



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 an Extra Help **[Job Title]** at Step **X** at the hourly rate of **\$XX.XX**. This offer of extra help employment is conditional upon your successful completion of the required pre-employment in-processing session and your pre-employment background check, which may include fingerprinting. The anticipated length of employment is through approximately _____. Your duration of employment may be adjusted depending on operational needs.

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 prepare 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

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
 - b. Enter your Social Security Number in the first field and submit. (You may ignore other ID sections.)
3. Update Contact and Personal Information
- Complete all required fields and submit.

After completing these tasks, log out and check back within 24-48 hours 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

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.

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.

Additional information you may find helpful:

- Job description available at:

<https://sccounty01.co.santa-cruz.ca.us//personnel/salsched/salsched.asp>

- Employment opportunities to apply for open permanent positions can be found at:

www.santacruzcountyjobs.com

- For extra help employees in the General Representation Unit only, eligibility for benefits may be found at:

https://www.santacruzcountyca.gov/Portals/0/Personnel%20Files/LaborRelations/MOU_GenRep.pdf?ver=2024

Sincerely,

[Liaison Name]

[Job Title]

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

cc: SEIU Member Resource Center – mrc@seiu521.org (Only if SEIU Classification)