

## MOBIUS QUICK GUIDE – NEW HIRE JOURNEYS

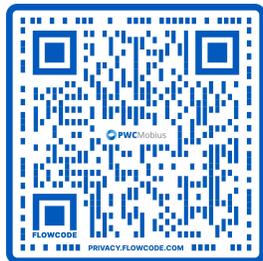
As a new employee with Prince William County (PWC), you will need to onboard in Mobius Workforce during your first week of employment. Please have your personal data handy to complete the following tasks:

- Verifying your personal information
- Verifying your contact information
- Submit your tax withholdings for Federal and State
- Submit Direct Deposit details
- Enter Emergency Contact Information
- Enter Benefit Enrollment

### Accessing Mobius Workforce:

Once you receive network log-on instructions from your department, you will access Mobius Workforce. There are a couple of ways to access Mobius Workforce.

1. Mobius is accessible through [PWConnects](#) by clicking on the My Pay & Leave tab and then clicking on Mobius in the dropdown menu or clicking on the Mobius button on the speed dial.
2. Direct link: [epvd.fa.us2.oraclecloud.com](http://epvd.fa.us2.oraclecloud.com)
3. QR code:

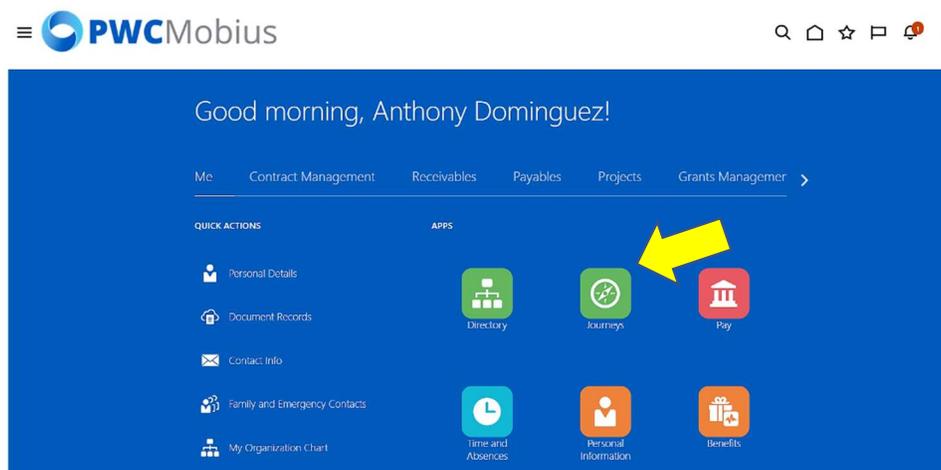


#### Notes for Mobius Workforce:

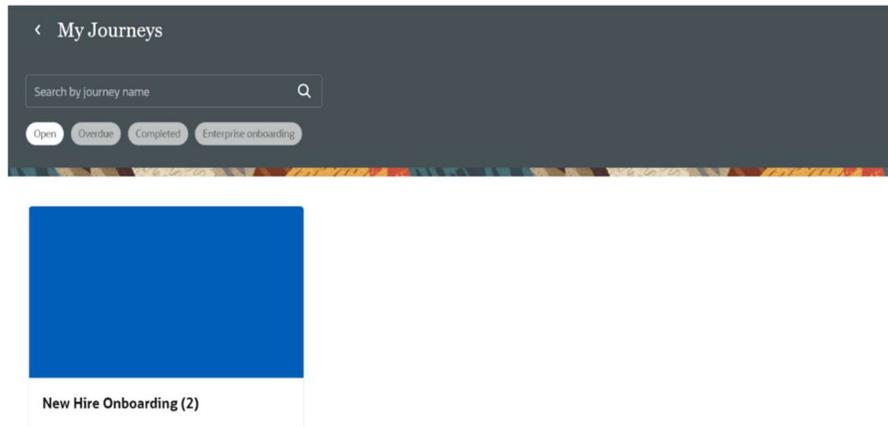
- *Google Chrome is the best web browser to use.*
- *Use [DUO](#) when accessing Mobius from a personal device or working from home on a county device.*

### Getting Started with Journeys:

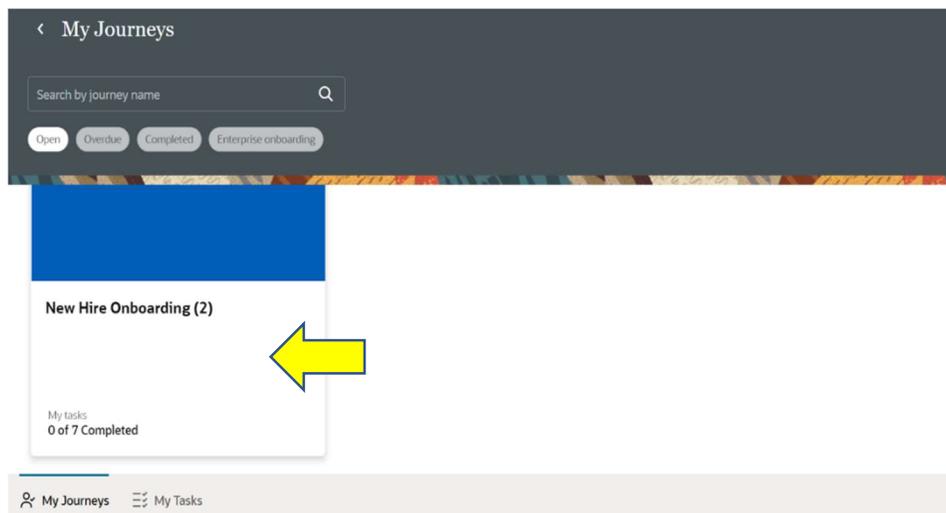
From the **Homepage** select **Journeys App**



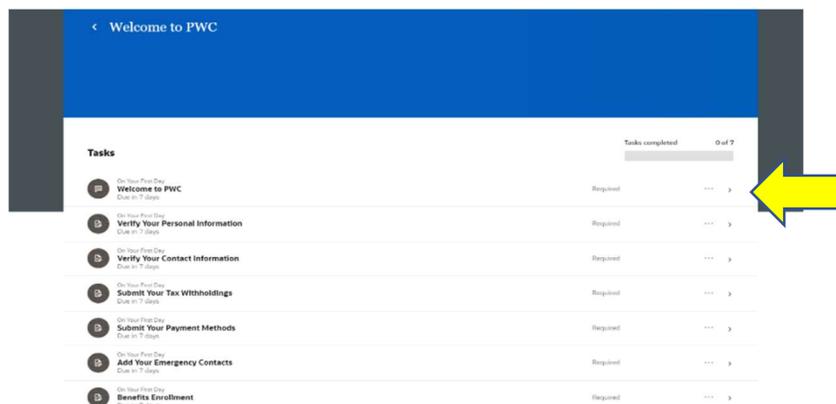
**Journeys App** will show open journey, **New Hire Onboarding**, and tasks to complete. If you do not see a **New Hire Onboarding**, please reach out to HR at [HR@pwcgov.org](mailto:HR@pwcgov.org) or 703-792-6640.



Select **New Hire Onboarding** tile.



Select the **arrow** on the right of each task to open.



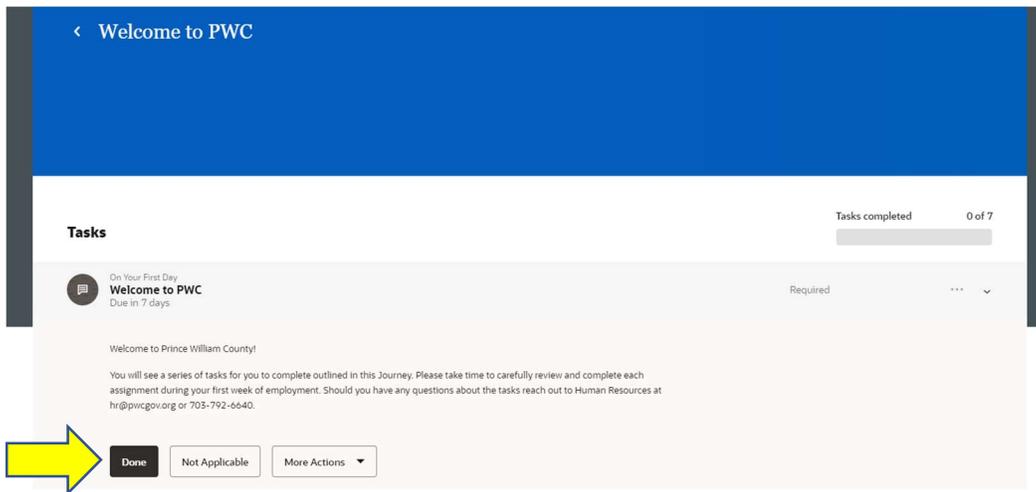
Once a task is open you will have three choices: **Go to task application** and mark **Done**, **Not Applicable**, or **More Actions** (Save to Calendar). Once you select **Done** the task will show completed.

The screenshot displays a task management interface. At the top, there are three buttons: "Done" (a dark grey button with white text), "Not Applicable" (a light grey button with black text), and "More Actions" (a light grey button with black text and a downward arrow). Below these buttons is a blue header bar with a back arrow and the text "Welcome to PWC". Underneath the header is a "Tasks" section. On the right side of this section, there is a progress indicator labeled "Tasks completed" with a green bar and the text "1 of 1". A yellow arrow points to this progress indicator. The task list contains three items:

- Welcome to PWC**: On Your First Day, Marked not applicable on 12/21/22, Required, with a three-dot menu and a right arrow. A yellow arrow points to the task icon.
- Verify Your Personal Information**: On Your First Day, Due in 7 days, Required, with a three-dot menu and a right arrow.
- Verify Your Contact Information**: On Your First Day, Due in 7 days, Required, with a three-dot menu and a right arrow.

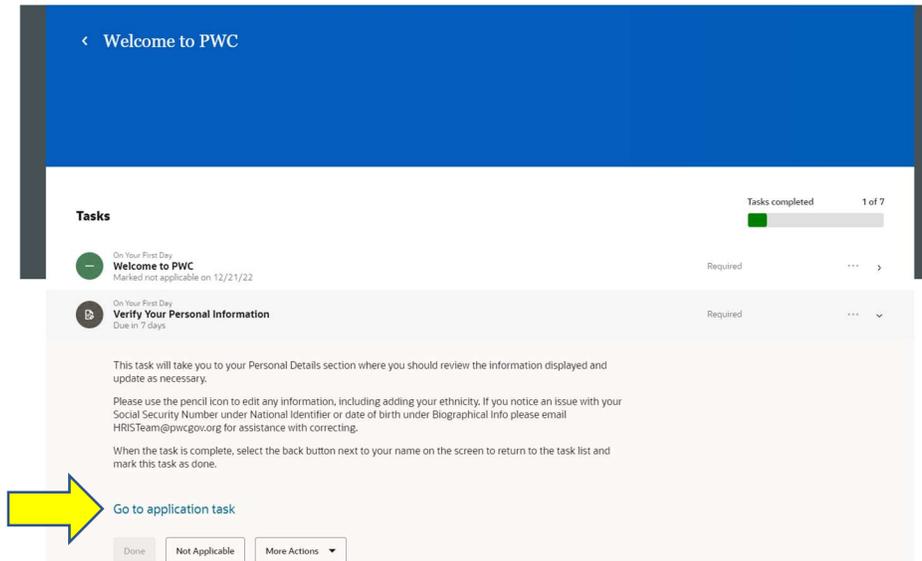
## Completing Task 1 Welcome to PWC:

Task 1 **Welcome to PWC** is a welcome message containing contact information for HR should you need assistance. Once you read, select **Done** to mark the task complete.

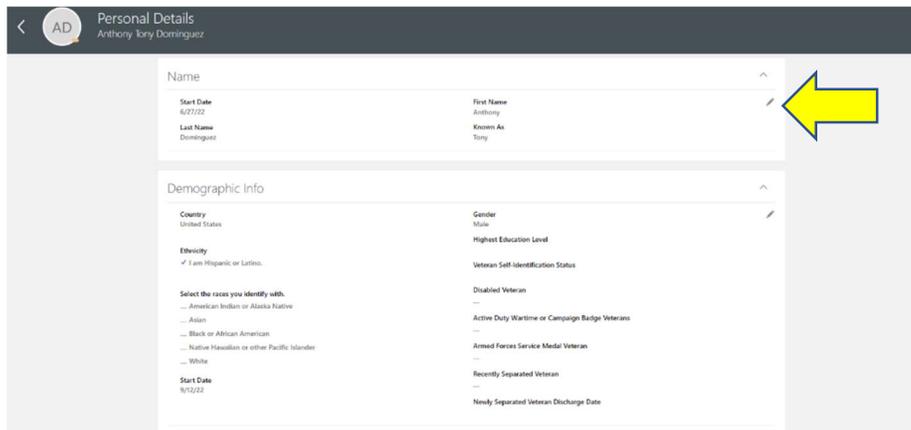


## Completing Task 2 Verify your Personal Information:

Select the **arrow** on the right to open the task. Select **Go to application task**.



Select **pencil icon**  on right to open **Name** tile.



Verify **Last Name** and **First Name** as shown. If you change **Last Name** and/or **First Name**, you must attach a Social Security Card to confirm your legal name as entered.

\*\* Any field with **asterisk (\*)** is required before selecting **Submit**.

You can enter a **Known As Name** (preferred name) if you would like and it will appear as a middle name. (i.e., Anthony Tony Dominguez). You can also enter comments to HR in the **Comments** section.

Once complete select **Submit**.

Personal Details  
Anthony Tony Dominguez

Name

When does this name change start?

Last Name

First Name

Suffix

Middle Name

Known As

Previous Last Name

Preferred Last Name

Comments

Attachments

Select **pencil icon**  on right to open **Demographic Info** tile.

Personal Details  
Anthony Tony Dominguez

Name

Start Date

Last Name

First Name

Known As

Demographic Info

Country

Ethnicity  I am Hispanic or Latino

Select the races you identify with:

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or other Pacific Islander

White

Start Date

Gender

Highest Education Level

Veteran Self-Identification Status

Disabled Veteran

Active Duty Wartime or Campaign Badge Veterans

Armed Forces Service Medal Veteran

Recently Separated Veteran

Newly Separated Veteran Discharge Date

You may update your **Ethnicity, Highest Education Level, and/or Veteran Status** and select **Submit**.

If gender needs to be updated, you must email [HR@pwcgov.org](mailto:HR@pwcgov.org).

Personal Details  
Anthony Tony Dominguez

Demographic Info

Country

Ethnicity  I am Hispanic or Latino

Select the races you identify with:

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or other Pacific Islander

White

Gender

Highest Education Level

Veteran Self-Identification Status

Disabled Veteran

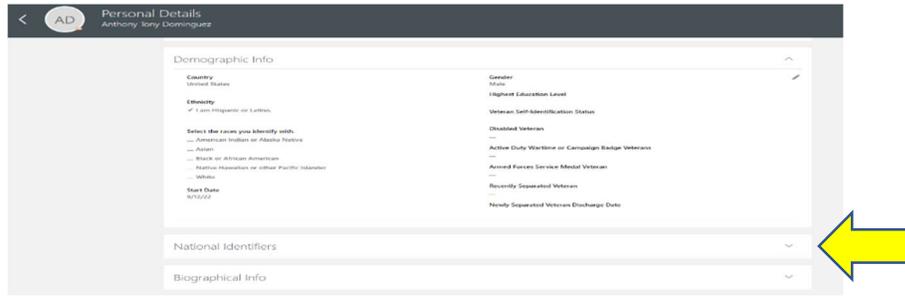
Active Duty Wartime or Campaign Badge Veterans

Armed Forces Service Medal Veteran

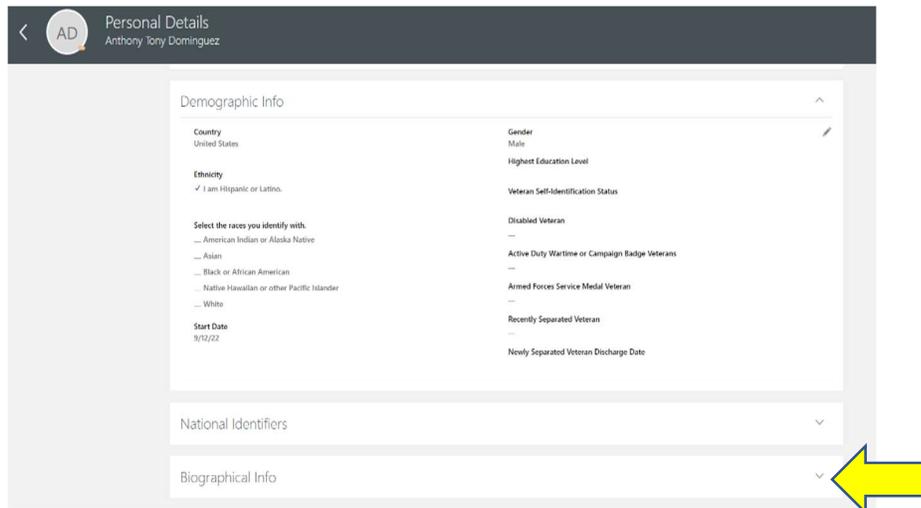
Recently Separated Veteran

Newly Separated Veteran Discharge Date

To verify your Social Security Number (**National Identifiers**) select the arrow to the right. If **National Identifiers** needs to be updated, you must email [HR@pwcgov.org](mailto:HR@pwcgov.org).



To verify your Date of Birth (**Biographical Info**) select the arrow to the right. If **Biographical Info** needs to be updated, you must email [HR@pwcgov.org](mailto:HR@pwcgov.org).



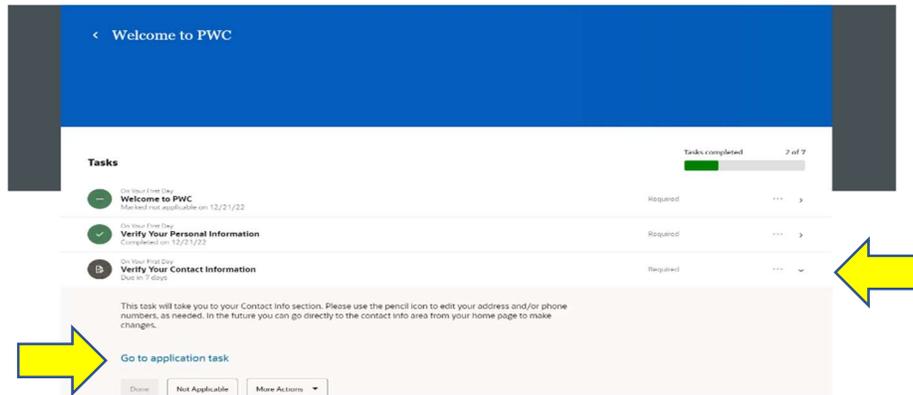
Once you have verified **Name**, **Demographic Info**, **National Identifiers**, and **Biographical Info**, select the back arrow to return to the **Onboarding Journey**.



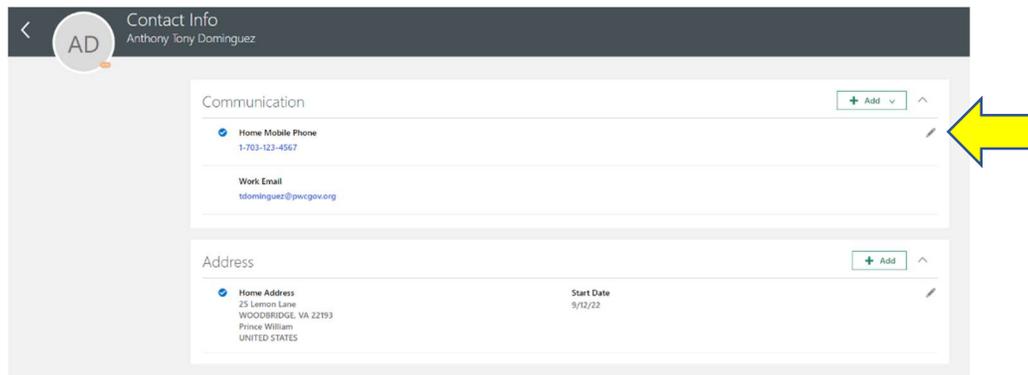
Select **Done** to complete Task 2 Verify Your Personal Information.

## Completing Task 3 Verify your Contact Information:

Select the **arrow** on the right to open the task. Select **Go to application task**.



Verify and update your **Communication**. Select the pencil icon  to edit existing information. You may add or edit phone numbers here, keep in mind any type of communication with the word **"work"** in it will be visible in the PWC Directory.



Select **Type** to change type of number (i.e. Home or Work). Edit **Number**, if needed. **From Date** will default to hire date. Enter **Submit**.

Select the **+ Add** to add additional **Communication** phone numbers, emails, etc. Note: You will not be able to edit **Work Email**.

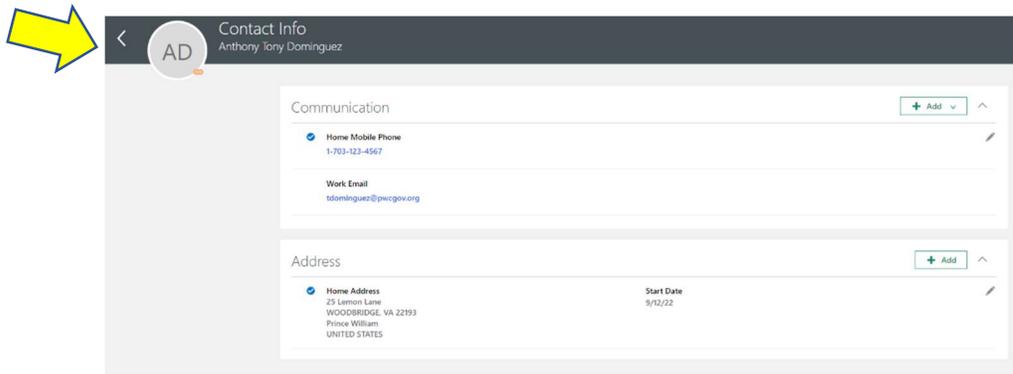
Select the Primary box to indicate a primary communication. A blue check  will appear.

Verify and update your **Address**. Select **the pencil icon**  to edit existing information.

Enter a start date for the address change if the change is in the future or enter today's date to update the address effective today. Update the address information as applicable. Type in the zip code to see the options for City, State, and County. When complete, select **Submit**.

Select the **+ Add** to add additional **Address**. Select the **Primary** box to indicate a primary address. A blue check  will appear.

Once you have verified and added **Communication** and **Address**, select the back arrow to return to the **Onboarding Journey**.

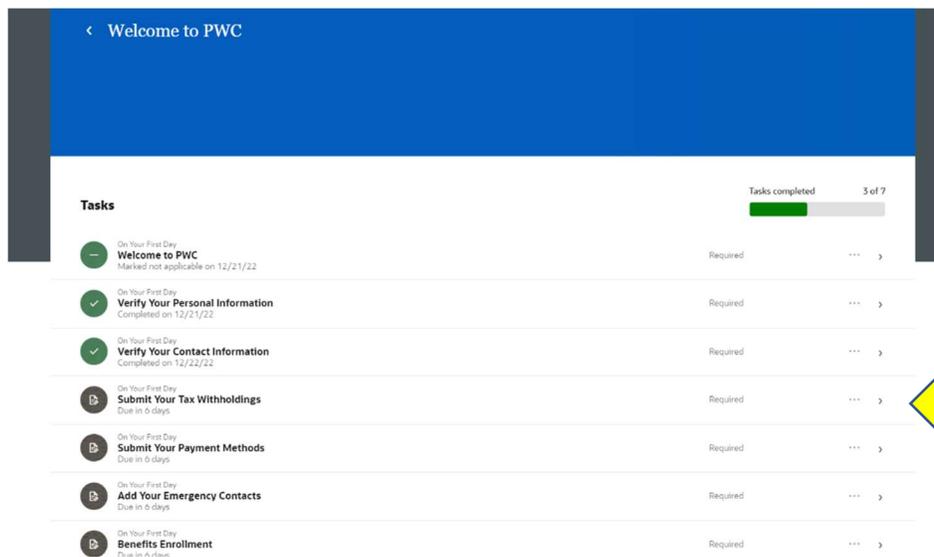


Select **Done** to complete Task 3 Verify Your Contact Information.

## Completing Task 4 Submit Your Tax Withholdings:

Select the **arrow** on the right to open the task. Select **Go to application task**.

**Note:** Until you complete the tax withholding section your tax withholding will default to the highest withholding amount. If you are not a resident of Virginia pay careful attention to the State Tax withholding section as multiple forms must be completed.



**Tasks**

- On Your First Day  
Welcome to PwC  
Marked not applicable on 12/21/22  
Required
- On Your First Day  
Verify Your Personal Information  
Completed on 12/22/22  
Required
- On Your First Day  
Verify Your Contact Information  
Completed on 12/22/22  
Required
- On Your First Day  
Submit Your Tax Withholdings  
Due in 6 days  
Required

This task will take you to your Tax Withholding section so you can update your Federal and State tax withholding.

**IMPORTANT:** Until you complete this task your tax withholdings are defaulted to take the highest amount of taxes out of your paycheck for Federal and Virginia State.

When the task is complete, select the back button next to your name on the screen to return to the task list and mark this task as done.

Go to application task

Done Not Applicable More Actions

Select the pencil icon  to enter/edit **Federal** taxes.

**PwC Mobius**  
Tax Withholding  
Oliver Miranda: 1202219

Prince William County

Federal

Calculation Component: Federal Taxes  
Start and End Dates: 12/21/22

Forms: Federal

Filing Status: Single or Married filing separately  
Extra Withholding: 0 USD

Multiple Jobs

You may claim exemption from withholding if both of the following apply:  
1. You had no federal income tax liability in the prior year.  
2. You expect to have no federal income tax liability in the current year.  
If you claim exempt, you will have no income tax withheld from your pay.

Exempt from Federal Income Tax

Regional

View: Active

+ Add

Complete all required fields with asterisks \*, including  I agree at bottom of page.

Note: To view W-4 form and instructions, select **Federal**. You must update the system, not the form.

**PwC Mobius**  
Federal Taxes

Basic Information

Calculation Component: Federal Taxes  
Component Sequence: 1  
\*When does this change start?: 12/22/22

Withholding Status

\*Filing Status: Single or Married filing separately

Multiple Jobs: Select a value

Extra Withholding: 0 USD

You may claim exemption from withholding if both of the following apply:  
1. You had no federal income tax liability in the prior year.  
2. You expect to have no federal income tax liability in the current year.  
If you claim exempt, you will have no income tax withheld from your pay.

Exempt from Federal Income Tax: Select a value

Qualifying Dependents Amount: 0 USD

Other Dependents Amount: 0 USD

Total Dependents Amount: 0 USD

Other Income Amount: 0 USD

Deductions Amount: 0 USD

\*Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.  
 I agree

Select **Save and Close** in upper right.

Select the  to enter/edit **Regional** (State) taxes.

**Tax Withholding**  
Oliver, Miranda: 1202219

Prince William County

**Federal**

Calculation Component	Start and End Dates
Federal Taxes	12/21/22

**Forms**  
Federal

**Filing Status**  
Single or Married filing separately

**Multiple Jobs**

**Extra Withholding**  
0 USD

You may claim exemption from withholding if both of the following apply:  
 1. You had no federal income tax liability in the prior year.  
 2. You expect to have no federal income tax liability in the current year.  
 If you claim exempt, you will have no income tax withheld from your pay.

**Exempt from Federal Income Tax**

**Regional** + Add

View: Active

There's nothing here so far.

Complete required fields with asterisks \* and including  I agree at bottom of page. select **Save and Close**.

**PWCMobius**

Add Calculation Component Save and Close Cancel

**Regional** + Add

**Basic Information**

\*When does this change start?  
12/22/22

\*What do you want to add?  
 State Taxes  
 Select a value  
 State Taxes  
 Pennsylvania PSD

\*Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.  
 I agree

Once you have added/edited **Tax Withholding** for **Federal** and **Regional (State)**, select the back arrow to return to the **Onboarding Journey**.

**Tax Withholding**  
Oliver, Miranda: 1202219

Prince William County

**Federal**

Calculation Component	Start and End Dates
Federal Taxes	12/21/22

**Forms**  
Federal

**Filing Status**  
Single or Married filing separately

**Multiple Jobs**

**Extra Withholding**  
0 USD

You may claim exemption from withholding if both of the following apply:  
 1. You had no federal income tax liability in the prior year.  
 2. You expect to have no federal income tax liability in the current year.  
 If you claim exempt, you will have no income tax withheld from your pay.

**Exempt from Federal Income Tax**

**Regional** + Add

View: Active

There's nothing here so far.

Select **Done** to complete Task 4 Submit Your Tax Withholding.

**Non-Virginia State Residents:**

Mobius will withhold Regional (State) taxes for the 5 reciprocal states (Maryland, District of Columbia, West Virginia, Pennsylvania, and Kentucky). To have withholdings for one of these states withheld, mark the Virginia Regional (State) tax form as “Exempt from State Income Tax”

State Tax Information

Allowances

Secondary Allowance

Total Allowances

Additional Tax Amount

Exempt from State Income Tax

Exemption for Military Spouse

Once saved as exempt from VA State Income Tax, select the **+ Add** icon next to Regional.

Regional ➔

+ Add ^

Add Tax Withholdings

From “**Add Tax Withholdings**”, enter the effective start date and State Taxes from the “What do you want to add?” drop down. Once selected, a box will appear for the State to be selected.

Regional

Basic Information

\*When does this change start?

\*What do you want to add?

State

\*Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

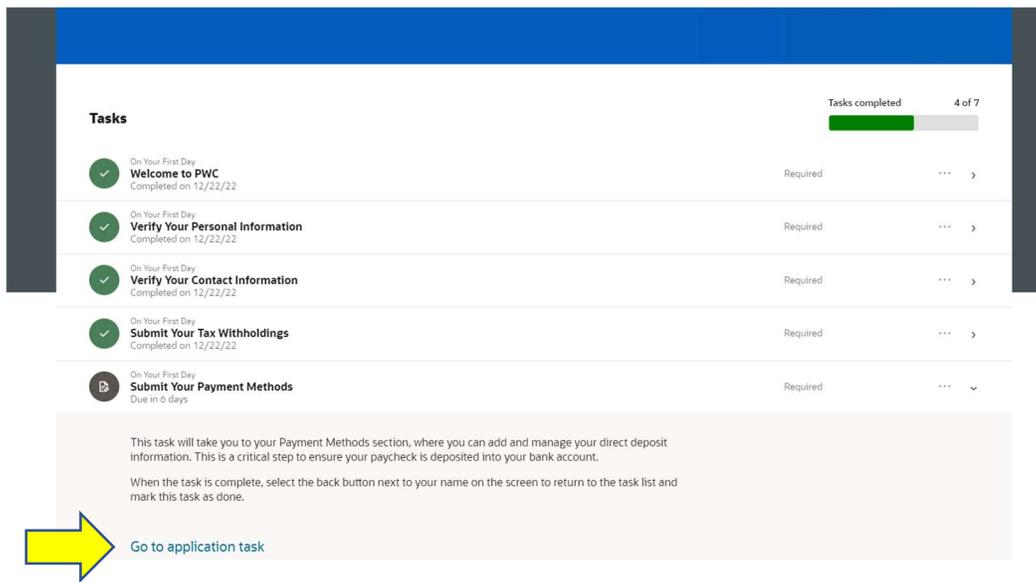
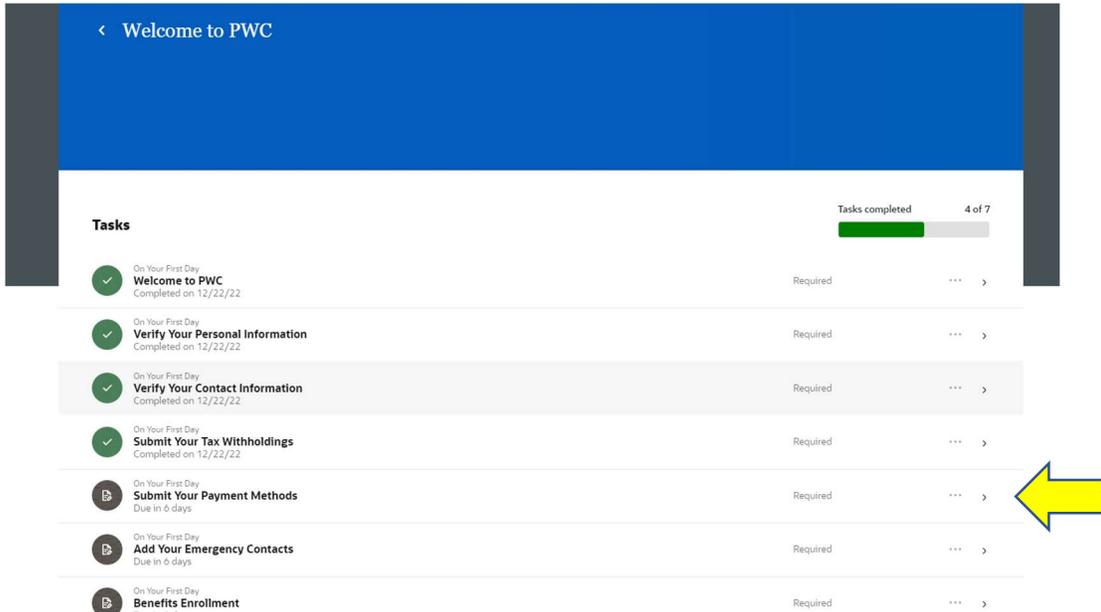
I agree

**ONLY SELECT ONE OF THE 5 RECIPROCITIES MD, DC, WV, PA, KY.**

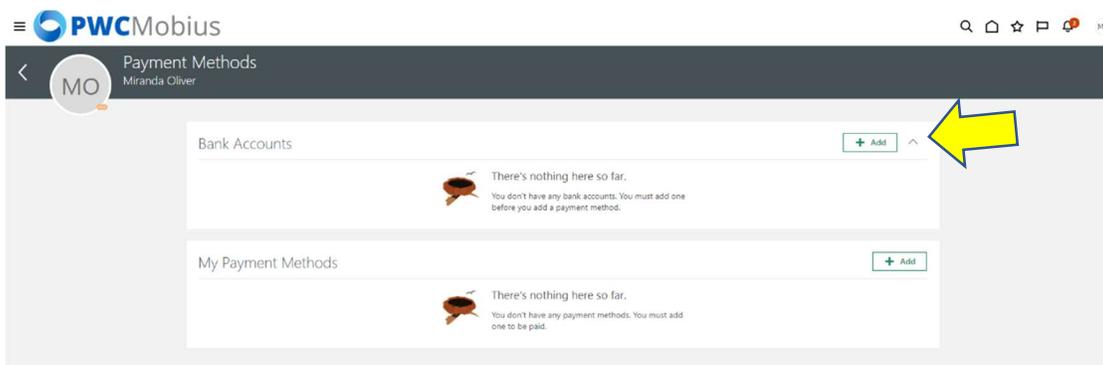
Select **Done** to complete Task 4 Submit Your Tax Withholding.

# Completing Task 5 Submit Your Payment Methods:

Select the **arrow** on the right to open the task. Select **Go to application task**.



Select **+ Add** to add **Bank Accounts**.



Enter the **Account Number**, select the **Account Type** (checking or savings), select the **Bank** and **Bank Branch**. The Routing Number will automatically populate once the Bank Branch is selected.

To search for the **Bank**, click the drop-down menu and click **“Search”** at the bottom:

\*Account Number 5678  
\*Account Type Checking  
\*Bank  
\*Bank Branch 1st Advantage Federal Credit Union  
\*Routing Number 1st Amer Bk  
1234 1st Source Bank  
071212128 ABNB Federal Credit Union  
Checking Aberdeen Proving Grnd FCU  
10/3/22 Achieva Credit Union  
United States Adams County National Bank  
Advantage Federal Credit Union  
Advia Credit Union  
Affinity Federal Credit Union  
Search...

A **“Search and Select: Bank”** pop-up box will appear, begin entering the Bank Name or click **“Search”** to see all Bank Names.

Search and Select: Bank

Search Bank Name Suntrust Bank Code  
Search Reset  
Bank Name Bank Code  
Suntrust  
OK Cancel

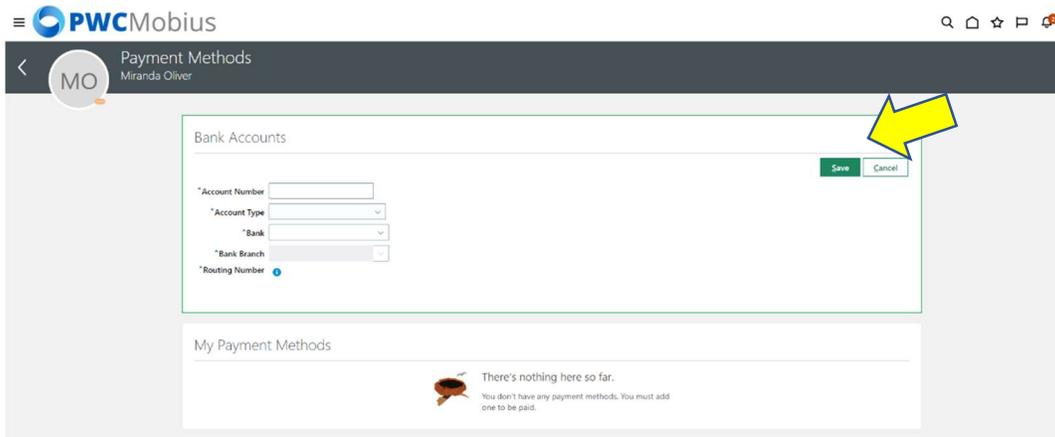
Once the Bank Name Appears, **click the Bank Name**, and then click **“OK”**.

Once the Bank is selected, click the drop-down next to **Bank Branch** and choose the Bank Branch with the desired Routing number.

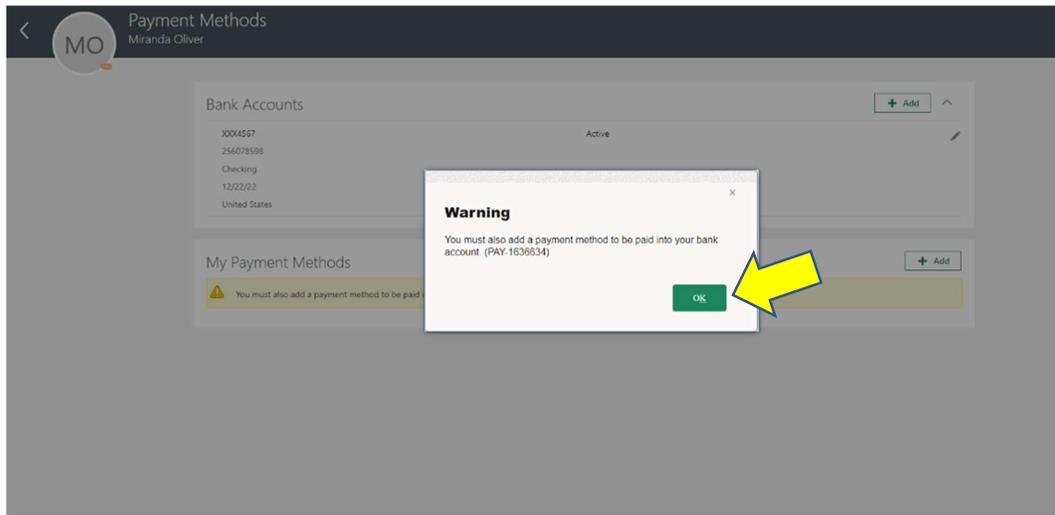
\*Bank Suntrust  
\*Bank Branch  
\*Routing Number Suntrust\_051000020 051000020 Suntrust  
Suntrust\_053100465 053100465 Suntrust  
1234 Suntrust\_055002707 055002707 Suntrust  
071212128 Suntrust\_061000104 061000104 Suntrust  
Checking Suntrust\_063102152 063102152 Suntrust  
10/3/22 Suntrust\_064000046 064000046 Suntrust  
United States  
Search...

If the expected routing number does not appear, follow the same steps to **“Search”** for the routing number that were followed, above, or searching for the Bank.

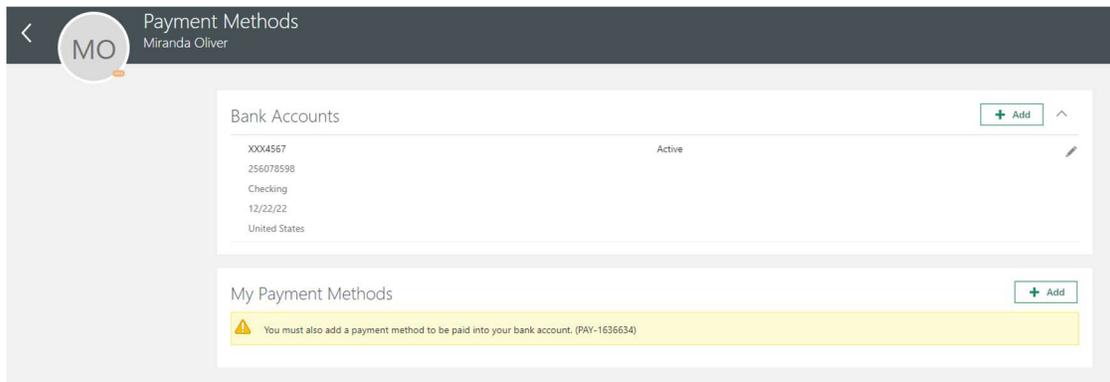
Once all the required fields are populated, click **“Save”** in the top right corner.



When you select save, you will receive a **Warning Message** to add **My Payment Methods**. Select **OK**.



Select **+ Add** to add **Payment Methods**.



Enter what the payment method can be called to make it distinguishable from others. For example, “Joint Checking” or “Personal Savings”.

The Payment Type defaults to Direct Deposit – that is the only option.

Select the **Payment Amount** as either a **percentage** or **flat amount**. Enter the **amount or percentage**, and then choose the **Bank Account** that the deposit should be made to, then click “**Save**”.

\*Payment Amount

Percentage  %

Amount

Percentage

MO Payment Methods  
Miranda Oliver

Bank Accounts

XXX4567	Active
256078598	
Checking	
12/22/22	
United States	

My Payment Methods

\*What do you want to call this payment method?

\*Payment Type

\*Bank Account



Once you have added **Payment Methods** for **Bank Accounts** and **My Payment Methods**, select the back arrow to return to the **Onboarding Journey**.

≡ PWC Mobius

MO Payment Methods  
Miranda Oliver

Bank Accounts

XXX4567	Active
256078598	
Checking	
12/22/22	
United States	

My Payment Methods

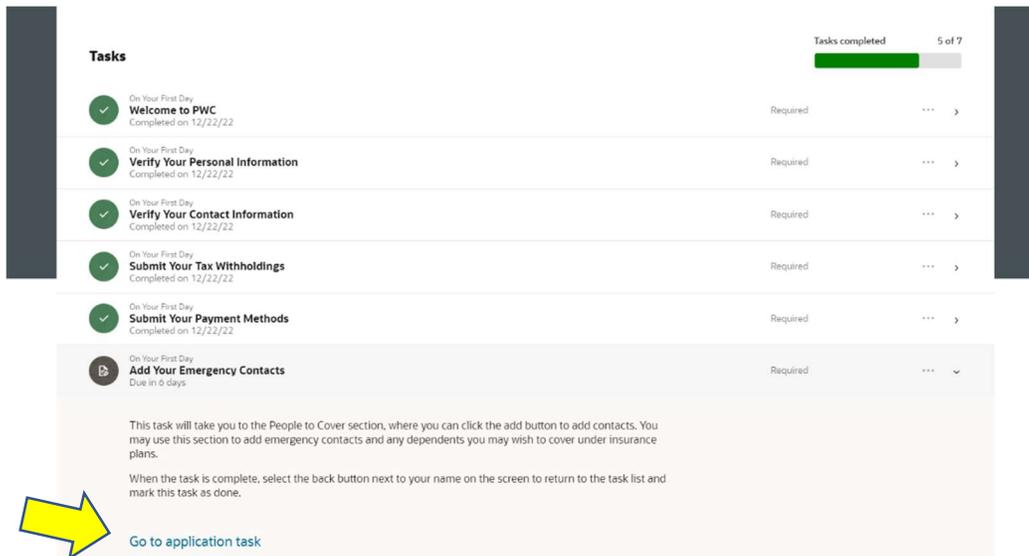
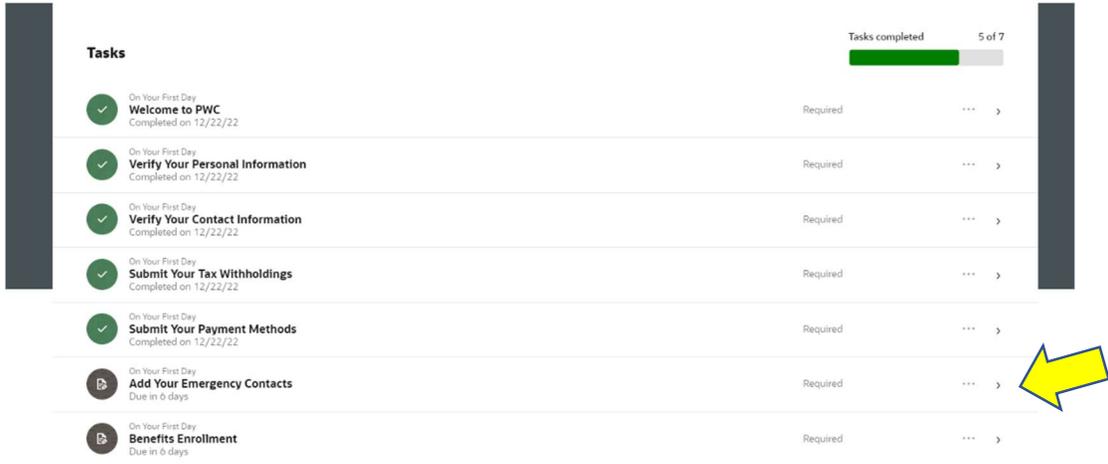
Checking 1	100 %
Direct Deposit	
256078598	
XXX4567	
Checking	



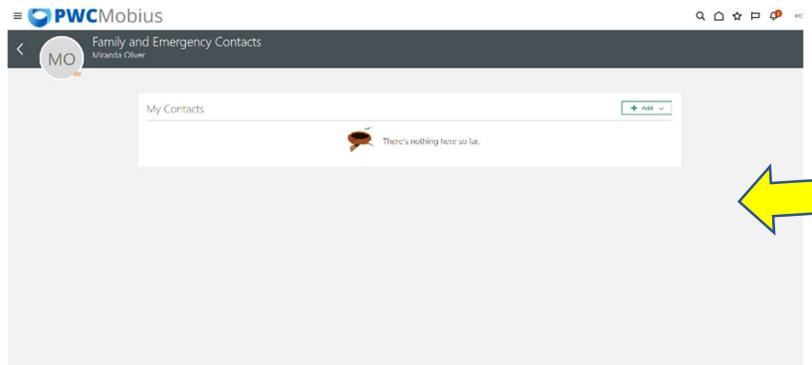
Select **Done** to complete Task 5 **Submit Your Payment Methods**.

# Completing Task 6 Add Your Emergency Contacts:

Select the **arrow** on the right to open the task. Select **Go to application task**.



**Family and Emergency Contacts** will show family members on benefit plans, as well as, Emergency Contacts.



Select + Add v

My Contacts

 There's nothing here so far.

+ Add v

Select a Coworker as a Contact  
Create a New Contact

You can **Select a Coworker as a Contact** to search for another PWC Employee. Complete required information with asterisks \*. *Note: Once you select, Mobius Workforce will send an email to the employee to accept the request to be a Contact for you.*

Search Coworker

<p>*What's the start date of this relationship?</p> <input type="text" value="12/27/22"/>	<p>*Relationship</p> <input type="text" value="Select a value"/>
<p>*Search for a coworker to add as a contact</p> <input type="text" value="Select a value"/>	<p><input type="checkbox"/> This person is an emergency contact</p>

You can **Select a New Contact** to create a contact, not in the Mobius Workforce system.

Basic Information

<p>*Last Name <input type="text"/></p> <p>*First Name <input type="text"/></p> <p>Suffix <input type="text"/></p> <p>Middle Name <input type="text"/></p> <p>*Relationship <input type="text" value="Select a value"/></p> <p>*What's the start date of this relationship? <input type="text" value="m/d/yy"/></p> <p>*Gender <input type="text" value="Select a value"/></p>	<p>Known As <input type="text"/></p> <p>Previous Last Name <input type="text"/></p> <p>Preferred Last Name <input type="text"/></p> <p>*Date of Birth <input type="text" value="m/d/yy"/></p> <p><input type="checkbox"/> This person is an emergency contact</p> <p>Emergency Contact Type <input type="text" value=""/></p>
---	---

Complete required information with asterisks \*.

- ***"What's the start date of this relationship?"*** must be on or after your hire date.
- Select  **This person is an emergency contact** before selecting **Emergency Contact Type**.
- You may enter as many **Emergency Contacts** as you desire.

Once you have added all the **Emergency Contacts** select the back arrow to return to the **Onboarding Journey**.

<  Family and Emergency Contacts  
Miranda Oliver

My Contacts + Add ▾

Sharon Miles  
Contact

Select **Done** to complete Task 6 **Add Your Emergency Contacts**.

## Completing Task 7 Benefits Enrollment:

Select the **arrow** on the right to open the task. Select **Go to application task**.

The screenshot displays a 'Tasks' list with a progress indicator at the top right showing 'Tasks completed 6 of 7'. The list includes:

- On Your First Day: **Welcome to PWC** (Completed on 12/22/22) - Required - ... >
- On Your First Day: **Verify Your Personal Information** (Completed on 12/22/22) - Required - ... >
- On Your First Day: **Verify Your Contact Information** (Completed on 12/22/22) - Required - ... >
- On Your First Day: **Submit Your Tax Withholdings** (Completed on 12/22/22) - Required - ... >
- On Your First Day: **Submit Your Payment Methods** (Completed on 12/22/22) - Required - ... >
- On Your First Day: **Add Your Emergency Contacts** (Completed on 12/27/22) - Required - ... >
- On Your First Day: **Benefits Enrollment** (Due in 1 days) - Required - ... v

Below the 'Benefits Enrollment' task, a text box provides instructions: 'This task will take you to the Benefits Enrollment section where you can enroll in Benefit plans. You will receive additional tasks related to Benefits Enrollment. For questions related to Benefits please contact the HRBenefitsTeam@pwc.gov.org'. A yellow arrow points to the 'Go to application task' link.

### Review and Verify **My Benefits**.

Once you reviewed **My Benefits** select the back arrow to return to the **Onboarding Journey**.

Select **Done** to complete Task 7 **Benefit Enrollment**.

You have now completed Onboarding in Mobius Workforce! Welcome aboard! If you still have any questions, please reach out to Human Resources at [hr@pwcgov.org](mailto:hr@pwcgov.org) or 703-792-6640.