SUPPLEMENTAL NEW HIRE MATERIALS FOR ALL NEW PART-TIME FACULTY MEMBERS:

Please find the following items for your consideration and use:

- Ohlone Employee Fitness and Wellness Program Information and Enrollment Form

- Plan Information for Tax Shelter Annuities (TSA): 403(b) or 457 Plans

- Social and Recognition Committee (SOAR) Contribution Form

- Welcome Letter from the IT Department: Setting up your Web Advisor Account and other accounts that you may be eligible

- Ohlone College New Mobile Alert Notification System: AlertU
# Ohlone Employee Fitness and Wellness Program

## Registration

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<tr>
<th>Name</th>
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<td>E-mail</td>
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<td>Phone</td>
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### Primary Location

Please indicate which location represents where you will usually be exercising.

- [ ] Fremont
- [ ] Newark

### Enrollment Options

Please indicate how much you would like to give on a monthly basis to the Employee Fitness and Wellness Program.

- [ ] $5.00
- [ ] $10.00
- [ ] Other__________

(Minimum amount to enroll)

(Amounts over the $5.00 minimum are considered donations tax deductible to the extent of the law.)

### Agreement (please check)

[ ] Yes, I would like to participate in the Ohlone Employee Fitness and Wellness Program. Please deduct the amount indicated above for each pay period designated to the Employee Fitness and Wellness Program

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<tbody>
<tr>
<td>Date</td>
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Please Print and return completed form to the Exercise Science and Wellness Division Office.

Signature: ____________________________ Date: __________

(Division approval needed prior to Payroll submission)
Administrative Procedures for Plan Participants

To Enroll in the 403(b) or 457 Plan:

1. Go to the webpage for your plan (instructions below)*.
2. Choose an Investment Provider from the approved list for your plan*.
3. Contact the Investment Provider directly to establish your 403(b) or 457 account.
4. Once you have established your account, complete and sign the Salary Reduction Agreement provided on your plan’s webpage.
5. Fax the Salary Reduction Agreement to MidAmerica for processing (Fax: 863-688-4466).

All participant transaction requests and Salary Reduction Agreements (SRA) must be submitted to MidAmerica for validation prior to being processed by your payroll department or your Investment Provider. This includes all distributions, rollovers, transfers/exchanges, loans, hardships, or Salary Reduction Agreements.

Contact your Investment Provider for all transaction forms such as distribution requests, loan requests, hardship distributions, transfers and exchanges. After completing the transaction request form, submit the paperwork to MidAmerica for compliance review and authorization.

To Increase or Reduce Deductions:

Go to www.MidAmerica.biz to access plan information and obtain forms such as Salary Reduction Agreements and Plan Highlights. (If you only need to download forms, they are available on this page).

☐ Click on “Participants”
☐ Click on “403(b)/457 TPA Services” from the right menu
☐ Click on “Click Here To Go To Your Plan”
☐ Start typing in your Employer Name until the link appears for your Plan
☐ Click on your Plan link to go to your Employer’s customized web page

Or you can click on your Plan’s customized Spokeskids link (http://www.spokeskids.com/ohloneccd/) for additional information such as:

☐ Complete list of the Investment Providers approved on your plan.
☐ Videos and FAQs with general information about 403(b) and 457 Plans
☐ Retirement Calculator
☐ Forms for your plan

Customer Service: 866-873-4240
MidAmerica’s Customer Service Representatives for English and Spanish speaking participants are available:
Monday – Thursday 8:30 a.m. – 8:00 p.m. EST
Friday 8:30 a.m. – 6:00 p.m. EST

TPA Fax: 863-688-4466
Transactions secure upload website link:
https://www.midamerica.biz/forms/file-upload-pages/403b-transactions/?ssl

SRA secure

Deaf Employees, please email:

Sue Ellis
403(b) TPA Account Manager
MidAmerica Administrative & Retirement Solutions, Inc.
211 E. Main St., Ste. 100
Lakeland, FL 33801
(866) 873 - 4240, ext. 163
(863) 688 - 4466 fax
Sue.Ellis@midamerica.biz.
SOAR Contribution Form

Social Ohlone and Recognition (SOAR) fosters goodwill and camaraderie between Ohlone College employees by hosting a variety of social and recognition events.

We need your help! All SOAR events are financed exclusively through donations by faculty, staff, and administration. To donate to SOAR, please print this form, complete it, place it in a sealed envelope (to protect your private information), and send it to the SOAR Steering Committee member, Kathleen Johnson. Her mailbox is in the Human Resources section of the Mail Room.

Yes, I wish to support SOAR in the manner indicated:

1. _____ I wish to authorize the amount I have selected to be automatically deducted monthly from my Ohlone College paycheck. (This will replace any amount that may have been previously authorized.)

   Circle one or fill-in a specific dollar amount:   $5   $6   $8   $10   Other_________

   Print Full Name _______________________________________

   Signature ____________________________________________

2. _____ I wish to contribute cash or check in the amount of $ ____________ for the school year August ______ (enter year) through July _______ (enter year).

3. I wish to make a one-time contribution (cash, check or payroll deduction) in the month of ____________, enter year: ____________ in the amount of $ ________________.

4. We would love to have you join us and become a member of the SOAR committee!

   _____ I am interested in becoming a member of SOAR. Please tell me more.

   Email Address: _______________________________________

Return completed forms in a sealed envelope to the SOAR Steering Committee member, Kathleen Johnson. Her mailbox is the Human Resources section in the Mail Room.

The SOAR Steering Committee and your fellow Ohlone College employees thank you very much for your contribution!
Welcome to Ohlone College! The Information Technology (IT) Department wants to help accommodate your technology needs and get you off to a great start as an employee of our Community College District. Please visit our website at: http://www.ohlone.edu/org/infotech/ for more information about the IT Department.

Having your technology needs met is a multi-step process that involves you, your hiring manager/supervisor/dean, and IT. Some of the requested work may be completed by your start date; however, some access cannot occur until after the date you start. Either on or as soon as possible after your start date, you need to register for an Ohlone Web Services Account at https://accounts.ohlone.edu/register. This web services account will give you access to WebAdvisor and Colleague. This is often referred to as signing up for WebAdvisor.

To register for an Ohlone Web Services Account you will need the following information:

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<tr>
<th>Field</th>
<th>Information Required</th>
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<tbody>
<tr>
<td>Colleague ID #</td>
<td>Your manager/supervisor/dean will give you this number</td>
</tr>
<tr>
<td>Last Name</td>
<td>Legal last name</td>
</tr>
<tr>
<td>First Name</td>
<td>Legal first name</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>format: yyyymmdd</td>
</tr>
<tr>
<td>Zip Code</td>
<td>The 5-digit zip code you used when you submitted an application to Ohlone</td>
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Once you have completed this process, you will receive an Email informing you of your USERNAME. Please keep track of your username, password, and the answer to your hint question. This information will be used should you forget your password. This username and password are used for different areas of access. Your password should be kept private at all times. The Ohlone College IT Department will NEVER ASK YOU FOR YOUR PASSWORD.

As a new employee, you may be eligible to receive the following:

1. Network login to the Ohlone College network**
2. “Your Department” folder on the network**
3. “Your Staff” folder on the Ohlone_1 server**
4. Email account—this can be accessed from your office computer or through the web at https://email.ohlone.edu/ **
5. Calendar access**
6. Colleague access—Your manager/supervisor/dean will arrange this access for you as appropriate.
7. Faculty and Staff websites—prior approval may be required. For more information on creating your website, visit http://www.ohlone.edu/org/webcenter/getawebaccount.html. You may also be interested in the Ohlone Web Team’s website http://www.ohlone.edu/org/webteam/home.html.
8. WebCT access—Faculty teaching online classes will need to complete a “Request a WebCT Course Account” form at http://www2.ohlone.edu/Instr/OnlineEducation/Faculty/course_request.html. **An IT Support Technician will assist you with the initial login/setup.

Once you are up and running, if you have any high tech concerns or need any assistance from the IT Department, please call the Help Desk at Ext. 7333, or go online to the College’s website: http://help.ohlone.edu. Submitting a service request with the Helpdesk is the fastest way to get help!

Again, be advised that the Ohlone College IT Department or any other College department will NEVER ASK YOU FOR YOUR PASSWORD. Any requests that you receive asking for your password are SPAM. Please do not ever give out your password to anyone or put it in an Email response to a request asking you for your password.

WELCOME ABOARD AND ENJOY WORKING AT OHLINE COLLEGE!
Hello Everyone:

Considering the current pandemic threat of the Swine Flu (Type A influenza H1N1) and the constant possibility of other natural or manmade disasters that may take place, Ohlone College encourages all faculty and staff to enroll in the AlertU Text Communications Program. This is a free program which does not:

Send spam,
Sell your name to marketing companies, or
Send anything but emergency communications from the College.

AlertU enables Ohlone to communicate with students, faculty, and staff regarding campus-wide emergencies via text messaging.

To enroll in the communications program, simply text OHLONE to 253788 (AlertU) and reply Y to the question. You may also sign up online at www.alertu.org/ohlone. When signing up on-line, you will receive a confirmation text message sent to your cell phone that must be replied to in order to complete the enrollment.

Further Information:

All information provided to AlertU is confidential and will not be shared or sold to any company. You will not receive any SPAM or advertisements. Several times a year, participants will receive a test text message from the Ohlone Community College District via AlertU to make sure that you are receiving the text messages. Each time a test message is sent out, participants may "opt out" of the program immediately by texting a request to be dropped from the AlertU Communications Program.

The AlertU communications program is part of the Ohlone Community College District's Emergency Plan to have a comprehensive means of communicating with the college community during an emergency. This program will allow the college district to communicate with and provide information to students, faculty, and staff that are on the campus as well as those not on the affected campus.

If you have any questions, please contact Campus Police Services at (510) 659-6111.

Your safety and providing a safe environment for learning is one of the primary goals of the Ohlone Community College District.

Steve Osawa
Chief
Campus Police Services, Safety and Security
NEW MOBILE ALERT NOTIFICATION SYSTEM
Ohlone College

Sign up is simple:

Text **OH Lone** to **253788** (AlertU) and reply **Y**

Or sign up online at www.alertu.org/ohlone

- Alert notifications are only sent in emergency situations
- AlertU subscribers will not receive spam
- Subscriber information will not be shared with third party marketers
- Standard text message rates apply

For more information visit www.alertu.org