



YOUR GUIDE TO ONLINE ONBOARDING

 **Superior**

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1 Signing in to Onboarding

You will receive an email to your personal email address from Superior Energy Services (www.ultimatesoftware.com)

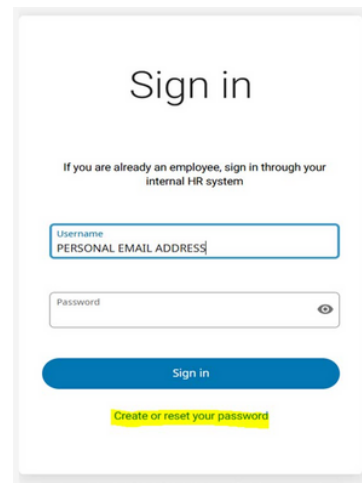
Click on the link in the email to get started

Click the "Create or reset your password" to create a Password

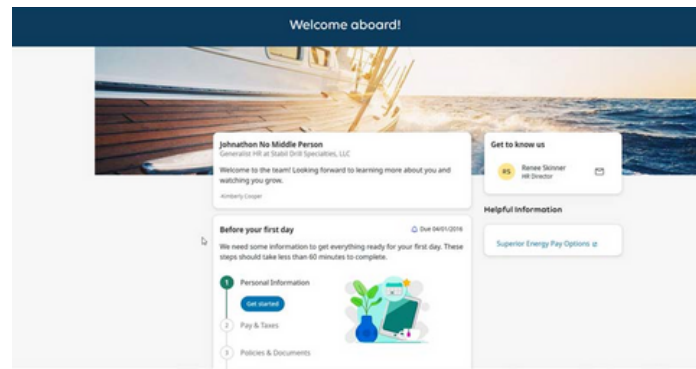
Your username is your personal email address.

Walk through each screen.

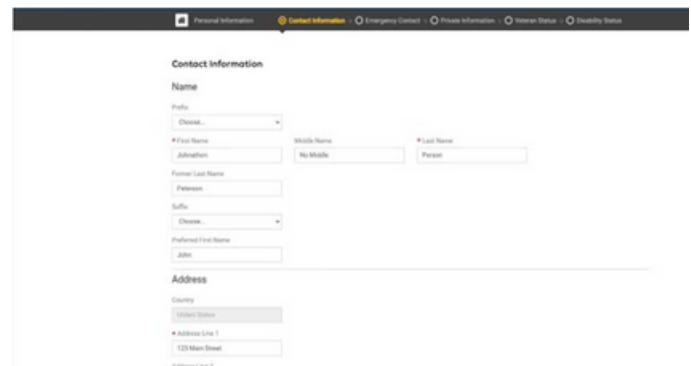
Complete the Contact Information, Emergency Contact and Private Information



The sign-in screen features a white background with a blue header. At the top, it says "Sign in". Below this, a message states: "If you are already an employee, sign in through your internal HR system". There are two input fields: "Username" with the placeholder text "PERSONAL EMAIL ADDRESS" and "Password" with an eye icon for toggling visibility. A blue "Sign in" button is positioned below the fields. At the bottom, there is a yellow link that says "Create or reset your password".

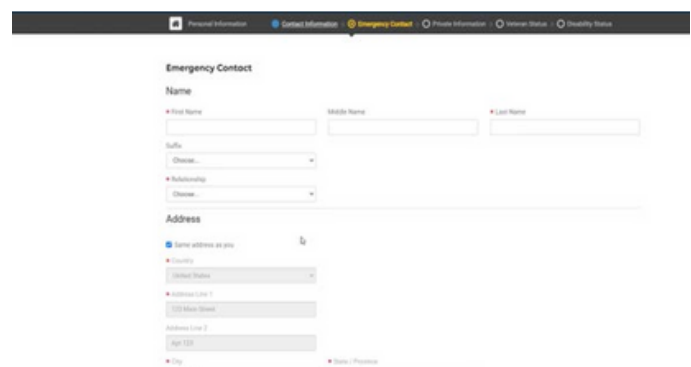


2 Complete your Contact Information



The "Contact Information" form is part of an onboarding process. It has a dark header with navigation tabs: "Personal Information", "Contact Information" (active), "Emergency Contact", "Private Information", "Screen Status", and "Readiness Status". The form is titled "Contact Information" and includes sections for "Name" and "Address". The "Name" section has fields for "Prefix" (dropdown), "First Name" (Johnathon), "Middle Name" (No Middle), and "Last Name" (Person). Below these are fields for "Former Last Name" (Personson), "Suffix" (dropdown), and "Preferred First Name" (John). The "Address" section has a "Country" dropdown (United States), "Address Line 1" (123 Main Street), and "Address Line 2" (Apt 100).

3 Complete your Emergency Contact



The "Emergency Contact" form is part of the same onboarding process. It has the same dark header with navigation tabs: "Personal Information", "Contact Information", "Emergency Contact" (active), "Private Information", "Screen Status", and "Readiness Status". The form is titled "Emergency Contact" and includes sections for "Name" and "Address". The "Name" section has fields for "First Name", "Middle Name", and "Last Name", a "Suffix" dropdown, and a "Relationship" dropdown. The "Address" section has a "Same address as you" checkbox, a "Country" dropdown (United States), "Address Line 1" (123 Main Street), "Address Line 2" (Apt 100), "City", and "State / Province" dropdown.

4 Complete your Private Information

The screenshot shows the 'Private Information' section of a form. At the top, there is a navigation bar with tabs: Personal Information, Contact Information, Emergency Contact, Private Information (selected), Veteran Status, and Disability Status. The form fields include: a 'Title' dropdown menu, a 'Date of Birth' field with a calendar icon, a 'Marital Status' dropdown menu, and an 'EOC - Voluntary Self Identification Survey' section. This survey includes a paragraph of text about the employer's obligation to report information and a 'Gender' dropdown menu. Below the 'Gender' field, there is a radio button for 'I decline to say'.

5 Complete the Veteran Status information Private Information

The screenshot shows the 'Self Identification of Protected Veteran Status' section. It features a paragraph of text explaining the purpose of the survey and the confidentiality of the information. Below the text, there is a 'Are you a protected veteran?' dropdown menu. At the bottom of the form, there are two buttons: 'Next & Continue' and 'Go Back'.

6 Complete information on Pay & Taxes

The screenshot shows the 'Federal W-4' form. It includes a navigation bar with tabs: Pay & Taxes, Direct Deposit, Federal W-4 (selected), Louisiana L-4, California Forms DE-4, and Review & Sign. The form fields include: a 'Please select the form you would like to complete' dropdown menu, a 'Please use this form if you are a citizen/resident of the United States' radio button, a 'Please use this form if you are a nonresident alien' radio button, a 'Please use this form if you are a nonresident alien' radio button, a 'Please use this form if you are a nonresident alien' radio button, and a 'Please use this form if you are a nonresident alien' radio button. At the bottom, there are two buttons: 'Next & Continue' and 'Go Back'.

The screenshot shows the 'Federal Tax Form W-4' form. It includes a navigation bar with tabs: Pay & Taxes, Direct Deposit, Federal W-4, Federal W-4 (selected), Louisiana L-4, California Forms DE-4, and Review & Sign. The form fields include: a 'Are your paychecks subject to federal income tax?' dropdown menu, a 'Step 1: Personal Information - Filing Status' section with a 'Single or Married filing separately' radio button, a 'Step 2: Do you hold more than one job at a time?' dropdown menu, and a 'Next & Continue' button.

Pay & Taxes | **Direct Deposit** | Federal W-4 | Louisiana L-4 | California Forms DE-4 | Review & Sign

Direct Deposit

With Direct Deposit your paycheck will be automatically deposited into the account or accounts of your choice.

Account Information

☐ I do not want to set up Direct Deposit at this time. I will speak with my employer for an alternative payment method.

Pay & Taxes | **Direct Deposit** | Federal W-4 | Louisiana L-4 | California Forms DE-4 | **Review**

Review & Sign

Federal Tax Form W-4 [\(Preview\) \(Make changes\)](#)

☐ Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.

Your First and Last Name:

Louisiana Tax Form L-4 [\(Preview\) \(Make changes\)](#)

☐ I declare under the penalties imposed for filing false reports that the number of exemptions and dependency credits claimed on this certificate do not exceed the number to which I am entitled.

Your First and Last Name:

California Tax Form DE-4 [\(Preview\) \(Make changes\)](#)

☐ Under the penalties of perjury, I certify that the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled or, if claiming exemption from withholding, that I am entitled to claim the exempt status.

Your First and Last Name:

7 Review and Acknowledge Policies & Documents

Get to know us

Samuel Skinner
HR Director

Before your first day [Use Instructions](#)

We need some information to get everything ready for your first day. These steps should take less than 60 minutes to complete.

- 1 Personal Information
- 2 Pay & Taxes
- 3 Policies & Documents**
- 4 Review & Submit

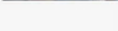
Helpful Information

[Superior Energy Pay Options](#)

Upcoming

Policies & Documents	Sign & Acknowledge	Upload
1.3 Our Shared Core Values at Work	Download & Acknowledge	
1.4 Shared Core Values - Acknowledgement	View & Sign	
1.7 Superior Energy Target Zero Overview	View & Acknowledge	
1.8 Superior Energy Emergency Hotline Information	View & Acknowledge	
2.1 Employee Non-Disclosure Agreement	View & Sign	
2.3 Assigned Company Assets Deduction	View & Sign	
2.4 Internet Usage Policy	Download & Acknowledge	
2.5 W2 - Instructions to Receive Electronic Copy	Download & Acknowledge	

8 Review and Submit



Jubathon No Middle Person

Generative HR at Dubai DHR Specifications, LLC

Welcome to the team! Looking forward to learning more about you and watching you grow.

Arbawi's Design

Before your first day

🔗 [See 04/01/2019](#)

We need some information to get everything ready for your first day. These steps should take less than 60 minutes to complete.

- 1 Personal Information
- 2 Pay & Taxes
- 3 Policies & Documents
- 4 Review & Submit

[Cancel](#)

Helpful information

[Superior Energy Pay Options at](#)

Upcoming



Your first day

04/01/2019

[View event](#)

Review & Submit
 Review & Submit

Final Review

Review your information and then submit all to complete your initial Onboarding task. After submitting you will be able to review, but no longer with, the submitted information.

Personal Information

Contact Information Make changes Jonathan No Middle Person (Veteran) (Last) jonhmiddleperson@gmail.com 9 123 Main Street Apt 123 Springfield, CA 12345 Other Address Info Tutunime	Emergency Contact Make changes Joseph Cooper (Brother) 2077455124 (Home) 9 123 Main Street Apt 123 Springfield, CA 12345 Other Address Info Tutunime
Private Information Make changes SSN 929 59 4400 DOB 01/03/1979 Marital Status Single	Veteran Status Make changes Protected Veteran? No
EDO Make changes Gender Male Ethnic Origin Not Hispanic/Latino Race White	
Disability Make changes Disabled? No, I do not have a disability and have not had one in the past	

Voluntary Self-Identification of Disability

[illegible]