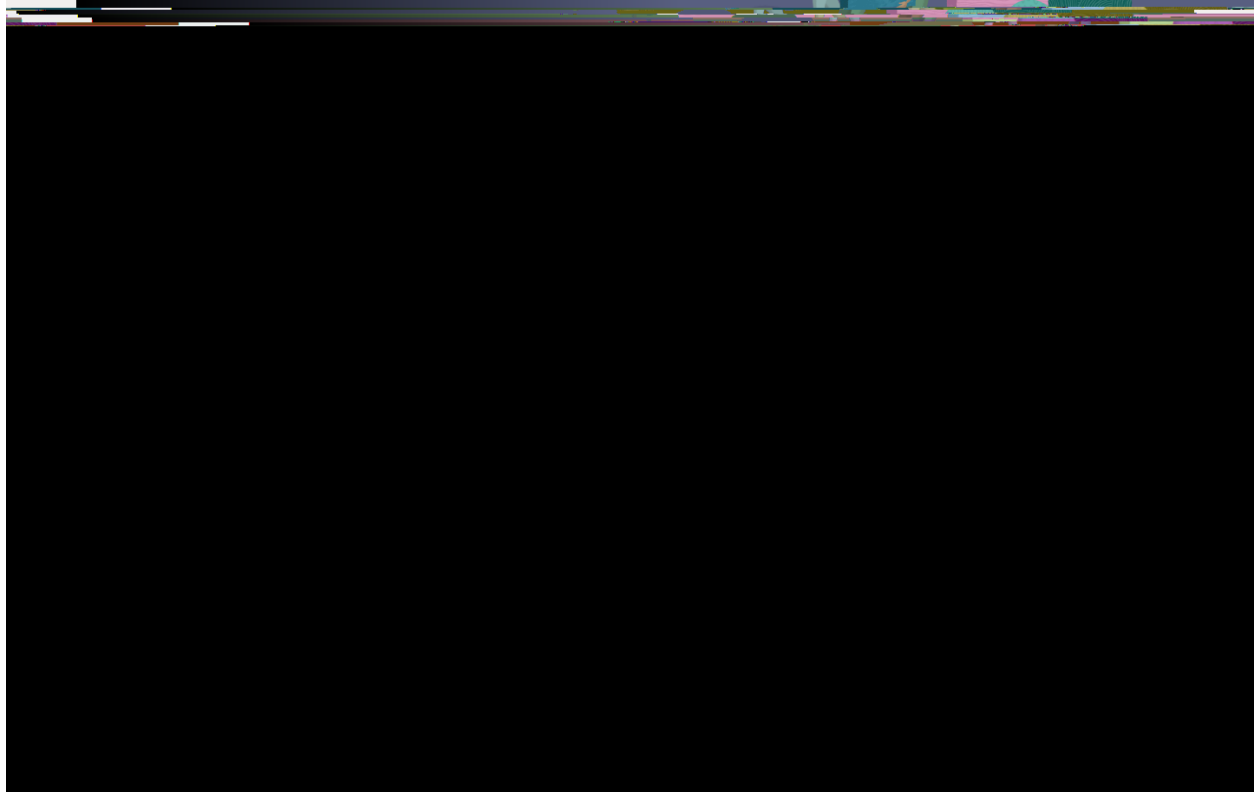
After you have been officially hired for a job, go into your Oracle tile and you'll see this screen below.

Access tasks assigned to you by clicking on the Journeys tile.

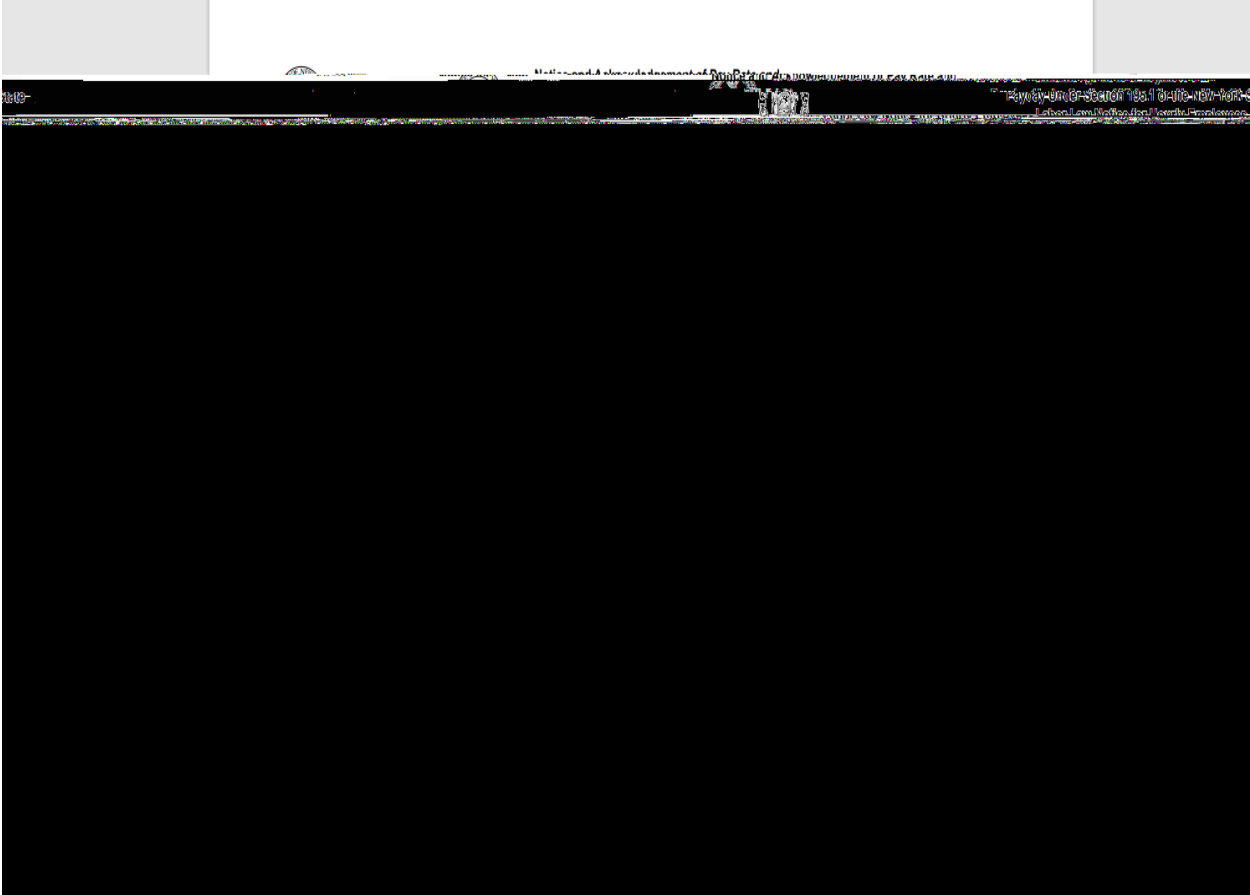


Whether this is your first job at Skidmore or an additional job, specific Journeys Tasks will be assigned to you. Please review and complete each Task per the instructions.

For example, there is a NYS Labor Law Notice and Acknowledgement Form Task which includes a Pay rate and Payday form for your review. When you select the Task, you will see the following:



Select See Document and review the information provided. You can acknowledge you have reviewed this information by typing in your first and last name in the previous screen and then click done.



Make sure you have addressed all of your assigned Tasks under Journeys for each job that you hold.