



Insert Department Letterhead Here

Month XX, 20XX

Recipient Name

Recipient Address

Recipient City, State & Zip Code

Dear [Candidate's first name],

Congratulations! The **[Department Name]** is pleased to extend a conditional offer of employment to you as **[Job Title]** at Step **X** at the hourly rate of **\$XX.XX**. This offer of employment is conditional upon your successful completion of the required pre-employment in-processing session and your pre-employment background check, which may require fingerprinting.

Your pre-employment in-processing appointment is scheduled for **[Date] at 1:00/1:30pm at the County Government Center Human Resources Department, 701 Ocean St., Suite 510.**

Please be prepared to provide the following:

- A copy of your completed Fingerprint Live Scan Request Form (if applicable)
- Your original I-9 Acceptable Documents as noted on the List of Acceptable Documents. Please provide original documents and not copies.

Workday Login & Onboarding Tasks

Workday is our workforce management system used for payroll, benefits, and personal information updates. As part of your onboarding, you will need to complete several tasks in Workday prior to your in-processing appointment:

1. You will receive two separate emails from Workday:
 - One containing your username (Employee ID)
 - One containing your temporary password

Each email will include a link to the login portal. Please check your spam or junk folder if you do not see these emails in your inbox.

2. Click the link provided and select the "County New Hires" option.
 - Log in using your username and password.
 - You will see two initial tasks:

- a. Edit Government ID: enter your Social Security Number and then submit. (You may ignore other ID sections.)
- b. Update Contact and Personal Information: complete all required fields and submit.

After completing these tasks, log out and check back within 24-48 hours for additional tasks. Once new tasks appear (such as “Documents for All County New Hires” and “Review Documents Based on Employee Organization”), please complete them as soon as possible. Additional tasks may appear as you progress. Please make every effort to complete all assigned tasks before your in-processing appointment. If you are unable to complete certain tasks or have questions, you will have time to address them during your in-processing session.

Please bring a smartphone, tablet, or laptop to your in-processing appointment so you can complete any remaining tasks.

If you have any questions or need assistance at any point, please don't hesitate to reach out.

Parking Instructions

You will be provided with a parking permit to place on the dashboard of your car at the beginning of your appointment that will enable you to stay in one spot for the duration of your in-processing appointment. Please be on the lookout for a separate email from **HumanResources@santacruzcountyca.gov** for your parking pass, which will only be effective for the day of your appointment. If you are unable to print the parking permit before your appointment, we will provide one to you when you check in at the front desk on the date of your in-processing. Parking in the main lot is limited - please park in a *two-hour* guest parking spot. If there are no two-hour spaces available, please do not park in the one-hour spaces. Additional parking is available at metered parking spaces on Water Street as well as free parking on Ocean Street. Please pay close attention to parking time limitations and restrictions.

Once you have completed any pre-employment requirements for your position as well as in-processing, we will contact you to schedule your first day of work.

Sincerely,

[Liaison Name]

[Job Title]

County of Santa Cruz **[Department Name]**