SIDA LOO

Noqdo Adeeg-bixiye Shakhsi ahaaneed

Waad ku mahadsan tahay doonistaada aad ku rabto inaad noqoto adeeg-bixiye shakhsi ahaaneed oo la shaqeeya Consumer Direct Care Network Washington (CDWA). Haddii aad ka leedahay xirfad xagga daryeelka caafimaadka, aad bilaabayso inaad xirfad ku lahaato daryeelka lagu bixiyo guriga, ama aad daryeel u fidinayso qof aad jeceshahay, hagahan shaqaalayntu wuxuu kaa caawin doonaa habraaceena shaqaalaysiinta ee aanu tibaaxno. Waxaad u baahan doontaa cinwaan iimayl si aad u bilawdo. **Ha bilaabin inaad u shaqayso Macmiilkaaga ilaa iyo aad ka hesho taariikhda aad 'Okay to Provide Care (Diyaar u Tahay Inaad Daryeel Bixiso)' CDWA.** Wax mushahar ah kuma heli doontid haddii aad bilowdo inaad shaqayso ka hor taariikhdan.

Si laguu shaqaaleysiiso sida ugu dhakhsaha badan:

- Isticmaal liiska hubinta ee ku yaala boggagan soo socda si aad ula socoto hab-socodka shaqaalaysiintaada ee CDWA. Hawlaha shaqaalaysiinta waxaa lagu dhamaystiraa elektaroonig ahaan.
- Sax sanduuq kasta oo ku jira liiska marka aad sii dhameeneyso hawsha. Dib ha u dhigin wax hawl kasta ah.
- Eeg iimaylkaaga (oo ay ku jiraan qeybta nuxurka aan loo baahneyn/aan muhiimka ahayn) kadib markaad gudbiso codsigaaga. Xaqiiji inaad ku darto **cdcn@myworkday.com** iyo **infoCDWA@consumerdirectcare.com** liiskaaga iimaylada wax kuu soo diri kara si aadan u seegin macluumaad muhiim ah.

Jadwalka Tusmada

Ka dooro qeybta Jadwalka Tusmada si aad si toos ah u aado halkaas.

Liiska hubinta ee Shaqaaleysiinta IP-ga 3
Sida Loo Codsado ka ahaan IP 6
Xog-uruurinta DocuSign I-9 8
Sida Loo Dhameystiro Kaaga ah I-9 9
Dhameystirida Qeybta 2 ee Form I-9 (Foomka I-9) 12
Dukumeentiyada La Aqbali Karo 15
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Kala-qeybinta Mushaharkaada 26
Tabbabarka O&S 28
Shaqo Kala Barida CDWA 32
Ku Xaqiijinta Cadeynta gudaha DirectMyCare 36

Yeey Tahay In La Waco

Waxaan halkaan u joognaa inaan ku caawino! Isticmaal mid kasta oo ka mid ah dhigaaladan haddii ay wax kugu istaagaan ama aad su'aalo qabto.	
Bogga Intarnetka ee CDWA	www.ConsumerDirectWA.com
Qalabka aad iskaa wax iskuugu qabato	Dhigaalo / Dhigaalada IP / Qalabka Shaqaalaysiinta ee IP
Iimaylka	infoCDWA@ConsumerDirectCare.com
Wicitaanka Taleefonka	866-214-9899
Ballamaha Onleenka ah iyo Kuwa Xafiiska	Dhigaalada / Ballan Qabso
Munaasabadaha Bulshada ee Qof Ahaanta Loo Xaadiro	Dhigaalo / Jadwal Taariikheedka Agoon Kororsiga Onleenka Ah iyo Munaasabadaha

Arabic العربية	866.215.6909	Cantonese 粵語	866.216.3065	Khmer អក្សរខ្មែរ	866.215.7610	Korean 한국어	866.215.6907
Lao ພາສາລາວ	866.215.8044	Mandarin 普通话	866.216.1752	Russian русский	866.215.4069	Somali Soomaali	866.215.5669
Spanish Español	866.215.0131	Tagalog Tagalog	866.215.3817	Ukrainian Українська	866.215.4674	Vietnamese tiếng Việt	866.215.2762

ADEEG-BIXIYEYAHA SHAQSIGA AH

Liiska Hubinta ee Shaqaaleysiinta

1. Tallaabada IP: Codso - Muuqaalka Tabbabarka waxaa laga heli karaa halkan

- ☐ Ka codso inaad noqoto Daryeel-bixiye barta ConsumerDirectWA.com/Careers
- ☐ Ku bilow inaad akoon sameysato - cinwaankaaga iimaylka waa inuu shaqaynayo oo uusan horay uga diiwaangashanayn CDWA
  - Haddii aad dib u codsanayso, fadlan isticmaal cinwaankaada iimaylka ee ku jira diiwaanka CDWA
- ☐ Markaad gasho, ka jawaab su'aalaha ku yaalla bogga "My Information (Xogtayda)"
- ☐ Dhammaystir "Application Questions (Su'aalaha Codsiga)" ee ku yaala bogga 1
- ☐ Dooro Luqadda Aad Doorbideyso in Laguugula Soo Xidhiidho
- ☐ Dhammaystir "Application Questions (Su'aalaha Codsiga)" ee ku yaala bogga 2. Boggan waxaa ku jira nuxurka soo bandhigida fursada shaqaalaysiinta.
- ☐ Cadee qof ka weyn 18 jir si uu u dhammaystiro I-9 Qaybta 2 (waa inuu noqdaa qof aan adiga ahayn)
  1. Magaca Koowaad iyo Magaca Dambe
  2. Ciwaanka iimaylka
  3. Lambarka Taleefoonka
- ☐ Dhameystir Shaacinadda Is-xilqaamka
- ☐ Dhammaystir Qiimeynta Barnaamijka Cashuur-dhaafka Fursadda Shaqo (Ikhtiyaari ah)
- ☐ Dib u eeg macluumaadka oo gudbi codsiga
- ⚠ Waxaad heli doontaa iimayl ka socda "CDWA DocuSign" oo wata tilmaamo ku saabsan dhammaystirka I-9 iyo Ogolaanshaha Baaritaanka Sal-taariikheedka.

2. Tallaabada IP: Ogolaanshaha Baaritaanka Sal-taariikheedka ee DocuSign oona Dib u eeg I-9

- ☐ Buuxi Foomka Oggolaanshaha Baaritaanka Sal-taariikheed ee BCCU
  - Diiwaangeli lambarka xaqiijinta ee 10-ka tiro ah_____
- ⚠ Magaca kuugu qoran foomka Oggolaanshaha Baaritaanka Sal-taariikheedka waa inuu la mid ahaadaa magaca kuugu qoran sharciga Aqoonsiga ee ay dawlada ku siisay
  - Ka hel xog dheeraad ah iyo tilmaamaha muuqaalka halkan
- ☐ Sii CDWA lambarka xaqiijinta ee 10-tiro ah (lambarku wuxuu ka koobnaan doonaa xarfo iyo tirooyin)
- ☐ Dhammaystir I-9 Qaybtiisa 1. Tilmaamaha waxeey ku qoran yihiin bogga koowaad ee dukumeentiga DocuSign. Ka hel halkaan muuqaalka bixinaaya tilmaamaha.
  - Qofka lagu aqoonsaday codsiga wuxuu heli doonaa ogeysiis si uu u dhammaystiro Qaybta 2
- ⚠ Waxaa dib u dhac ku imaanayaa shaqaaleysiinta haddii aad adiga shaqsiyan saxiixdo Qaybta 2, aad isticmaasho dukumiintiyo dhacay, ama aad isticmaasho dukumiintiyada qof kale.
- ☐ Shahaadooyinka Diyaariyeha/Turjumaanka ee Qaybta 1 waa la dhammaystiray (haddii ay khusayso)

3. Tallaabada CDWA: Marka Qaybaha 1 & 2 la dhammaystiro, waxaan dib u eegi doonaa, ku ogeysiin doonaa marka la ansixiyo, kadibna waxaan fulin doonaa Baaritaanka Sal-taariikheedka.

4. Tallaabada CDWA: Waxay samaynayaan dib ueegista Kartida iyo Ku Habboonaanta Dabeecadeed (**CC&S**). Kaliya waxaa looga baahan yahay baaritaanada sal-taariikheed ee qoraraya 'Review Required (Dib-u-eegid Ayaa Loo Baahay Yahay).' **Loogama baahan doono tallaabadan qof walbo.** CDWA waxeey kuula soo xidhiidhi doontaa iimayl ahaan. Raac tilmaamaha ku jira iimaylka ee sheegaya waxa la rabo iyo meesha laga rabo.

5. Tallaabada IP: Ballanta Baaritaanka Taariikheed ee Faraha - Iimaylka laga helay CDWA

Iimay ay soo dirto CDWA ka dib markaad ka gudubto baaritaanka taariikheed ee BCCU ama ka dib marki la sameeyo eegista CC&S.

☐ Qabso ballanta - iimaylka waxaa ku jiro tilmaamaha sida loo qabsado

Lambarkaaga OCA waxa laga heli karaa foomamka lagu soo diray iimaylka ka yimid CDWA.

⚠ **Waxaad la sii wadan kartaa tallaabada shaqaalaysiinta CDWA ka hor intaan la dhamaynin tallaabadan. Si kastaba ha ahaatee, ballantaada sawir-qaadka faraha waa in la qorsheeyo oo la dhammaystiraa muddo 120 maalmood gudahood laga bilaabo taariikhda "Okay to Provide Care (Diyaar Loo yahay In Daryeel La Bixiyo)".**

6. Tallaabada IP: Hawlaha Shaqaalaysiinta ee gudaha Workday - Waxaad ku heli doontaa iimayl xilliga aad bilaabi karto tallaabooyinkan. Sahminta Asaasiga Ah ee Workday

⚠ **Waa inaad riixdo badhanka 'Submit (Gudbi)' ee hawl walbo si aad ugu gudubto mida xigta.**

☐ Aqoonso Macmiil

- Haddey Jawaabtaadu Haa Tahay, dhameystir Xog-uruurinta Macluumaadka Macmiilka
- Waa inaad ku baastaa Baaritaanka Sal-taariikheedka si aad u samaysato akoon Carina.
- Wali ma aadan helin Macmiil? Akoon ka samayso Carina.org si uu kaaga caawiyo inaad Macmiil hesho.

☐ Canshuurta Mushaharka Laga Jaro ee Federaalka

☐ Doorashada Habka Loo Helaayo Mushaar-bixinta

☐ Xog-uruurinta Gaari Wadida/Gaari Wadid La'aanta – waa inaad haysato laysanka darawalnimada oo ansax ah shaqaynayana si aad u bixiso adeegyada gaadiid raaca

☐ Xog-uruurinta Kaarka Midowga ee SEIU 775

☐ Dib U Eeg Dukumiintiyada – Caddeynta Shaqaynta IP ee CDWA, Buug–gacmeedka IP ee CDWA, Tabbabarka Shaqada ee IP

☐ Su'aalaha Ka-dhaafitaanka Shaqo Kala Barida & Badbaadada (Orientation & Safety, O&S) – haddii aan lagaa dhaafeynin, waxaad heli doontaa linki si aad ugu qaadato O&S gudaha Workday

☐ Xaqiijinta Aqoonsiga Shaqo Kala Barida & Badqabka (5 saacadood ayaa lagu dhameeyaa)

- Haddii aan lagaa dhaafin, waxaad heli doontaa Hawsha Shaqaalaysiinta oo wadata linkiga tababarka O&S ee gudaha WorkDay. Waxaa si otomaatig ah lacagta laguu siin doonaa ka dib markaad bogto
- Haddii aad calaamadiso in lagaa dhaafay O&S, waxaa lagaa rabayaa inaad bixiso sababta lagaaga dhaafay iyo dukumeentiyada taageeraya (xaaladaha badankood)

☐ Tabbabarada Ikhtiyaariga ah ee IP-ga ee CDWA

- Kala Barida Shaqada ee CDWA
- Shaqo Kala Barida SEIU 775

7. Tallaabada CDWA: CDWA waxay ogeysiin doontaa Macmiilka iyo maareeyaha kiiska labadaba ujeedadaada ah inaad bixiso daryeel.

8. Tallaabada CDWA: Dib u eeg dhamaan macluumaadka shaqaaleysiinta. Bixi taariikhda "Okay to Provide Care (Diyaar Loo yahay In Daryeel La Bixiyo)" markay dhamaan wax kastaa ay hagaagsan yihiin.

- Tababarka Shaqada & Badqabka in la dhamaystiray (marka laga reebo in lagaa dhaafay)
- Baaritaanka Sal-taariikheedka ee Lagu Baasay
- Macmiilka inuu oggolaansho shaqaynaya ka haysto DSHS - Ma bilaabi kartid inaad u shaqayso Macmiil aanan haysanin oggolaansho shaqaynaya

9. Tallaabada IP: Hel taariikhda kaaga ah "Okay to Provide Care (Taariikhda Aad Diyaar u Tahay

Tani waa maalinta koowaad ee aad bilaabi karto inaad u shaqayso macmiilka adiga oo mushahar qaadanaya.

Taariikhda "Okay To Provide Care (Diyaar Loo yahay In Daryeel La Bixiyo)": _____

- Waxaad haysataa **120 maalmood** oo ka bilaabanaya taariikhda "Okay to Provide Care (Diyaar Loo yahay In Daryeel La Bixiyo)" si lagaaga qaado faraha. Haddii aanan helin natiijooyinka farahaaga, waxaa laguugu soo rogayaa amarka shaqo joojinta. Ma shaqayn kartid, mana heli doontid wax mushahar ah inta uu amarka ku saaran yahay.

Taariikhda Kama Danbaysta ah ee Sawir ka qaadka Faraha (120 maalmood ka dib taariikhda "Okay to Provide Care (Aad Diyaar u Tahay Inaad Daryeel Bixiso)": _____

⚠

- Waxaad haysataa **14 maalmood** inaad ku soo gudbiso codsigaaga Shahaadada Caawiyaha Daryeelka Guriga (HCA) (haddii loo baahdo). U sii soco tallaabooyinka xiga

Tallaabooyinka Xiga ee IP-ga

☐ Niska(nisaska) Shaqada Tijaabada ah (ikhtiyaari ah)

- Muraajacee inaad saacado u gudbiso CDWA adiga oo isticmaalaya bogga intarnetka ee DirectMyCare iyo/ama abka CareAttend.
- Tilmaamayaasha shaqada oo dheeraad ah iyo muuqaalo ku saabsan gudbinta saacadaha ayaa laga heli karaa halkan.

☐ Soo gudbi codsigaaga shahaadada Caawiyaha Daryeelka Guriga (HCA) (haddii loo baahdo)
Taariikhda kama danbaysta ah (14 maalmood ka dib taariikhda "Okay to Provide Care (Aad Diyaar u Tahay Inaad Daryeel Bixso)":_____

- Ha bixinin wax khidmad ah – ku calaamadee 'state pay (gobolka ayaa bixinaya)' codsiga korkiisa.
- SEIU 775 Benefits Group ayaa kuu sheegi doona tabbabarka aad u baahan tahay inaad bogto. Haddii aad u baahan tahay inaad bogto Tabbabarka Aasaasiga Ah 70, waxaa laguu tixgelinayaa Caawiyaha Daryeelka Guriga ee caadiga ah (HCA).
- IHaddii ay kugu yar tahay aqoonta luuqadda Ingiriisiga (LEP), waxaad xaq u yeelan kartaa shahaado 60 maalmood oo ku meel gaar ah oo dheeraad ah. Ku calaamadee codsigaaga inaad rabto shahaadada ku meel gaarka ah.

☐ **Dhamaystir Tabbabarka Aasaasiga Ah** – SEIU 775 Benefits Group ayaa kaala soo xidhiidhi doonta midan.
Taariikhda kama danbaysta ah (120 maalmood ka dib taariikhda "Okay to Provide Care (Aad Diyaar u Tahay Inaad Daryeel Bixiso)":
_____

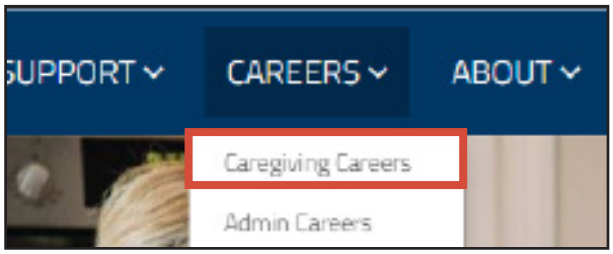
☐ Samee **imtixaanka shahaada siinta ee Caawiyaha Daryeelka Guriga (HCA)**
Taariikhda kama danbaysta ah (200 maalmood ka dib taariikhda "Okay to Provide Care (Aad Diyaar u Tahay Inaad Daryeel Bixiso)":_____

SIDA LOOGU

Codsado ka ahaan Adeeg-bixiyaha Shakhsiga ah

Sameyso Akoon

1. Aad websaydka CDWA, dooro **Careers (Xirfadaha),** kadibna ka dooro **Caregiving Careers (Xirfadaha Daryeel-bixinta)** tusmada sare. (Jaantuska 01)

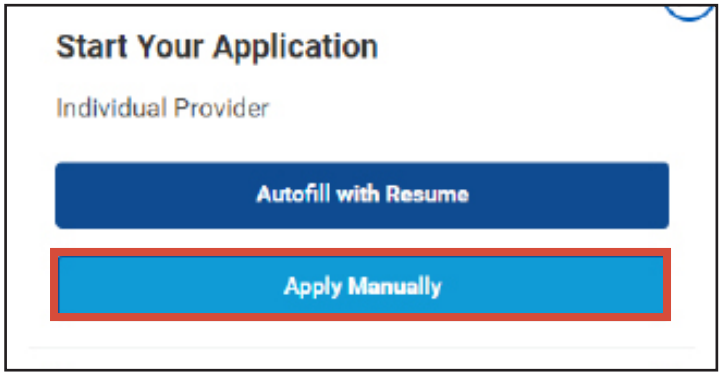


Jaantuska 01

2. Dooro badhanka **Apply to be a Caregiver (Codso inaad noqoto Daryeel-bixiye)**.

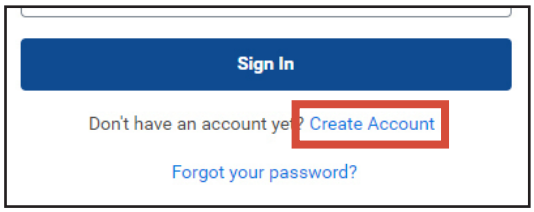
3. Dooro badhanka **Apply (Codso)**.

4. Ka dooro **Apply Manually (Gacan ahaan Ku Codso)** xulashooyinka. (Jaantuska 02)



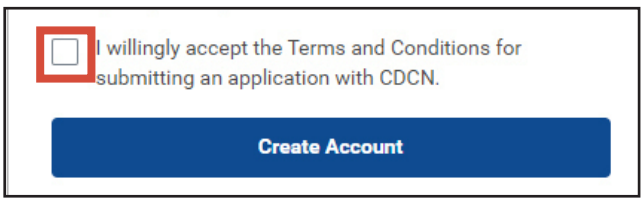
Jaantuska 02

5. Dooro **Create Account (Samee Akoon)**. (Jaantuska 03)



Jaantuska 03

6. Geli cinwaankaada iimaylka oona sameyso eray sireed. Sax sanduuqa si aad u aqbasho Shuruudaha iyo Shardiyadda. Dooro badhanka **Create Account (Samee AKoon)**. (Jaantuska 04)
   - Cinwaankaaga iimayl waa inuu noqdaa mid adiga kuu gaar ah oo uusan horeyba ahayn mid la isticmaalayo.
   - Waxaad mar kale isticmaali doontaa akoonkan, la soco waxa aad ka dhiganeyso eraygaaga sirta ah si aad uga fogaato dib u dhac kaaga imaada xagga shaqaalaysiinta
   - Haddii aad tahay qof dib mar kale loo soo shaqaaleysiinayo, fadlan eeg kuweena ah FAQ-yada Dib U Soo Shaqaaleysiinta

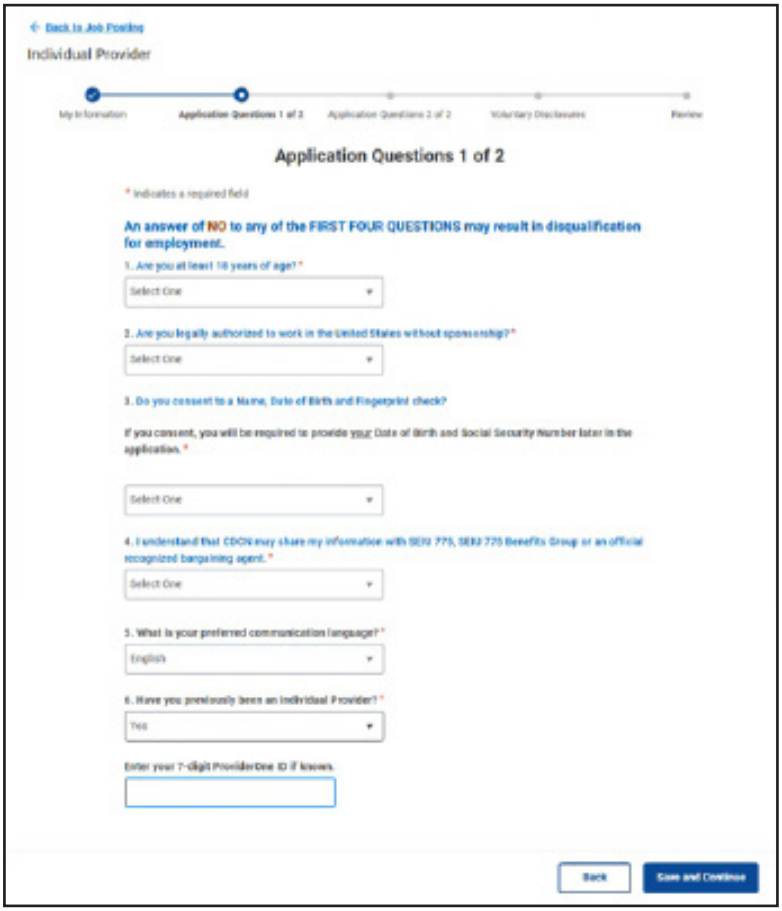


Jaantuska 04

7. Qaybta hore ee codsiga waxay kaa codsaneysaa inaad buuxiso qaybaha soo socda:

- **Macluumaadkayga (magaca, cinwaanka, iimaylka, iwm.)**
  - » Haddii aad leedahay hal cinwaan, dooro Mailing Address (Cinwaanka Boostada) gudaha goobta isticmaalka.
  - » Haddii aad leedahay laba cinwaan, mid waa in lagu geliyaa ka ahaan Cinwaanka Waddada, kan kalena waa in lagu geliyaa Cinwaanka Boostada ee goobta isticmaalka.
- **Su'aalaha Codsiga ee 1 ka mid ah 2 (Jaantus 05)**

(jawaabta MAYA ee laga bixiyo mid ka mid ah afarta su'aalood ee ugu horreeya waxay sababi kartaa in lagaa diido shaqaaleynta)



Jaantuska 05

- **Su'aalaha Codsiga 2 ka mid ah 2**
  - » Bogga 2 ee su'aalaha codsiga waxa uu ka kooban yahay dalabka shaqo soo bandhiga. Waa inaad kaliya hore uga sii socotaa halkan, haddii aad damacsan tahay inaad aqbasho dalabkaas

- **Gali Lambarkaaga SSN (Social Security Number, Lambarka Soshal Sekuritiga) ee Mareykanka, ITIN (Individual Taxpayer Identification Number, Lambarka Aqoonsiga Shakhsiga Canshuur-bixiyaha) ee Maraykanka, iyo Taariikhda Dhalashada**

- **Qeybta hoose ee bogga, waa inaad magacaabtaa qof ka weyn 18 jir oo si toos ah u hubin kara dukumentiyadaada I-9.**
  - » Kudar cinwaanka iimaylkooda iyo lambarka taleefoonka
  - » Qofkan waxaa sidoo kale loo yaqaan "qof la aamini karo"

- **Shaacinta xogta ee ikhtiyaariga ah ee ku saabsan Jinsiga iyo Xaaladda Rug-cadaanimada Ciidameed.**

- **Qiimaynta Barnaamijka Cashuur-dhaafka Fursadda Shaqo (hawshani waa qasab, laakiin qiimayntu waa ikhtiyaar. Waadna isaga bixi kartaa.**

OGOW: meel kasta oo leh calaamada xiddigta cas (*) waa qasab in la buuxiyo.

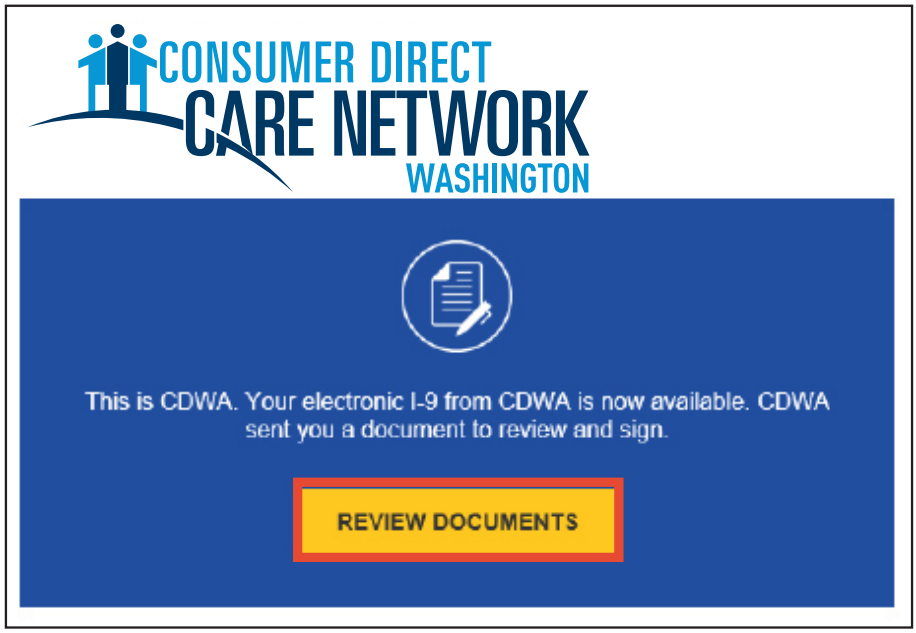
8. **Dib u eeg macluumaadkaaga.** Haddii aad aragto qalad, isticmaal badhanka Back (Dib u Noqo) si aad ugu noqoto oo aadna u saxdo. Marka wax walba sax yihiin, dooro Submit (Gudbi).

SIDA LOO DHAMEYSTIRO

Xog-uruurinta DocuSign I-9 ee Workday

Eeg Iimaylkaada

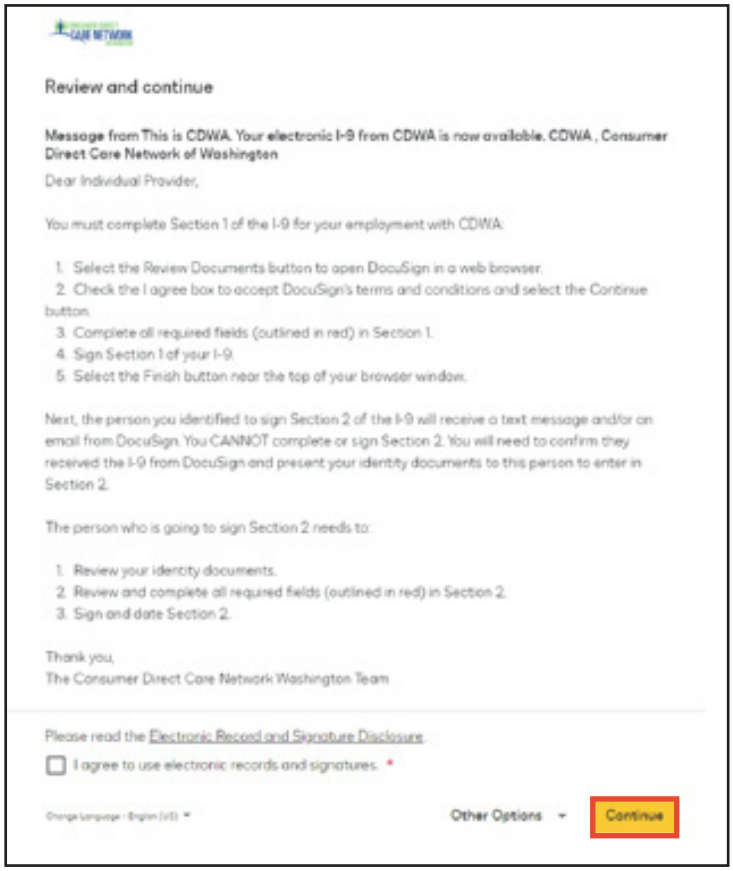
Waqti yar kadib marka aad gudbiso codsiga, waxaad ka heli doontaa iimayl iyo/ama farriin qoraal ah oo ka timaadda Consumer Direct Care Network Washington iyadoo la soo marinaayo DocuSign. (Jaantuska 06)



Jaantuska 06

DocuSign

Akhri bogga oo dhan si aad u hesho tilmaamaha ku saabsan buuxinta Qaybta 1 ee I-9. Marka aad dhammayso, guji sanduuqa calaamadinta si aad u oggolaato isticmaalka diiwaannada iyo saxiixyada elektaroonigga ah. Kadibna guji continue (sii soco) si aad hore ugu sii socoto. (Jaantuska 07)



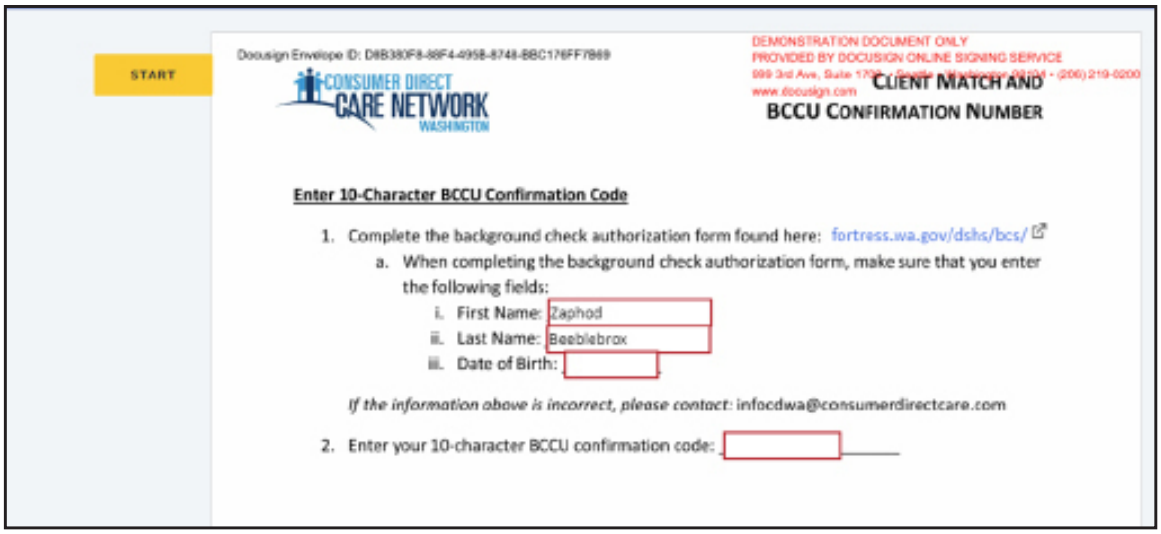
Jaantuska 07

Koodhka Xaqiijinta ee BCCU

Markaad gasho Xidhmada DocuSign, waxa ugu horreeya ee aad u baahan tahay inaad dhammaystirto waa Foomka Ogolaanshaha Baaritaanka Sal-taariikheedka, kadibna geli Koodhka Xaqiijinta ee BCCU ee ka kooban 10-ka tiro gudaha Bogga 2 ee xidhmada aad heshay.

1. Waxaa ku jira linkiyo waxtar leh gudaha foomka. Guji aykoonada?
   - Hagaha Foomka Oggolaansho Ku Bixinta Onlaynka ee BCS
   - Tilmaamaha Foomka
     - » Haddii aad u baahan tahay caawimaad dheeraad ah si aad u dhammaystirto hawshan, fadlan la xiriir CDWA

2. Kadib markaad saxiixdo oo kaydiso foomkaaga Ogolaanshaha Baaritaanka Sal-taariikheedka, nidaamku wuxuu soo saari doonaa koodh xaqiijin ah, kaas oo ah nuqul la kaydiyey oo foomkaaga ogolaanshaha ah.
   - Iimayl ku dirso, kaydso, ama meel ku qoro koodhka xaqiijinta si aadan u lumin. Ma awoodi DOONTID inaad dib u hesho koodhkaaga xaqiijinta kadib markaad xirtid/ka baxdid bogga interneetka oo sidoo kalena BCCU awood uma laha inay dib kuugu soo saaraan koodhkaas.
   - Gali koodhkan xaqiijinta bogga koowaad ee foomka DocuSign. (Jaantuska 08)



Jaantuska 08

SIDA LOO **Dhameystiro** Form I-9 (Foomka I-9)

Guudmarka

Hadda oo aad ku bixisay koodhka xaqiijinta BCCU gudaha bogga 2-aad ee xidhmada aad heshay, waxaad hadda bilaabi doontaa kaaga ah Form I-9 (Foomka I-9). Form I-9 (Foomka I-9) waa foom sharci oo caddeeya aqoonsigaaga iyo xaaladaada shaqo si markaas si sharci ah laguugu shaqaalaysiiyo oo aad u shaqayso. Adiga iyo qofka aad ku kalsoon tahay ee aad dooratay oo ka weyn 18 jir waa in mid kasta oo idinka mid ah dhammaystiraa/buuxiyaa qayb kala duwan oo foomkan ka mid ah.

Tillaabooyinka loo marayo hannaankan ayaa ah sida soo socota:

- Ku buuxi Qaybta 1 ee kaaga ah Form I-9 (Foomkaaga I-9) elektaroonig ahaan adiga oo isticmaalaya DocuSign.
- Qofkaada aad ku kalsoon tahay ayaa u buuxin doona Qaybta 2 ee Form I-9 (Foomkaaga I-9) elektaroonig ahaan iyaga oo isticmaalaya DocuSign.
- Liiska Dukumiintiyada La Oggolayahay ee ku jira hagahaan ayaa kaa caawin doona inaad ogaato noocyada foomamka aqoonsiga ee loo adeegsan karo xaqiijin
- Tani waa in lagu dhammaystiraa 21 maalmood gudahood, haddii kale waa inaad dib u bilowdaa habraaca codsiga

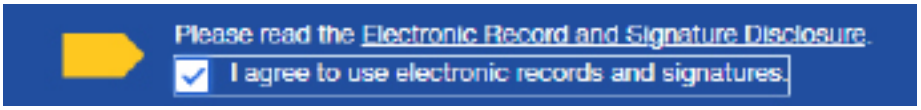
Ma bilaabi kartid inaad daryeel siiso Macmiil adiga u shaqaynaya CDWA ilaa iyo aad ka hesho taariikhda "Okay to Provide Care (Aad Diyaar u Tahay Inaad Daryeel Bixiso)".

Adeeg-bixiyeyaha Shaqsiga ah

Qofkaada aad ku kalsoon tahay ayaa u buuxin doona Qaybta 2 ee Form I-9 (Foomka I-9). Ma buuxin kartid Qaybta 2 ee Form I-9 (Foomkaaga I-9) adiga.

Qaybta 1 ee Form I-9 (Foomka I-9)

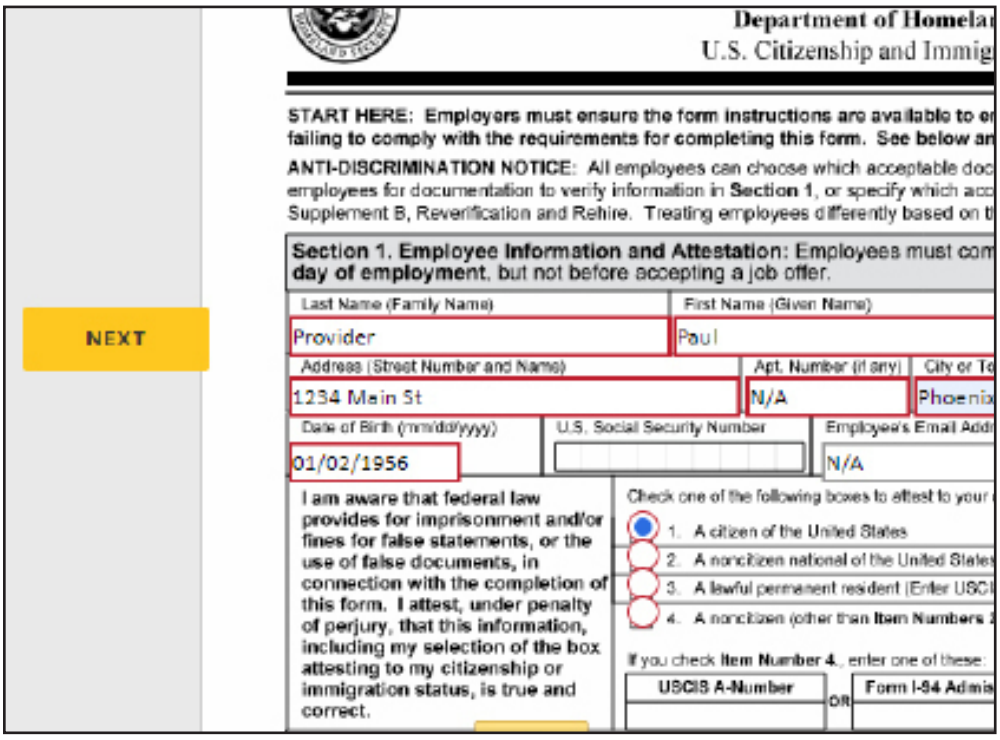
1. Ku dhufo xiriiriyaha lagu galo dukumiintiga Shaacinta Diiwaanka iyo Saxiixa Elektarooniga ah si aad u eegto bayaanka shaacinta ee DocuSign. (Jaantuska 09)
2. Calaamadee sanduuqa **I agree (Waan oggolahay)**.
3. Dooro badhanka **Continue (Sii Soco)**.



Jaantuska 09

Waxaad hadda bilaabi kartaa inaad buuxiso Form I-9 (Foomka I-9).
TALO: Inaad ku dul wareejiso muuskaaga meel ayaa soo saari doonto qoraalka caawinta. Si aad u aado meesha banaan ee xigta, riix badhanka tab ama guji **Next (Xiga)**.

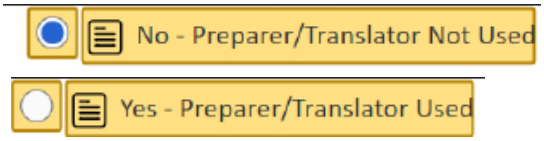
4. Xaqiiji in magacaaga iyo taariikhdaada dhalashada ay sax yihiin oo uuna cinwaanka ku qoran foomka uu yahay kaaga hadda. (Jaantuska 10)
   - Ugu samee si toos ah wixii sixitaano ah foomka.
   - Si aad sixitaano ugu sameyso CDWA, isticmaal linkigan si aad u hesho caawimaad ku saabsan wax ka beddelidda xogtaada shaqsiga ah gudaha Workday.
5. Buuxi meelaha banaan ee loo baahan yahay ee aan is-buuxinin.
   - Ogow: Taariikhda Dhalashada ayaa loo baahan yahay.
6. Dooro muwaadinnimo ama soogalooti. Dooro goobaabada ku xigta nooca aad adiga tahay.
   - Geli lambarada dukumiintigaaga iyo taariikhda dhicitaanka dukumiintiga, haddii ay habboon tahay.



Jaantuska 10

Adeegsiga Diyaariye iyo/ama Turjubaan

Waa inaad doorataa haa ama maya haddii qof diyaariye iyo/ama turbaan uu kaa caawiyay dhameystirida Qeybta 1 Form I-9 (Foomkaaga I-9). (Jaantuska 11) Haddii aad doorato haa, waxaa jirta Shahaadada Diyaariyaha iyo/ama Turjubaanka oo ku jirta Supplement A (bogga 3) oo ay tahay ineey buuxiyaan.

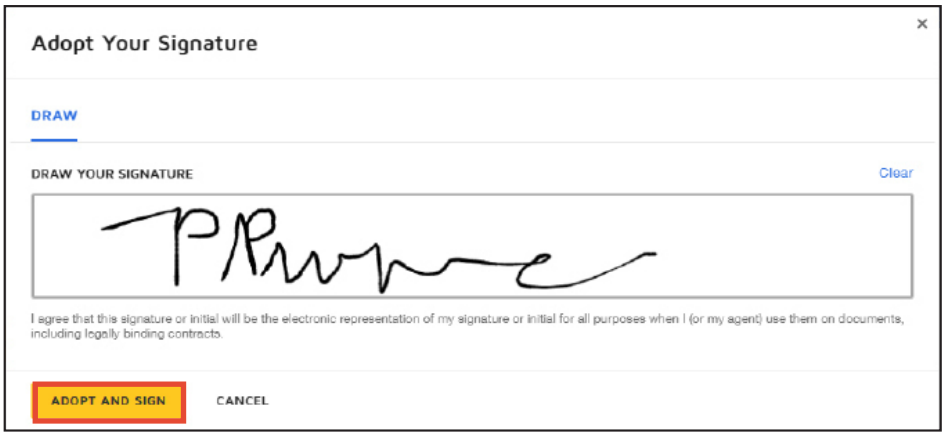


Jaantuska 11

Saxiixida Qaybta 1 ee Form I-9 (Foomka I-9)

Jaantuska 12

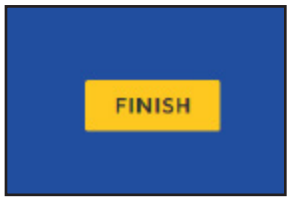
7. Dooro sawir calaamadeedka **Sign (Saxiix)**. (Jaantuska 12)
8. Ku saxiix magacaaga qaybta Lagu soo bandhigo saxiixa. (Jaantuska 13)
    - Saxiix adiga oo isticmaalaya fartaada ama qalin haddii aaladaada ay leedahay shaashad wax lagu qori karo.
    - Isticmaal muuska ama aalada saxiixa ee elektarooniga ah haddii aadan haysanin shaashad wax lagu qori karo.
9. Dooro **Adopt and Sign (Qaad oo Saxiix)**. (Jaantuska 13)



Jaantuska 13

Gudbinta Form I-9 (Foomkaaga I-9) ee Elektarooniga ah

10. Markaad buuxiso dhammaan meelaha loo baahan yahay, dooro Finish (Dhammee). (Jaantuska 14)
    - Waxaa laguu tilmaami doonaa inaad buuxiso meelaha aad ka tagtay ka hor inta aadan bogin.



Jaantuska 14

Waxaad bogtay qaybta IP ee hannaanka DocuSign Form I-9. Qaybta xigta ee tilmaamaha waxaa loogu talagalay in qofka aad ku kalsoon tahay uu buuxiyo Qaybta 2.

Buuxinta Qaybta 2 ee **Form I-9 (Foomka I-9)**

Qaybta 2 waa in uu dhammeeyaa qof aad adigu dooratay oo aad ku kalsoon tahay kana weyn 18 sano, kan wuxuu noqon karaa qof kastaa marka laga reebo adiga ama Maareeyaha Kiiska Macmiilka. Fadlan la wadaag tilmaamaha soo socda qofka aad ku kalsoon tahay si ay u xaqiijiyaan dukumiintiyadaada. Waa inaad bixisaa dukumeentiyo si aad u muujiso aqoonsigaada iyo oggolaanshahaaga inaad shaqeeyn karto.

Si uu qofka aad ku kalsoon tahay uu u buuxiyo Qaybta 2 ee Form I-9 (Foomka I-9), **waa inaad ku soo gudbisaa dukumiintiyada oo daabacan adigoo imaanaya xarunta/goobta.**

- Dukumiintiyada nuqul lagama samayn karo, iskaan lagama soo bixin karo ama laguma soo diri karo onleen ahaan. Qofka aad ku kalsoon tahay waa inuu baaritaan ku sameeyaa dukumeentiyadaan adigoo meesha jooga.

Waa inaad u dhiibtaa hal dukumeenti qofka aad ku kalsoon tahay kaasoo aad ka soo dooratay:

- Liiska A ama
- Isku soo darida hal dukumiinti oo laga soo qaatay Liiska B iyo hal dukumiinti oo ka socota Liiska C.

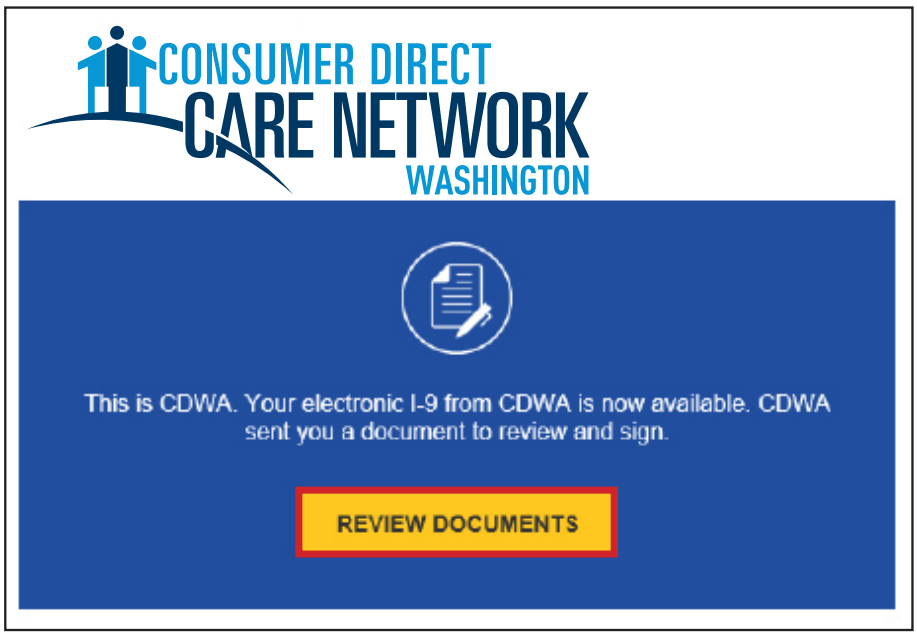
Fadlan ka eeg qaybta hagahaan ee ku saabsan **Dukumiintiyada La Oggolyahay** wixii macluumaad dheeraad ah ee ku saabsan dukumiintiyada la isticmaali karo.

Qofkaada aad ku kalsoon tahay loogama baahno inuu noqdo qofka ah khabiirka dukumiintiga:

- Korka ka eeg dukumiinti walbo oo asal ah oo ka yimid IP-ga si aad u go'aamiso haddii dukumiintiga sida suurtogalka ah uu u muuqdo mid dhab ah oo uu leyahay qofka keensaday.
- Aqbal dukumiintiyada sida suurtogalka ah u muuqdo inay dhab yihiin ee la xiriira qofka la yimid.
- Diid dukumiinti walbo oo aan u muuqanin inuu dhab yahay ama aan la xidhiidhin qofka wato. Weydiiso dukumeentiyada kale ee la kulma shuruudaha Form I-9 (Foomka I-9).
- Geli magaca dukumiintiga, maamulka bixiyay, lambarka dukumiintiga, iyo taariikhda dhicitaanka (haddii ay jirto) ee dukumiintiyada asalka ah ee uu keenay shaqaalaha.
- Isla qofka baaritaanka ku sameeyay dukumiintiyada shaqaalaha waa inuu sidoo kale buuxiyaa meelaha banaan ee qaybta caddaynta, kadibna uu saxiixaa oo uu tariikheeyaa Qaybta 2 ee Form I-9 (Foomka I-9).

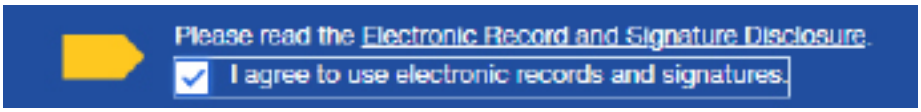
Qaybta 2 ee Form I-9 (Foomka I-9)

1. Qofka lagu kalsoon yahay waxa uu ka heli doonaa iimayl ama fariin qoraal ah DocuSign markuu IP-ga buuxiyo Qaybta 1 ee Form I-9 (Foomka I-9).
2. Dooro badhanka **Review Documents (Dib u eeg Dukumeentiyada)** ee ku jira iimaylka ama linkiga gudaha farriinta qoraalka. (Jaantuska 15)
    - Waxaa lagu gayn doonaa foomka DocuSign.



Jaantuska 15

3. Ku dhufo xiriiriyaha lagu galo dukumiintiga **Electronic Record and Signature Disclosure (Shaacinta Diiwaanka iyo Saxiixa Elektarooniga ah)** ee DocuSign si aad u eegto bayaanka shaacinta. (Jaantuska 16)
4. Calaamadee sanduuqa **I agree (Waan oggolahay)**. (Jaantuska 16)
5. Dooro badhanka **Continue (Sii Soco)**.



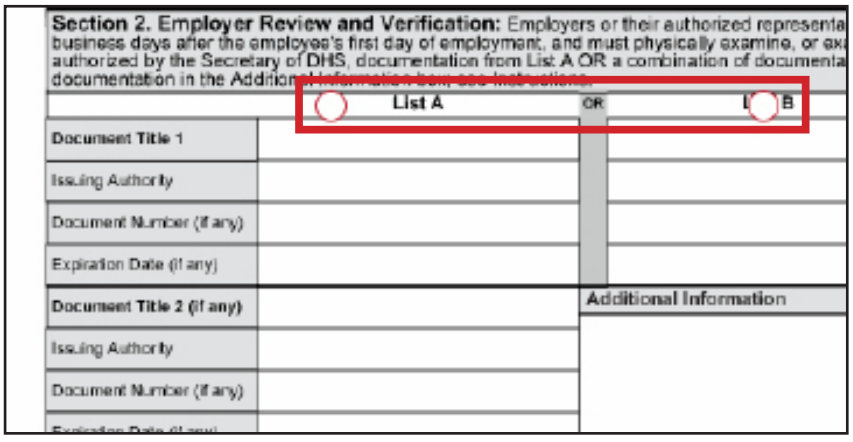
Jaantuska 16

Dib u eeg Qaybta 1 ee Form I-9 (Foomka I-9)

6. Xaqiiji in macluumaadka IP-gu uu saxan yahay.

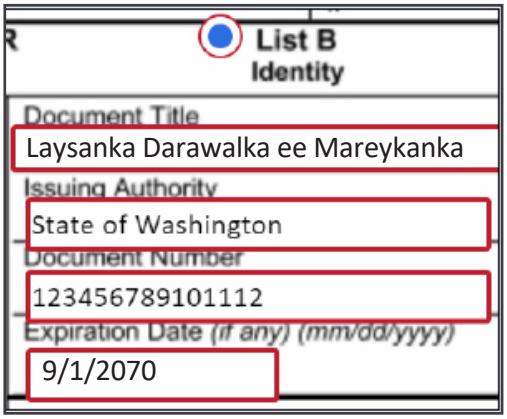
Buuxi Qaybta 2 ee Form I-9 (Foomka I-9)

7. Ka dalbo IP-gaaga inuu ku tuso dukumiintiyadiisa **asalka ah** ee Liiska A ama Liiska B iyo C.
    - Xaqiiji in dukumeentiyada la bixiyay ay ku jiraan Liiska Dukumiintiyada La Oggolyahay ee ku jira hagahaan.
8. Baar dukumeentiyada IP-kaaga si aad u go'aamiso iney yihiin kuwo sax ah.
9. Geli dukumiintiyada IP-gaaga Qaybta 2 ee Form I-9 (Foomka I-9).
    - Dooro goobaabada ku xiga Liiska A haddii IP-ga uu keeno dukumiintiyada Liiska A. (Jaantuska 17)
    - Dooro goobaabada ku xiga Liiska B haddii IP-ga uu keeno dukumiintiyada Liiska A iyo Liiska B. (Jaantuska 17)



Jaantuska 17

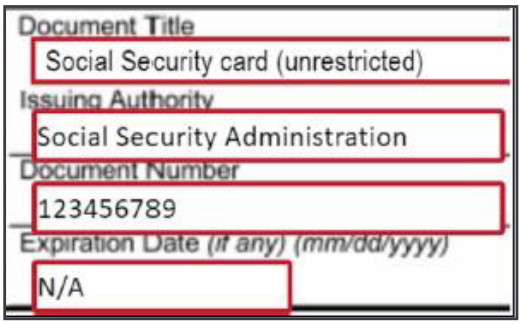
10. Ka dooro magaca dukumiintiga ee sida wanaagsan u qeexaya dukumiintiga IP-ga liiska hoos u baxaya ee Magaca Dukumiintiga. (Jaantuska 18)
11. Meesha Maamulka Bixiya, ku qor magaca hay'ada bixisay dukumintiga. (Jaantuska 18)
    - Eeg Liiska Dukumiintiyada La Oggolyahay ee ku jira hagahaan.
12. Qor Lambarka Dukumiintiga haddii dukumiintiga uu leeyahay lambar. Geli N/A (Ima khuseyso) haddii dukumiintiga uusan lahayn lambar. (Jaantuska 19)
13. Qor Taariikhda Dhicitanka ee dukumiintiga. (Jaantuska 19)
    - Dukumiintiyda dhacay lama aqbali karo.
    - Geli N/A haddii dukumiintiga uusan lahayn taariikh dhicitaan.



Jaantuska 18

MUHIIM AH: Kaarka Sooshiyaal Sekuuritiga **LAMA** aqbali karo hadddii ay ku qoron yihiin waxyaabaha soo socda:

- "Not valid for employment (Ansax ma ahan in lagu shaqeeyo)."
- "Valid for work only with INS authorization (Waxaa lagu shaqayn karaa oo kaliya haddii ay oggolaato INS)."
- "Valid for work only with DHS authorization (Waxaa lagu shaqayn karaa oo kaliya haddii ay oggolaato DHS)."

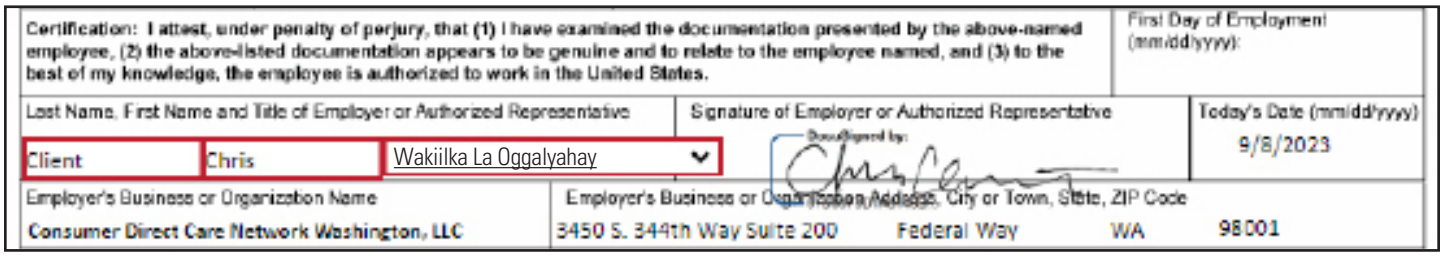


Jaantuska 19

Saxiix Form I-9 (Foomka I-9).

14. Dooro sawir calaamadeedka **Sign (Saxiix)**. (Jaantuska 20)
    - Ku sawir saxiixaaga shaashada wax lagu qoro adiga oo isticmaalayo muus ama far. (Jaantuska 21)
    - Dooro **Adopt and Sign (Qaad oo Saxiix).**

Jaantuska 20



Jaantuska 21

Sida qofka lagu kalsoon yahay, waxaad u saxiixi doontaa sidii ka ahaan "Wakiil Idman". Qaybta 2 ee Form I-9 (Foomka I-9) waxaa qasab ah inaad buuxiso oo aadna saxiixdo. Xaqiiji in macluumaadkaaga, mana ahan macluumaadka IP-ga ama Maamulaha Kiiska uu ku jiro Qaybta 2. Sida ku cad qaynuunka DSHS/AAA maamulaha kiis ma buuxin karo Qaybta 2.

15. Geli **Magaca Awoowgaa**, kadibna **Magacaaga.**
16. Dooro badhanka **Finish (Dhamee)**.

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LIISASKA DUKUMEENTIYADA LA AQBALI KARO

Dhammaan dukumeentiyada leh taariikh dhicitaan waa inay ahaadaan kuwo aan dhicin taariikh ahaan
* Dukumeentiyada ay muddo-kordhinta u sameeyeen maamulka bixiyay waxaa loo tixgeliyaa kuwo aan dhicin taariikh ahaan
Shaqaaluhu waxay ka soo bandhigi karaan hal dukumeenti oo ka socda Liiska A ama
isku-dar hal dukumeenti oo ka socda Liiska B iyo hal dukumeenti oo ka socda Liiska C.
Tusaalooyin badan oo dukumeentiyadan ka mid ah ayaa ku qoran Buug-gacmeedka Loo-shaqeeyayaasha (M-274).

- Geli magaca dukumiintiga, maamulka bixiyay, lambarka dukumiintiga, iyo taariikhda dhicitaanka (haddii ay jirto) ee dukumiintiyada asalka ah ee uu keenay shaqaalaha.
- Isla qofka baaritaanka ku sameeyay dukumiintiyada shaqaalaha waa inuu sidoo kale buuxiyaa meelaha banaan ee qaybta caddaynta, kadibna uu saxiixaa oo uu tariikheeyaa Qaybta 2 ee Form I-9 (Foomka I-9).

Liiska A: Dukumiintiyada caddeeya aqoonsiga iyo oggolaanshaha shaqada labaduba

Magaca Dukumentiga	Maamulka Bixiyay	Lambarka Dukumiintiga	Taariikhda Dhicitaanka
Baasaboor Mareykanka/kaarka baasaboorka	Wasaaradda Arrimaha Dibedda ee Maraykanka	Loo baahan yahay	Loo baahan yahay, ma dhacsanaan karo
Kaarka Deganaanshaha Rasmiga ah ama Rasiidka Diiwaangelinta Shisheeyaha (Form I-551) (Foomka I-551)	USCIS	Loo baahan yahay	Loo baahan yahay, ma dhacsanaan karo
Baasaboor ajnabi ah oo saaran shaabada I-551 oo ku meelgaadh ah ama calaamada I-551 oo ku daabacan fiisaha muhaajirka ee dijitaalka ah	Wadanka fiisaha ajnabiga laga soo qaatay	Loo baahan yahay	Loo baahan yahay, ma dhacsanaan karo
Baasaboor Ajnabi ah iyo Form I-94/94A (Foomka I-94/94A) oo wata: 1. Isla magaca baasaboorka iyo 2. Ansixinta xaalada soo-galida wadanke ee ku meelgaadhka ah, haddii aysan dhicin	Wadanka fiisaha ajnabiga laga soo qaatay	Loo baahan yahay	Loo baahan yahay, ma dhacsanaan karo
Baasaboorka Dawlada Dhexe ee Micronesia (FSM) ama Jamhuuriyadda Jasiiradaha Marshall (RMI) oo wata form I-94/94A (foomka I-94/94A)	Wadanka bixiyay baasaboorka (FSM ama RMI)	Loo baahan yahay	Loo baahan yahay, ma dhacsanaan karo
Dukumeentiga Ogolaanshaha Shaqada oo sawir leh (Form I-766) (Foomka I-766)	USDHS	Loo baahan yahay	Loo baahan yahay, ma dhacsanaan karo

Liiska B: Dukumiintiyada caddeeya aqoonsiga

Magaca Dukumentiga	Maamulka Bixiyay	Lambarka Dukumiintiga	Taariikhda Dhicitaanka
Shaciga Darawalnimada ama Oggolaanshaha Ardeyga ee ay bixiso Dawlada Marayka	Gobalka Shaciga Darawalnimada laga qaatay	Loo baahan yahay	Loo baahan yahay, ma dhacsanaan karo
Kaarka sharciga ee laga qaatay hay'ad federaal, gobal, ama dawlada deegaanka (oo leh sawir ama faahfaahin jireed, iyo cinwaan guri)	Gobalka kaarka ID laga qaatay	Loo baahan yahay	Loo baahan yahay, ma dhacsanaan karo
Kaarka Sharciga ee Dugsiga oo sawir wata	Dugsiga kaarka ID laga qaatay	Loo baahan yahay	"N/A" waa la aqbali karaa
Kaarka Diiwaangelinta ee Cod-bixiyaha	Degmada ama deegaanka kaarka laga qaatay	Loo baahan yahay	Loo baahan yahay, ma dhacsanaan karo
Kaarka Militariga ee Mareykanka ama Diiwaangelinta Waajibka ah ee Milatariga	Qaybta Milatariga ee kaarka ama Diiwaangelinta Waajibka ah laga qaatay	Loo baahan yahay	Loo baahan yahay, ma dhacsanaan karo
Kaarka Sharciga ee ku-tiirsanaha Milatariga	Qaybta Milatariga ee kaarka ID laga qaatay	Loo baahan yahay	Loo baahan yahay, ma dhacsanaan karo
Kaarka Ilaalada Xeebaha Maraykanka ee Merchant Mariner	Ilaalada Xeebaha Maraykanka	Loo baahan yahay	Loo baahan yahay, ma dhacsanaan karo
Dukumeenti Qabiil ee Maraykanka Dhaladka ah	Qabiilka dukumiintiga laga qaatay	Loo baahan yahay	"N/A" waa la aqbali karaa
Shaciga Darawalnimada ee laga qaatay Maamulka Dowladda Kanada	Gobolka ama Deegaanka laga qaatay	Loo baahan yahay	Loo baahan yahay, ma dhacsanaan karo

Liiska B (oo sii socota): Dukumiintiyada caddeeya aqoonsiga dadka ka yar da'da 18 kuwaas oo aan awood u lahayn inay keenaan dukumiintiga Liiska B ee kor ku xusan

Magaca Dukumentiga	Maamulka Bixiyay	Lambarka Dukumiintiga	Taariikhda Dhicitaanka
Diiwaanka dugsiga ama kaadhka warbixinta	Dugsiga diiwaanka ama kaadhka warbixinta laga qaatay	"N/A" waa la aqbali karaa	"N/A" waa la aqbali karaa
Diiwaanka rugta caafimaadka, dhakhtarka, ama isbitaalka	Rugta Caafimaadka, Dhakhtarka, ama Isbitaalka ee diiwaanka laga qaatay	"N/A" waa la aqbali karaa	"N/A" waa la aqbali karaa
Diiwaanka xarunta xanaannada ama dugisga xanaannada	Xarunta xanaannada ama dugisga xanaannada ee diiwaanka laga qaatay	"N/A" waa la aqbali karaa	"N/A" waa la aqbali karaa

Liiska C: Dukumiintiyada caddeeya ogolaanshaha shaqada

Magaca Dukumentiga	Maamulka Bixiyay	Lambarka Dukumiintiga	Taariikhda Dhicitaanka
Kaarka Sooshiyaal Sekuuritiga oo aan laga xaddidin shaqada, INS, ama DHS	Maamulka Sooshiyaal Sekuuritiga	Loo baahan yahay	"N/A" waa la aqbali karaa
Rasiidhka Codsashada Kaarka Sooshiyaal Sekuuritiga	Maamulka Sooshiyaal Sekuuritiga	Loo baahan yahay	"N/A" waa la aqbali karaa
Warqadda Dhalashada Wadan Dibadda ah (FS-545, DS-1350)	Wasaaradda Arrimaha Dibedda ee Maraykanka	"N/A" waa la aqbali karaa	"N/A" waa la aqbali karaa
Warbixinta Qunsuliyada ee Dhalashada Wadan Dibadda ah (F-240)	Qunsuliyada Warbixinta laga qaatay	Loo baahan yahay	"N/A" waa la aqbali karaa
Warqada dhalashada oo asal ah ama nuqul la soo ansixiyay oo ay bixisay Dawladda Maraykanka ama maamul, taas oo sidata shaabad rasmi ah	Gobalka warqadda laga qaatay	Loo baahan yahay	"N/A" waa la aqbali karaa
Dukumeenti Qabiil ee Maraykanka Dhaladka ah	Qabiilka dukumiintiga laga qaatay	Loo baahan yahay	"N/A" waa la aqbali karaa
Kaarka Aqoonsiga ee Muwaadinka Mareykanka (Form I-197) (Foomka I-197)	INS	Loo baahan yahay	Loo baahan yahay, ma dhacsanaan karo
Kaarka Aqoonsiga ee Loo Isticmaalo Muwaadinka Deegaananshaha leh ee Mareykanka (Form I-179) (Foomka I-179)	INS	Loo baahan yahay	"N/A" waa la aqbali karaa
Dukumeentiga ogolaanshaha shaqada ee laga qaatay DHS, oo aan ahayn kuwa lagu xusay dukumiintiyada Liiska A	Wasaaradda Amniga Gudaha ee Mareykanka	Loo baahan yahay	Loo baahan yahay, ma dhacsanaan karo

Su'aalaha Qaar ee Laga Yaabo Inaad Ka Qabto Form I-9 (Foomka I-9)

Waxaad macluumaad dheeraad ah oo saabsan Form I-9 (Foomka I-9) ka heli kartaa barta uscis.gov/i-9-central.

1. Miyay muwaadiniinta dhaladka ah iyo kuwa aan dhaladka ahayn ee Maraykanka u baahan yihiin inay buuxiyaan Form I-9 (Foomka I-9)?
Haa. Iyada oo muwaadiniinta dhaladka ah iyo kuwa aan dhaladka ahayn ee Maraykanka ay si toos ah xaq ugu leeyihiin inay shaqeeyaan, sidoo kale waa inay la yimaadaan dukumiintiyada loo baahan yahay oo ay buuxiyaan Form I-9 (Foomka I-9), Xaqiijinta Xaq u Yeelashada Shaqada. Muwaadiniinta Maraykanka waxaa ka mid ah dadka ku dashay Mareykanka, Puerto Rico, Guam, U.S. Virgin Islands, iyo Dawlada Dhexe ee Jasiiradaha Waqooyiga Mariana. Muwaadiniinta Maraykanka ee aan dhaladka ahayn waa dadka ku nasab sheegta Maraykanka, kuwaas oo ay ku jiraan kuwa ku dhashay American Samoa, oo ay ku jirti Jasiiradda Swains. Muwaadiniinta Dawladaha Federaalka ah ee Micronesia (FSM) iyo Jamhuuriyadda Jasiiradaha Marshall (RMI) ma ahan muwaadiniinta aan dhaladka ahayn, si kastaba ha ahaatee waxay xaq u leeyihiin inay ka shaqeeyaan Maraykanka.

2. Miyaan ka codsan karaa shaqaalaha inuu keeno dukumeenti gaar ah markuu buuxinayo Form I-9 (Foomka I-9)?
Maya. Shaqaalaha ayaa ka dooran kara dukumiintiga uu keenayo Liisaska Dukumiintiyada La Oggolyahay. Waa inaad aqbashaa dukumiinti kasta (oo ka socda Liiska A) ama dukumiintiyo isla socda (mid Liiska B ah iyo mid Liiska C ah) oo ku qoran Form I-9 (Foomka I-9) kuna jira Qaybta 12.0 kuwaas oo sida suurtogalka ah u muuqdo inay dhab yihiin lana xiriiraan qofka la yimid. Si kale haddii loo sameeyo waxay noqon kartaa dhaqan shaqo oo aan cadaalad ahayn oo laxidhiidha socdaalka kaas oo xad-gudub ku ah sharciga takoorka ee INA. Waa inaadan ula dhaqmin shaqsiyaadka u qaab eg iyo/ama u muuqada ajnabi si ka duwan marka lagu jiro hannaanka qorista, shaqaaleysiinta, ama hubinta.

Wixii macluumaad dheeraad ah oo ku saabsan takoorka inta lagu jiro hannaanka Form I-9 (Foomka I-9), kala xidhiidh qadka taleefoonka tooska ah ee loo shaqeeyaha IER lambarka 800-255-8155 (TTY ee loogu talagalay dhagoolaha ama dadka maqalka adag: 800-237-2515) ama ka booqo websaydhkooda barta justice.gov/ier.

3. Waa maxay mas'uuliyaddayda iiga aadan dhab ahaanshaha dukumeentiga(yada) uu shaqaalaha ii soo bandhigo?
Waa inaad muuqaal ahaan u qiimaysaa dukumeentiga(yada) asalka ah, oo sida suurtogalka ah ay u muuqdaan kuwo dhab ah oo uu leyahay qofka keensaday, waa inaad aqbashaa. Si kale haddii loo sameeyo waxay noqon kartaa dhaqan shaqo oo aan cadaalad ahayn oo laxidhiidha socdaalka. Haddii dukumeentiga (yada) sida suurtogalka ah aysan u muuqanin kuwo dhab ah oo uu leyahay qofka keensaday, waa inaadan aqbalin.
Si kastaba ha ahaatee, waa inaad fursad u siisaa shaqaalaha inuu keeno dukumeentiyada kale ee ku jira Liisaska Dukumentiyada La Oggolyahay.

4. Miyaan ka aqbali karaa nuqulka dukumeenti shaqaalaha?
Maya. Shaqaalaha waa inay la yimaadaan dukumeentiyada asalkaa ah. Hasha kaliya ee ka reeban waa inuu shaqaalaha keeni karo nuqulka warqada dhalashada oo la soo ansixiyay.

5. Goormee ayay shaqaaluhu keeni karaan rasiidhada dukumeentiyada beddelki dukumeentiyada dhabta ah ee ku jira Liisaska Dukumentiyada La Oggolyahay?
"Sharciga rasiidka" waxaa loogu talagalay in lagu dabaro xaaladaha qofka shaqaalaha ah loo oggolyahay inuu shaqeeyo wakhtiga shaqaalaynta koowaad ama dib-u-xaqiijinta, balse uusan haysanin dukumeentiga dhabta ah ee ku qoran Liisaska Dukumentiyada La Oggolyahay. Ma aqbali kartid rasiidka muujinaya in shaqaaluhu uu codsaday deeqda koowaad ee oggolaanshaha shaqada. Eeg Qaybta 4.3, Rasiidhada La Oggolyahay, si aad u hesho macluumaad dheeraad ah.

6. Shaqaalahayga cusub wuxuu keenay labo dukumeenti si uu u buuxiyo Form I-9 (Foomka I-9), ku kastana uu leeyahay magaca awoowga oo kala duwan. Hal dukumeenti ayaa ku aadan magaca ay gelisay Qaybta 1. Shaqaaluhu waxay sharraxday inay goor dhaw guursatay oo ay bedeshay magaceeda awoowga, balse aysan weli ka beddelin magaca dukumeentiga kale. Miyaan aqbali karaa dukumeentiga magac kale leh?
Waxaad aqbali kartaa dukumeenti leh magac kale oo ka duwan magaca lagu qoray Qaybta 1 ilaa inta dukumeentigu uu si macquul ah ula xidhiidho shaqaalaha. Waxaad sidoo kale ku soo lifaaqi kartaa qoraal kooban Form I-9 (Foomka I-9) ee shaqaalaha kaas oo sheegaya sababta ay u kala duwan yihiin magacyada, oo ay la socdaan dukumeenti kasta oo taageerayo midaas oo ay keentay. Shaqaalaha ayaa sidoo kale keeni kara dukumeenti lagu taageerayo beddelka magaca, balse loogama baahna inuu sidaas sameeyo. Haddii aad go'aansato in dukumeentiga magaca kale leh uusan sida suurtogalka ah u muuqanin mid dhab ah oo uu leyahay qofka shaqaalaha ah, waxaad ka dalban kartaa iyada inay keento dukumeentiyada kale ee ku jira Liisaska Dukumentiyada La Oggolyahay ee Form I-9 (Foomka I-9).

7. Magaca ku qoran dukumeentiga uu shaqaalahayga keenay wuxuu qoraalkiisa wax yar ka duwan yahay magaca lagu qoray Qaybta 1 ee Form I-9 (Foomka I-9). Miyaan aqbali karaa dukumeentigaan?
Haddii dukumeentiga uu leeyahay kala duwanaansho higaad oo yar, oo qofka shaqaala ah uu sharraxaad macquul ah ka bixiyo kala duwanaanshaha, dukumeentiga waa la aqbali karaa inta aad ku qanacsan tahay in dukumeentigu sida suurtogalka ah u muuqdo inuu dhab yahay oo uu la xiriiro shaqaalaha.

Hawl-gelinta Bogga Intarneetka ee DirectMyCare

Marka foomka I-9 la buuxiyo oo CDWA ay ansixiso, waxaad iimayl ka heli doontaa "**CDCN Workday**" kaasoo wata linki ku galka bogga intarneetka ee amni-sugan ee DirectMyCare: DirectMyCare

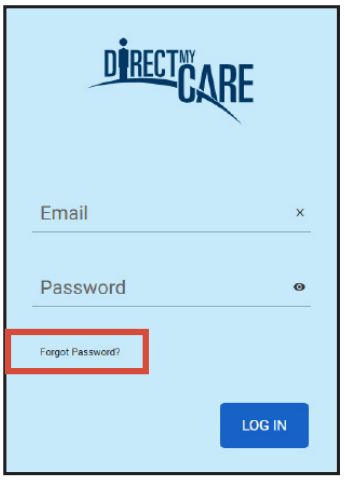
- Ma bilaabi kartid tillaabooyinkaaga shaqaalaysiinta ee xiga ilaa aad soo gasho.

Ogow: Haddii aadan awoodin inaad soo gasho, waxaa laga yaabaa inaad u baahato inaad sugto ku dhowaad 10 daqiiqo inta u dhaxaysa helitaanka iimaylka iyo marin u helka bogga intarneetka inta la sameenayo boggaada aqoonsiga.

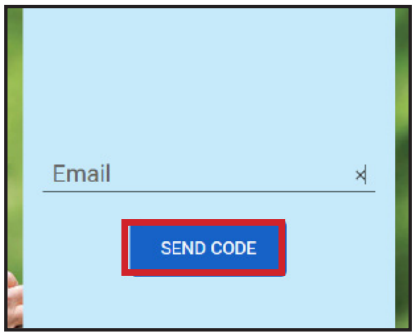
Soo dir Koodhka Xaqiijinta

1. Aad DirectMyCare.com, dooro **Forgot Password (Illoobay Eray sireedka)?** (Jaantuska 22).

2. Shaashada xigta, geli cinwaanka iimaylka ee faylka ugu jira CDWA oona dooro **Send Code (Soo dir Koodh)**. (Jaantuska 23)



Jaantuska 22



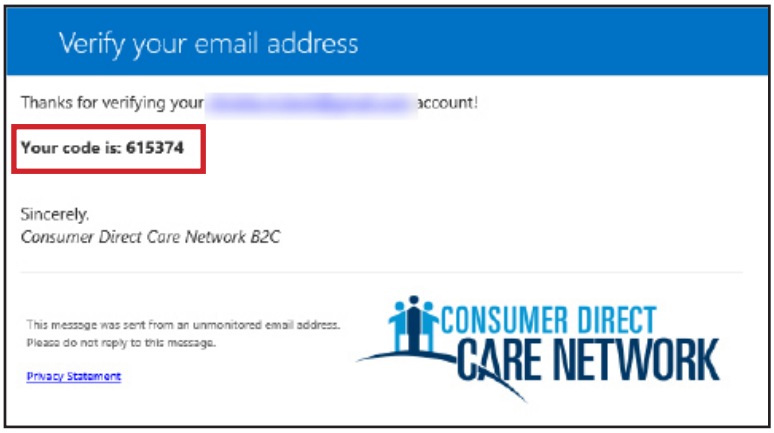
Jaantuska 23

Geli Koodhka Xaqiijinta

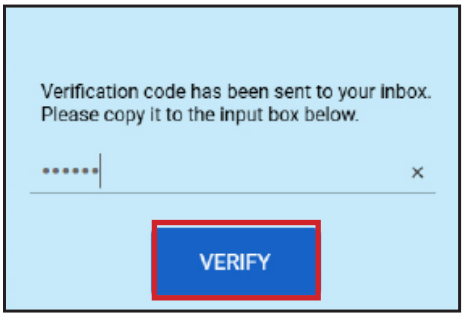
3. **Bog cusub ka fur barawsarka** oo ka eeg cinwaankaaga iimayl koodhka xaqiijinka. Iimaylku waxa uu ka imaan doonaa **Microsoft iyadoo mateleysa Consumer Direct Care Network B2C** (Jaantuska 24).

4. **Ku soo noqo DirectMyCare.com** oona geli koodhka lagugu soo diray iimaylkaada si loo xaqiijiyo.
   Dooro **Verify Code (Xaqiiji Lambarka).** (Jaantuska 25)

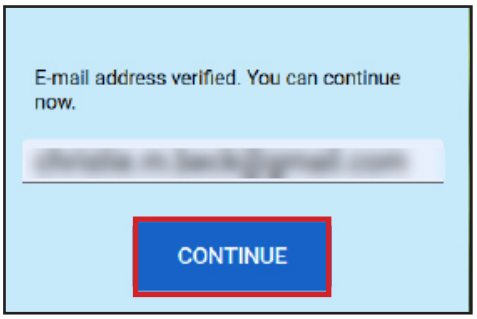
5. Dooro **Continue (Sii soco)**. (Jaantuska 26)



Jaantuska 24



Jaantuska 25



Jaantuska 26

6. Samee **new password (lambar sireed cusub)** oona xaqiiji. Lambar sireedku waa inuu ka koobnaadaa:
    - Ugu yaraan 8 xaraf
    - Xarfo yaryar iyo xarfo waaweyn
    - Ugu yaraan 1 xaraf lambar ah
    - Ugu yaraan 1 xaraf gaar ah

7. Markaad dhameyso, dooro **Continue (Sii soco)**, kadibna waxaad geli doontaa bogga intarneetka ee DirectMyCare, (Jaantuska 27)

Jaantuska 27

8. Waxaad heli doontaa iimayl xaqiijin ah oo muujinaya inaad gashay bogga intarneetka ee DirectMyCare. Raac tilmaamaha ku jira fariinta si aad u sii socoto. Iimaylku wuxuu qaadan karaa ilaa 15 daqiiqo inuu kuu soo dhaco.

Sahminta Workday

Hawlahaaga shaqaalaysiinta waxaa lagu dhammeeyaa si elektaroonig ah gudaha Workday. Waxaan kugula talineynaa:

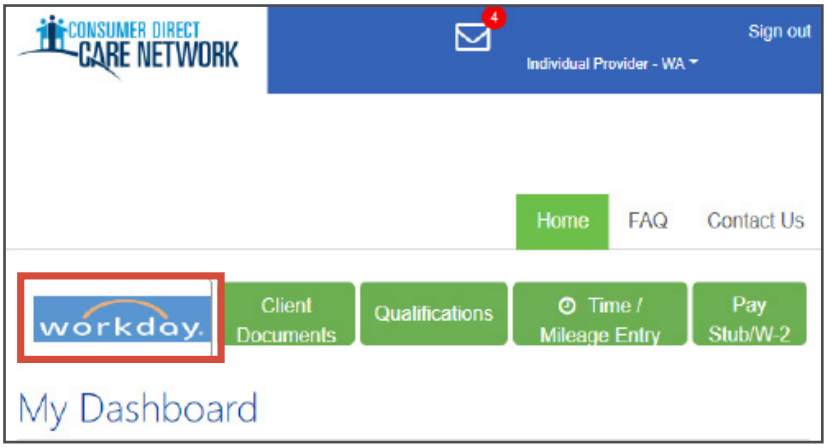
- Isticmaalka kombuyuutar ama tablet oo u leh Chrome sida birawsarkaaga intarneetka.
- Inaad isticmaasho goob-fariimeedka Workday si aad uga hesho hawlahaaga oo aad u dhamaystirto.

Qaybtan waxay kaa caawin doontaa inaad hesho hawlahaaga shaqaalaysiinta waxayna ku siinaysaa hordhac ku saabsan sida Workday loo isticmaalo.

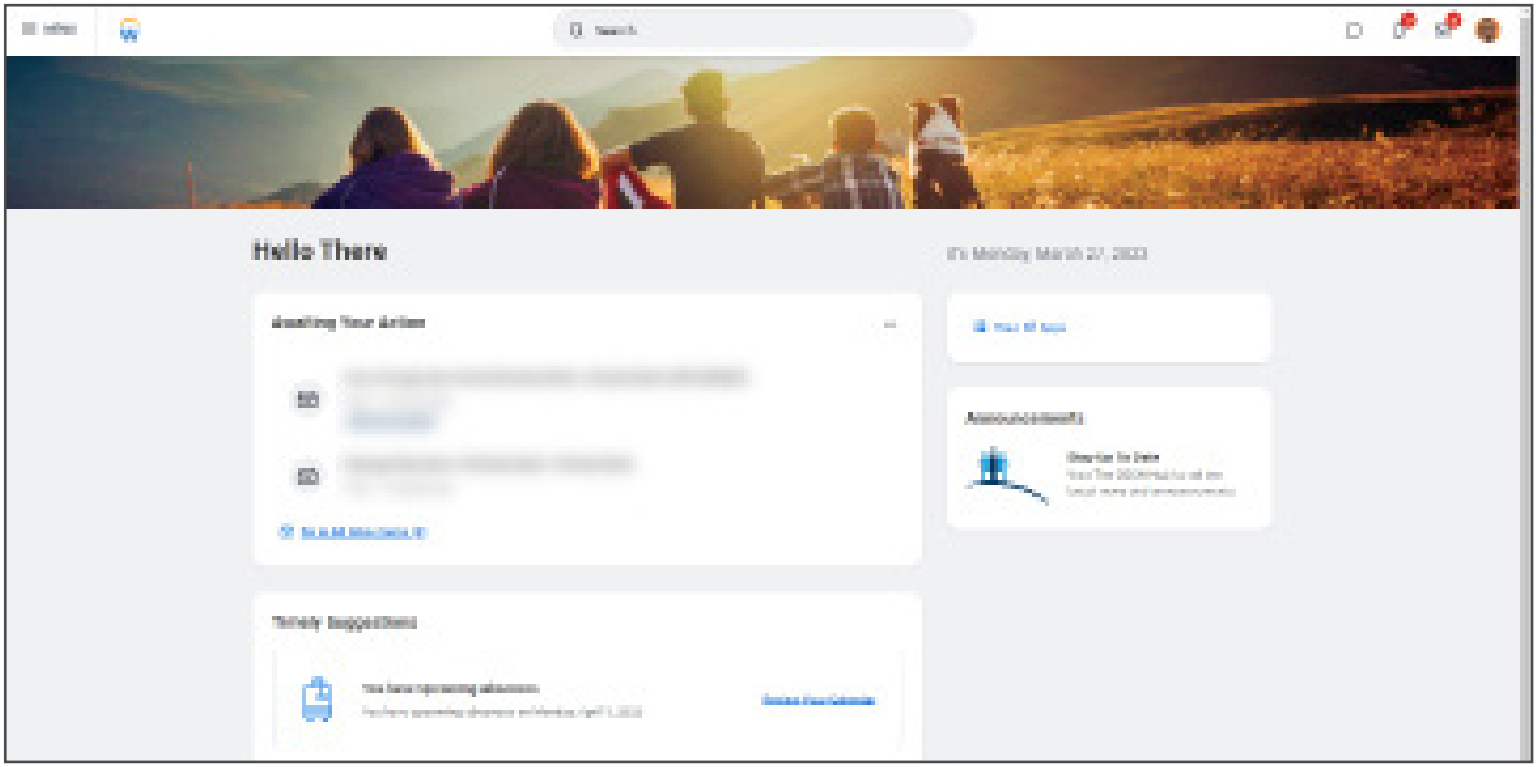
Gelidda WORKDAY

1. Markaad gasho bogga internetka ee CDWA DirectMyCare, dooro badhanka buluugga ah ee **Workday** si aad u gasho boggaaga hore ee Workday. (Jaantuska 29)

2. Markaad gasho Workday, waxaad arki doontaa **Bogga Hore ee Workday**. (Jaantuska 30)



Jaantuska 29



Jaantuska 30

SAHMINTA

Sanduuqa: Wuxuu ku yaalaa dhinaca midig ee kore ee Bogga Koowaad. Sanduuqaaga waxaa ku jira hawlo ay tahay inaad dhamaystirto. Tirada waxay ku tusaysaa inta hawl ee kuu dhiman inaad bogto. Wakhti walbo, waxaad taaban kartaa Sanduuqa si aad ugu laabato hawlaha socdo.

Gambaleelka Ogaysiiska: Wuxuu ku yaalaa dhinaca midig ee kore ee ku xiga Sanduuqaaga. Ogaysiisyada Workday waxaa mararka qaar lagu soo diraa iimaylkaaga. Tirada waxay ku tusaysaa inta ogaysiis ee aadan wali furin ee aad haysato.

Cinwaankaaga: Wuxuu ku yaalaa dhinaca midig ee kore ee ay ku yalaan Sanduuqaaga iyo Gambaleelka Ogaysiiska. Inaad gujiso cinwaankaaga waxay kuu sahlaysaa inaad eegto macluumaadka akoonka iyo shaqada oo gaar ah.

Loogada Workday: Wuxuu ku yaalaa dhinaca bidix ee kore. Inaad gujiso loogada waxay kugu celinaysaa Boggaaga Koowaad.

Safka Liiska Hoos U Baxa: Meelaha badankood waxaa ku jiri doona badhan saddex xariijimood leh. Inaad gujiso badhankan waxay soo saari doontaa liiska xulashooyinka hoos u baxa oo aad kala dooranayso.

Tilmaamaha Goobta Loo Baahan Yahay: Goobaha ku calaamadaysan xidigta cas waa loo baahan yahay. Waa inaad buuxiso goobaha si aad u gudbiso hawsha.

Eeg Dhammaan App-yaasha: Wuxuu ku yaalaa Bogga Koowaad. Guji midan si aad u isticmaasho dhammaan App-yaashaada Workday.

Qoraalka Caawinta: Macluumaad iyo talooyin waxtar leh oo laga helo dusha sare ee hawlaha qaar. Qoraalka caawinta qaar waxaa ku jiri kara gujo-raacyo lagu galo khayraad waxtar leh.

Fariinta Digniinta: Tani waa fariin digniin ah oo laga yaabo inaad aragto markaad dhamaystirayso hawlaha qaar. Guji Eeg Dhammaan si aad u eegto digniinta.

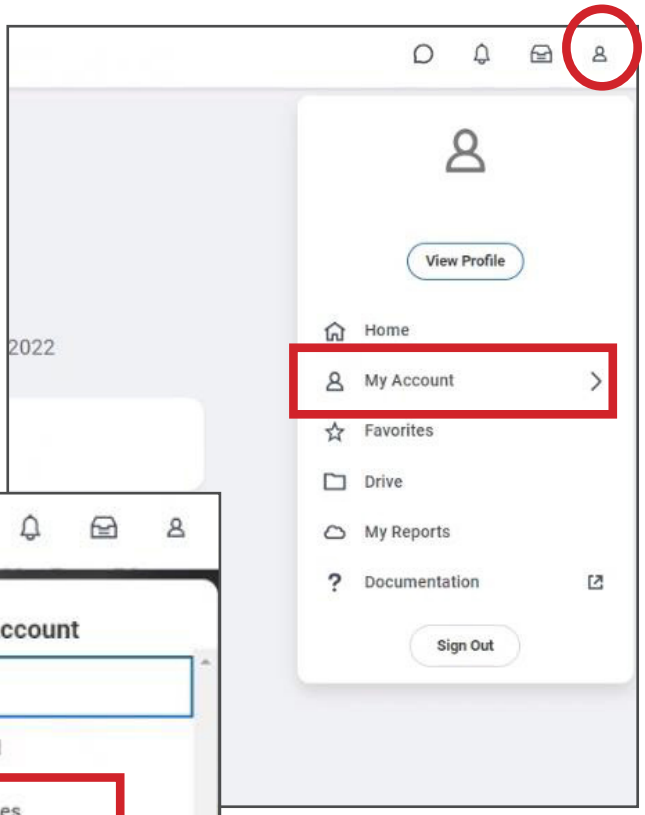
**Digniinada kaama joojinayaan inaad bogto hawshaada. Waa inaad eegto digniinta si aad u xaqiijiso inuu saxan yahay macluumaadka aad gelisay.*

Fariinta Qaladka: Tani waa fariin digniin ah oo laga yaabo inaad aragto markaad dhamaystirayso hawlaha qaar. Qaladaadka waxaa qasa ah inaad saxdo si aad u bogto hawshaada. Guji Eeg Dhammaan si aad u aragto qaladka(qaladaadka). Qaladka ugu badan waxaa keena inaadan buuxinin goob banaan oo loo baahan yahay.

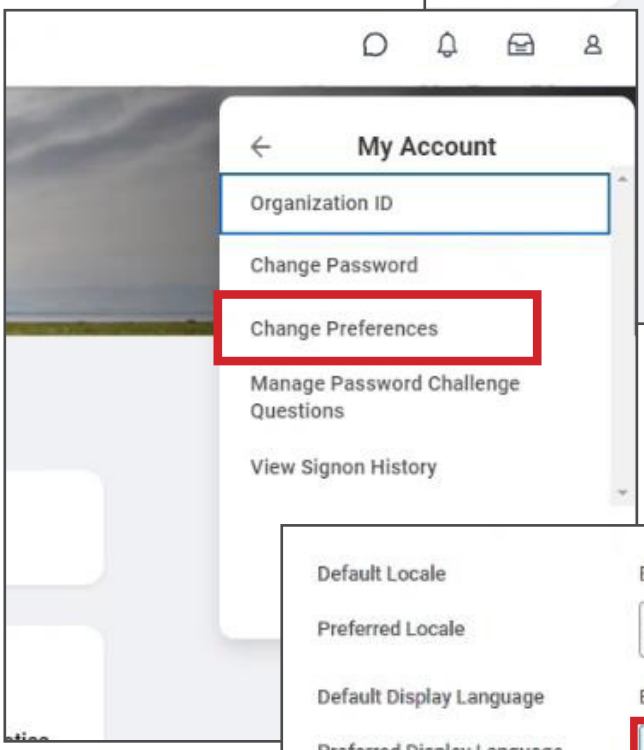
Beddelida Luuqaddaada Dorbida ee Wax Ku Soo Muujinta

Hadda oo aad soo gashay Workday, haddii aad rabto inaad beddesho luqadda aad doorbideyso in lagu soo muujiyo, raac tilmaamahan.

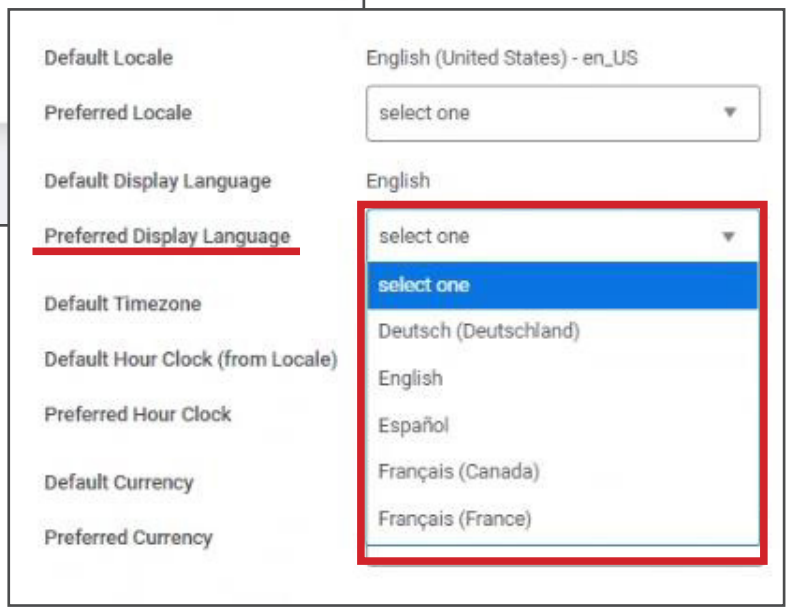
1. Marka aad joogto **Workday Dashboard (Dhaashboodhkaaga Workday)** dooro aykoonka boggaada aqoonsiga ee ku yaala xagga midig ee sare ee shaashada, kadibna ka dooro **My Account (Akoonkeyga)** xulashooyinka hoos u dhaadhaca. (Jaantuska 31)
2. Markaad joogto My Account (Akoonkeyga) dooro **Change Preferences (Beddel Doorbiditaannada)**. (Jaantuska 32)
3. Ka dooro **Preferred Display Language (Luuqadda Ku soo Muujinta ee Aad Doorbideyso)** tusmada liiska hoos u dhaadhaca. Dooro **OK**. (Jaantuska 33)
   - Isticmaaleyaashu waa inay ka baxaan Workday kadibna mar kale dib ugu soo galaan si isbeddelada loo soo muujiyo.
4. Boggaaga hore ee Workday hadda waxa uu ku soo muujismi doonaa luqadda aad doorbiday.



Jaantuska 31



Jaantuska 32



Jaantuska 33

Google Translate (Ku Turjumida Google)

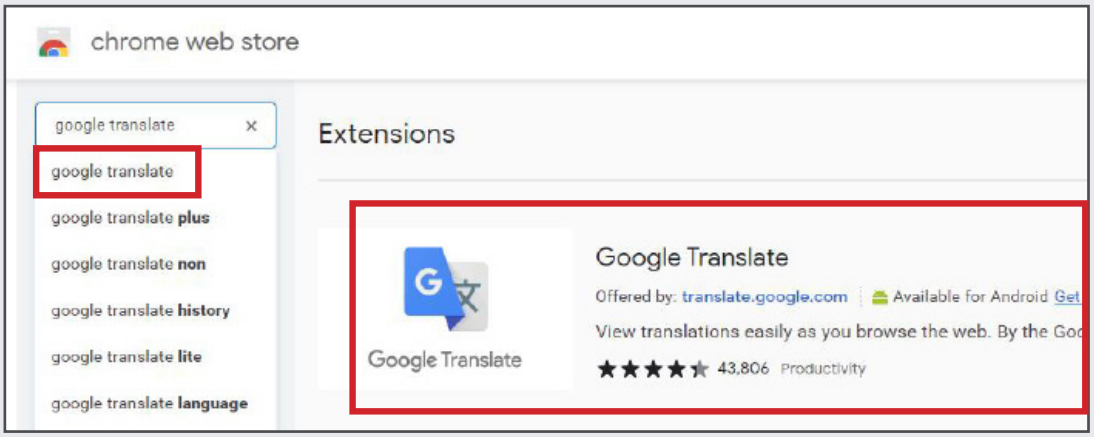
Ku beddelidda luqadda aad doorbidayso gudaha Workday waxa laga yaabaa inaanay beddelin dhammaan qoraalka ku yaal bogga. Haddii aad u baahato caawimaad, waxaad isticmaali kartaa Google Translate.

- Haddii aad isticmaalayso **Google Chrome**,wax soo booditaan ayaa laga yaabaa inuu ka soo muuqdo geeska midig ee sare ee shaashaddaaga birawsarkaada. Waxaad u adeegsan kartaa kaas si aad ugu tarjumto erayada Ingiriisiga ee Workday luqadda aad doorbiday.
- Haddii aad isticmaalayso **taleefoonka gacanta**, waxaad ka heli kartaa abka **Google Translate gudaha App Store ama Play Store**.

  OGOW: In Google Translate mar walba si aan sax ahayn uu u turjumo qoraalka Ingiriisiga.

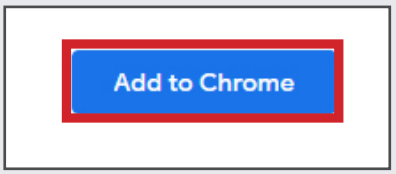
Sida loogu daro Google Translate

Haddii Google Translate aanu si toos ah u soo muuqan, waxaad ugu dari kartaa si gacan ku hagaajin ah. Tani waxay kuu ogolaanaysaa inaad ku isticmaasho sifada turjumaadda bog kasta, kaliya ma'aha gudaha Workday. Raac tilmaamaha hoose si aad ugu darto Google Translate birawsarkaaga Chrome.

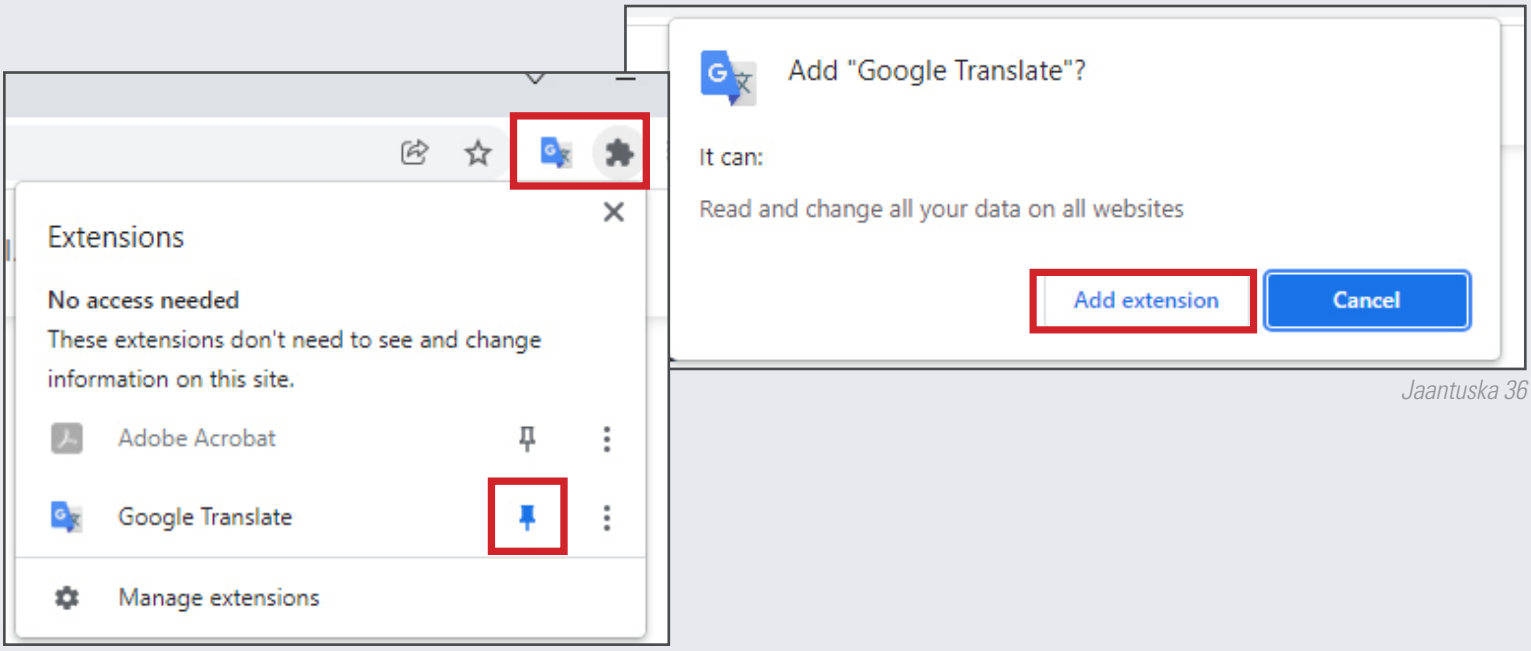


Jaantuska 34

1. Aad Chrome Web Store adigoo isticmaalayo linkigan oona raadi Google Translate.
2. Ka dooro barnaamijka liiska. (Jaantuska 34)
3. Dooro badhanka **Add to Chrome (Ku dar Chrome)**. (Jaantuska 35)
4. Ka dooro **Add extension (Ku dar barnaamijka)** wax soo bixitaanka. (Jaantuska 36)
5. Barmijyada kordhisyadaada ah waxaa laga heli karaa dhinaca midig ee ugu fog ee qeybtaada cinwaanka URL-ka. Dooro **puzzle piece (qeybta xujada)** si aad u eegto. (Jaantuska 37)
6. Dooro aykoonka **push pin (ku riix ku meeleynta qeybta sare)** ee ku xigta Google Translate si aad "pin (u soo saarta qeybta sare)" ee bar ciwaaneedka. Hadda waxaad ka arki doontaa aykoonka Google Translate agta qeybta xujada mar kasta oo aad isticmaalayso birawsarka Google Chrome. (Jaantuska 37)



Jaantuska 35

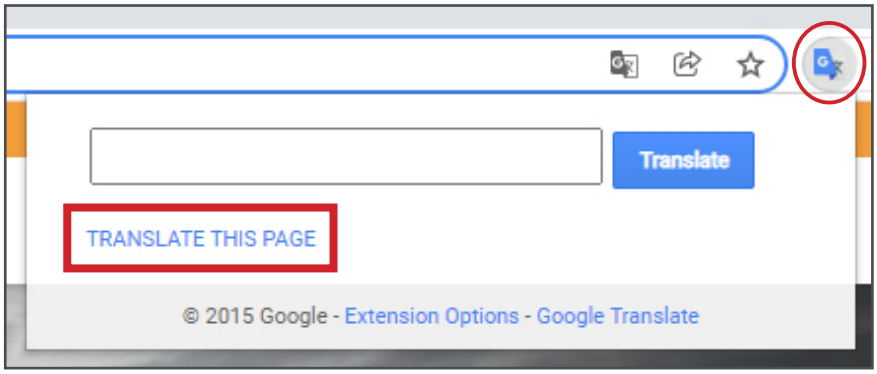


Jaantuska 36

Jaantuska 37

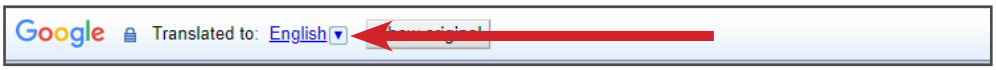
Sida loo isticmaalo Google Translate

1. Bog kasta oo interneet, oo ay ku jirto Workday, dooro aykoonka Google Translate, ka dibna dooro **Translate this page (Turjun boggan)**. Tani waxay bogga oo dhan ku turjumaysaa luqadda aad doorbiday. (Jaantuska 38)



Jaantuska 38

2. Isticmaal xulashooyinka ku jira liiska hoos-u-dhaca si aad u doorato luqadda aad doorbidayso. (Jaantuska 39 & 40)
OGOW: In Google Translate mar walba si aan sax ahayn uu u turjumo qoraalka Ingiriisiga.



Jaantuska 39

Jaantuska 40

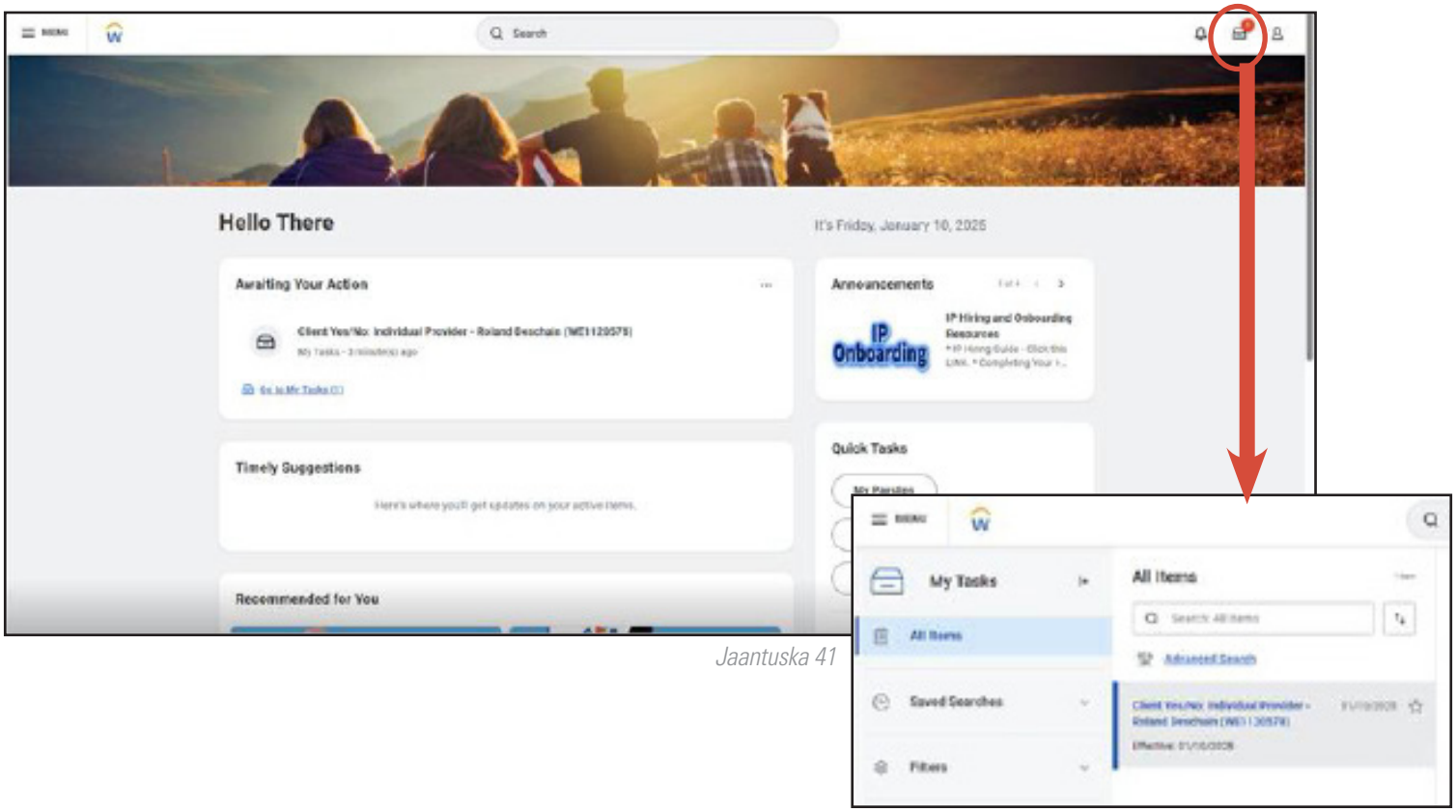
Hawlahaaga Shaqaaleysiinta gudaha Workday

Hawlahaaga shaqaalaysiinta waxaa lagu dhammeeyaa si elektaroonig ah gudaha Workday. Waxaan kugula talineynaa:

- Isticmaalka kombuyuutar ama tablet oo u leh Chrome sida birawsarkaaga intarneetka.
- Inaad isticmaasho goob-fariimeedka Workday si aad uga hesho hawlahaaga oo aad u dhamaystirto.

Hadda oo aad soo gashay Workday, waxaad diyaar u tahay inaad bilowdo Hawlahaaga Shaqaalaysiinta. Tag qeybta farriimaha ee Bogga Hore ee Workday oo u dhammaystir hawlaha hoos ku qoran si nidaamsan. (ka eeg jaantuska 41 hoose si aad u hesho caawimaad ku saabsan helitaanka goob farriimeedkaaga)

- Aqoonso Macmiil
  - » Isk-waafajinta Macmiilka/IP waxay ka abuurtaa xiriir/cilaaqaad gudaha nidaamkeena kaasoo u dhaxeeya Macmiilka iyo IP-ga iyadoo la adeegsanayo macluumaadka aad ku bixisay gudaha codsigaaga Is-waafajintu waxa uu dhacaa kadib markaad dhammaystirto howsha shaqaalaysiinta.
- CDWA waxay diri doontaa ogeysiisyada loo baahan yahay Macmiilka iyo Maareeyaha Kiiska
  - » Haddii Haa tahay, in aad heysato Macmiil, buuxi Xog-uruurinta Macluumaadka Macmiilka.
  - » Wali ma aadan helin Macmiil? Akoon ka samayso Carina.org si uu kaaga caawiyo inaad Macmiil hesho.
    - * Haddii aadan haysan Macmiil, fadlan sug 24-48 saacadood si Carina u xaqiijiso xaaladdaada ka hor intaadan samayn akoon cusub oo ah Carina.org ah si aad u hesho Macmiil.
- Buuxi Canshuurta Mushaharka Laga Jaro ee Federaalka
- Doorashada Habka Loo Helaayo Mushaar-bixinta



Jaantuska 41

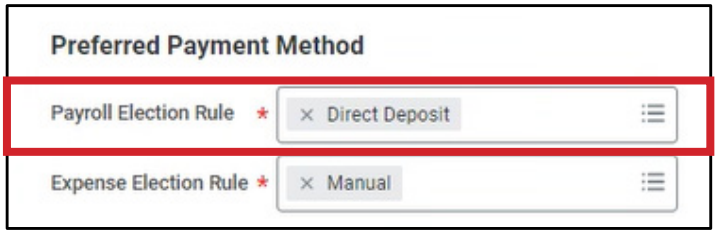
Waxaad mushaharkaaga ku heli kartaa:

- Debaaji toos ah (hal ama akoono badan)
- Kaar lacag-bixin oo horeyba u sii jira
- Kaarka lacag-bixinta e Wisely Pay ee ay bixiso CDWA
- Ama isku darka debaajiga tooska ah iyo kaarka lacag bixinta
  - » Wixii macluumaad dheeraad ah ee ku saabsan kaarka lacag bixinta ee Wisely Pay, isticmaal linkigan.

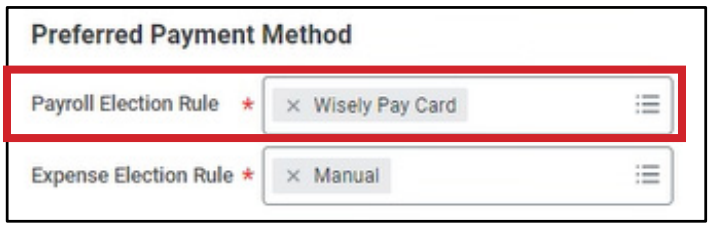
Si aad u bilowdo, waxaad u baahan doontaa macluumaadka akoonkaaga. **Macluumaadka aad saxda ahayn waxa uu keeni doonaa dib u dhac ku yimaada lacag-bixintaada.**

Habka Lacag-bixinta ee La door bidaayo

1. Gudaha goobta **Payroll Election Rule (Xeerka Xulashada Mushahar-bixinta)**, ka dooro haddii aad rabto Debaajiga Tooska ah (tani waxaa ka mid ah kaarka lacag-bixinta ee horeyba u sii jira) (Jaantuska 42a) ama kaarka cusub ee Wisely Pay (Jaantuska 42b).

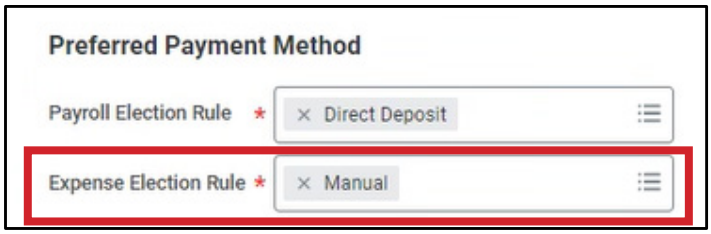


Jaantuska 42a



Jaantuska 42b

2. Gudaha **Expense Election Rule (Xeerka Xulashada Kharashka)**, u dooro **Manual (Gacan ahaan)** wixii ah xulashada lacag-bixinta kharashkaaga. (*Jaantuska 43*)

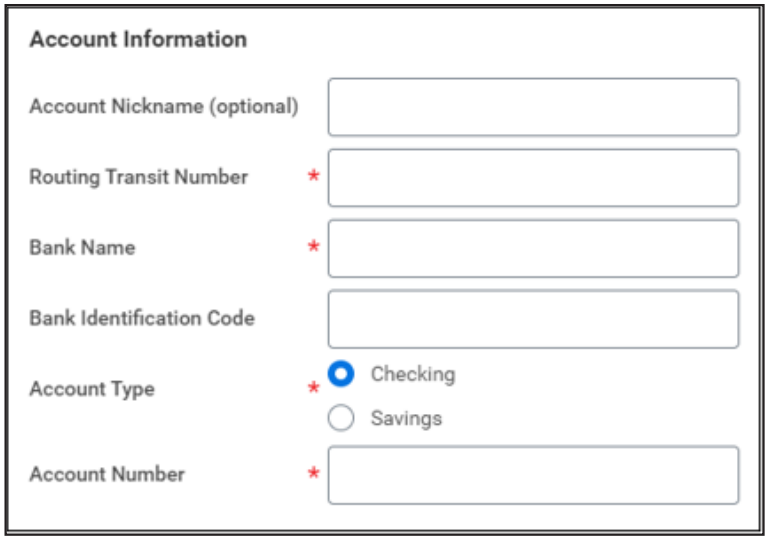


Jaantuska 43

Macluumaadka Akoonka

3. Haddii aad xulatay **Direct Deposit (Debaajiga Tooska ah)**, geli macluumaadka akoonkaaga meelaha loo baahan yahay ee lagu tilmaamayo calaamadda cas (*). (*Jaantuska 44*)
Si fiican isaga hubso akoonkaaga iyo macluumaadka hab lacag dirista.

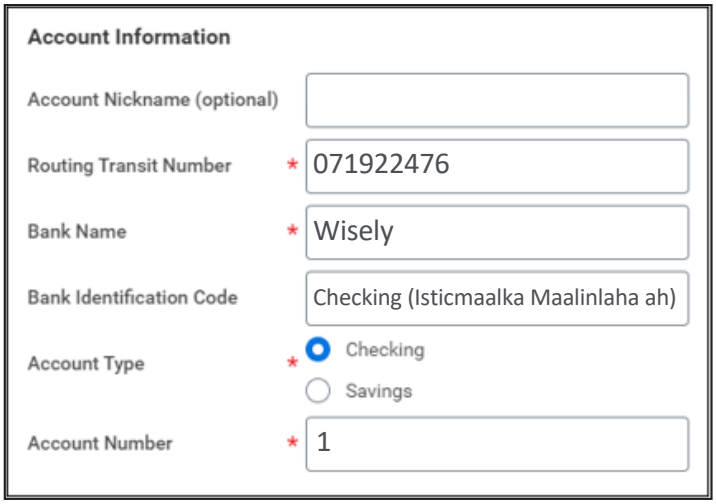
Ha ku darin xariiqmo yaryar gudaha lambarada koontada ama aqoonsiga bankiga. Tani waxay sababi doontaa in macluumaadkaaga la diido oona lagu siiyo kaarka Wisely Pay.



Jaantuska 44

4. Haddii aad xulatay **Wisely Pay Card (Kaarka Wisely Pay)**, geli macluumaadka soo socda meelaha loo baahan yahay sida lagu muujiyay. (Jaantuska 45)
    - **Routing Transit Number (Lambarka Loo Isticmaalo In Lagu Aqoonsado Bankiga):** 071922476
    - **Bank Name (Magaca Bankiga):** Wisely
    - **Account Type (Nooca Akoonka):** Checking (Isticmaalka Maalinlaha ah)
    - **Account Number (Lambarka Akoonka):** 1

    OGOW: Oggolow in 7-10 maalmood oo shaqo uu ku imaado kaadhkaga lacag-bixinta ee Wisely Pay boostada isagoo ku jira baqshad cad. Baqshaddan waxaa ku jiri doona tilmaamo ku saabsan sida looga shaqo geliyo kaarkaga lacag bixinta ee Wisely Pay.



Jaantuska 45

5. Dooro **OK** si aad u sii socoto.

MARKA XIGTA: Waxaad lahaan doontaa ikhtiyaarka ah inaad u kala qaybiso lacagtaada akoonnada. Haddii aadan kala qeybineynin lacagta, dib u eeg macluumaadkaada oona guji **Submit (Gudbi)**.

Haddii aad rabto inaad u kala qaybiso mushaharkaaga akoonnada, u sii soco tillaabooyinka xiga.

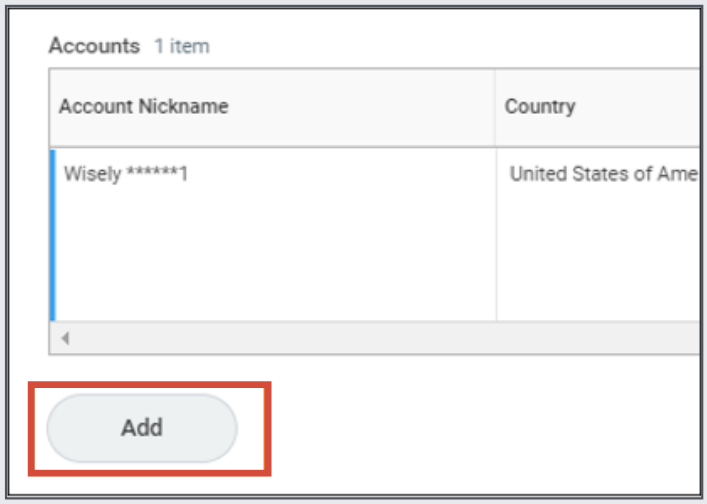
U Kala Qaybinta Mushaharka Akoonnada (ikhtiyaari)

IKHTIYAARI AH: Waxaad dooran kartaa in lacagtaada lagu shubo akoono badan (mida sida maalinlaha ah loo isticmaalo, tan kaydinta, iyo/ama kaadhka Wisely Pay). Waxaad u qaybin kartaa lacagta qaddar ama boqolley ahaan. Waxaad haysan kartaa ilaa hal kaadh oo Wisely Pay ah iyo lix akoon oo bangi oo debaaji toos lagu sameeyo.
Si aad lacagtaada ugu kala qaybiso akoono badan, waxaad u baahan doontaa inaad marka hore ku darto dhammaan akoonnadaada.
Raac tillaabooyinka hoose:

1. Guji badhanka **Add (Ku dar)** . (*Jaantuska 46)*
2. Geli macluumaadka meelaha loo baahan yahay.
3. Guji **OK**.
4. Ku celi tillaabooyinka 1-3 haddii aad leedahay akoono badan.
5. Markaad ku soo darto dhammaan akoonnadaada, guji **Save (Keydi)**.

Ha ku darin xariiqmo yaryar gudaha lambarada koontada ama aqoonsiga bankiga. Si fiican isaga hubso macluumaadka akoonkaaga.

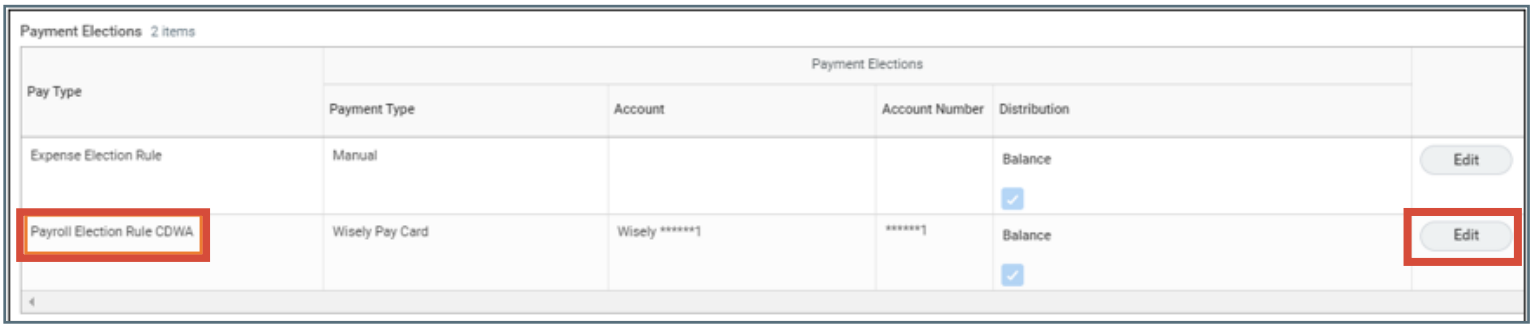
Macluumaadka aan saxda ahayn waxaa laga yaabaa inuu keeno dib u dhac ku yimaada helida lacag-bixintaada.



Jaantuska 46

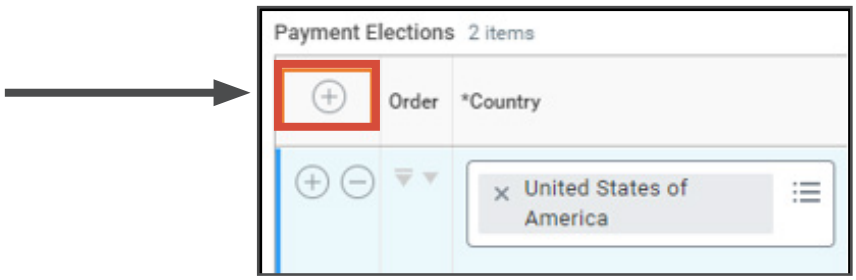
Ka dib marka koontooyinkaaga lagu daro, waxaad u baahan doontaa inaad ku diiwaangeliso akoonnada Xulashadaada Mushahar-bixinta.

1. Gudaha qeybta Payment Elections (Xulashooyinka Lacag-bixinta), guji badhanka **Edit (Tifaftir)** ee ku jira qariiqda Xeerka Xulashada Lacag-bixinta ee CDWA. (*Jaantuska 47*)



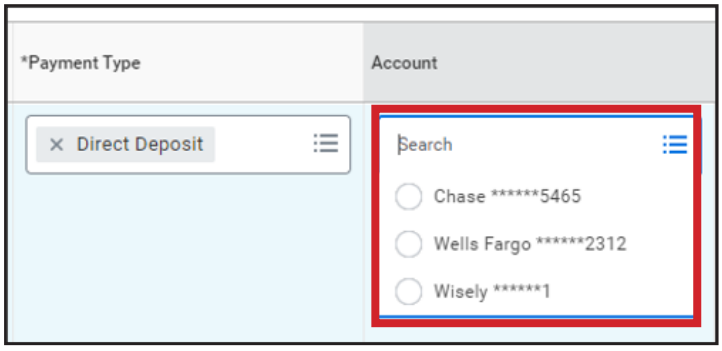
Jaantuska 47

2. Guji badhanka **+** si aad ugu darto akoonka(nada) dheeraadka ah ee aad sameysay. (*Jaantuska 48)*



Jaantuska 48

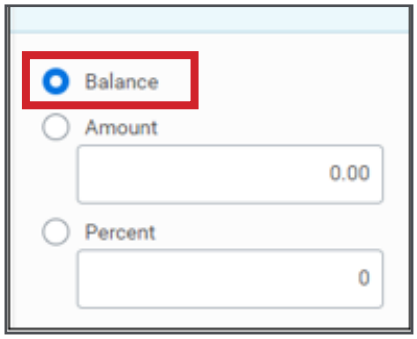
3. Guji goobaha si aad uga doorato meelaha hoos u dhaca ee kuwan soo socda:
   - **Country (Wadanka)** (dooro - United States of America)
   - **Currency (Lacagta)** (dooro - USD)
   - **Payment Type (Nooca Lacag-bixinta)** dooro Direct Deposit (Debaajiga Toosska ah) ama kaarka Wisely Pay)
   - **Account (Akoonka)** (ka dooro liiska akoonada ee aad ku soo dartay) (*Jaantuska 49)*



Jaantuska 49

4. Gudaha goobaha **Balance/Amount/Percent (Baaqiga/Qadarka/Boqolleyda)**, dooro qadarka doolarka ama
   - boqoleyda aad rabto in lagu shubo akoon kasta.
   - Haddii aad u kala qaybineyso boqolley ahaan, marka la isku daro wadarta guud waa iney isugu darsantaa 100%.
   - Haddii aad u kala qeybineyso qadar ahaan, akoonka ugu danbeysa waxeey u baahan tahay iney lahaato **Balance (Baaqiga)** la doortaysi u noqoto qadarka hartay. (*Jaantuska 50)*
   - Markaad dhameyso, dib u eeg dhamaan macluumaadka ka hor intaadan gujinin **Submit (Gudbi)**.

   Macluumaadka aan saxda ahayn waxa uu keeni doonaa dib u dhac ku yimaada helitaanka mushaharkaaga.



Jaantuska 50

5. Waxaa dib lagugu soo celin doonaa shaashadda Maaree Xulashooyinka Lacag-bixinta. Haddii aad gebi ahaanba dhameyso, guji **Submit (Gudbi)**.

Macluumaad dheeraad ah, oo ay ku jiraan jadwal taariikheedka mushaharka ee hadda, macluumaadka ku saabsan ADP, sida loo helo jeegaga lacag-bixintaada, W-2yada, iyo waxyaabo kale oo badan ayaa laga heli karaa bogga internetka ee CDWA. websaydka CDWA.

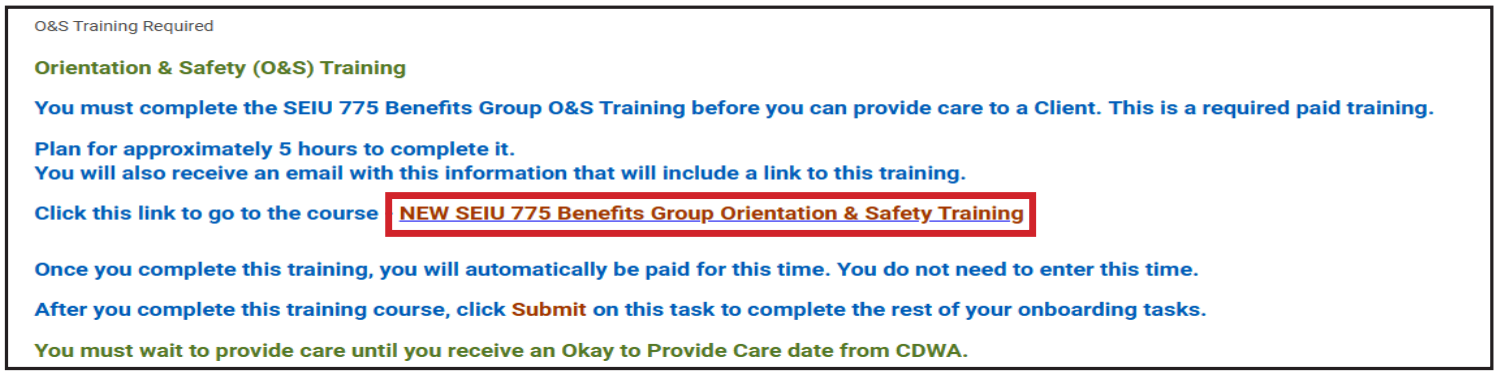
Shaqooyinka Shaqaalaysiinta ee Ugu Danbeeya

Kadib markaad doorato sida aad u heli doonto jeega lacag-bixintaada, waxaad u baahan doontaa inaad ka dhammaystirto **hawsha ugu dambeysa ee shaqaalaysiintaada gudaha Workday**, oo ku qoran hoos:

- Su'aalaha Ka-dhaafitaanka Shaqo Kala-barida & Badbaadada (O&S)
  - » Shan saacadood oo tababar O&S ah ayaa lagama maarmaan ah ka hor inta aan lagaa oggolaanin inaad daryeel u fidiso Macmiilkaaga. Fadlan akhri su'aalaha oo dhan si aad u ogaato haddii aad buuxinayso mid ka mid ah shuruudaha ka-dhaafitaanka.
  - » Haddii aadan aan lagaa dhaafeynin, waxaad ku heli doontaa hawl gudaha Workday oo wata tilmaamo lagu dhammaystirayo Tababarka O&S (Hoos eeg)
- Xog-uruurinta Gaari Wadida/Gaari Wadid La'aanta – Waa inaad haysato laysanka darawalnimada oo ansax ah shaqaynayana si aad u bixiso adeegyada gaadiid raaca
- Xog-uruurinta Kaarka Midowga ee SEIU 775
- Dib U Eeg Dukumiintiyada – Caddeynta Shaqaynta IP ee CDWA, Buug–gacmeedka IP ee CDWA, Tabbabarka Shaqada ee IP
- Xaqiijinta Aqoonsiga Shaqo Kala-barida & Badbaadada (O&S)
  - » Haddii aad aqoonsato in lagaa dhaafay O&S waxaa lagaa rabayaa inaad bixiso sababta lagaaga dhaafay oo ayna la socdaan dukumeentiyo taageeraya ka dhaafitaanka.
  - » Haddii aadan lagaa dhaafin Tababarka O&S, sii wad si aad u hesho tilmaamaha lagu dhammaystirayo tababarkan mushaarka leh eena qasabka ah. Haddii lagaa dhaafay O&S, fadlan u gudub hawsha ugu dambeysa ee ku yaasha bogga 34

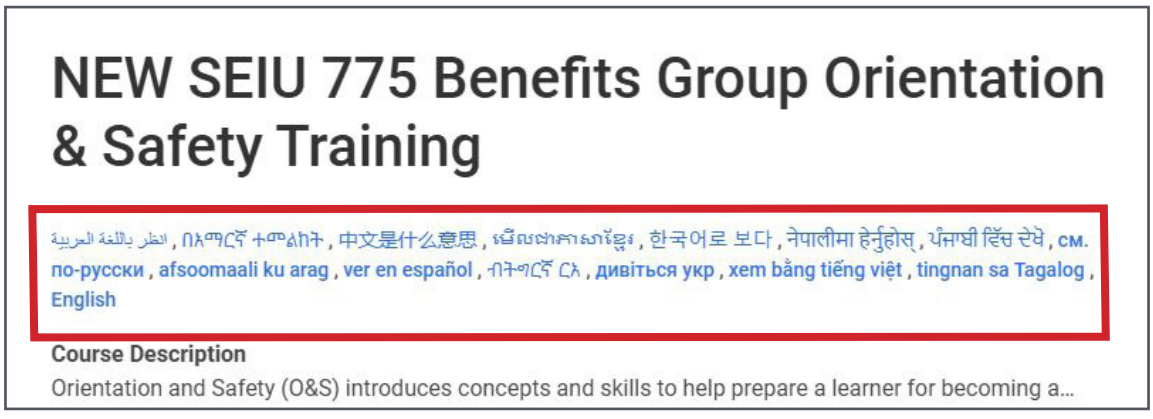
Tabbabarka O&S (tabbabarka mushaarka leh)

1. Marka aad joogto Hawsha Ugu Dambeysa (ama iimaylka), dooro linkiga si aad u gasho **Tababarka O&S**. (Jaantuska 51)



Jaantuska 51

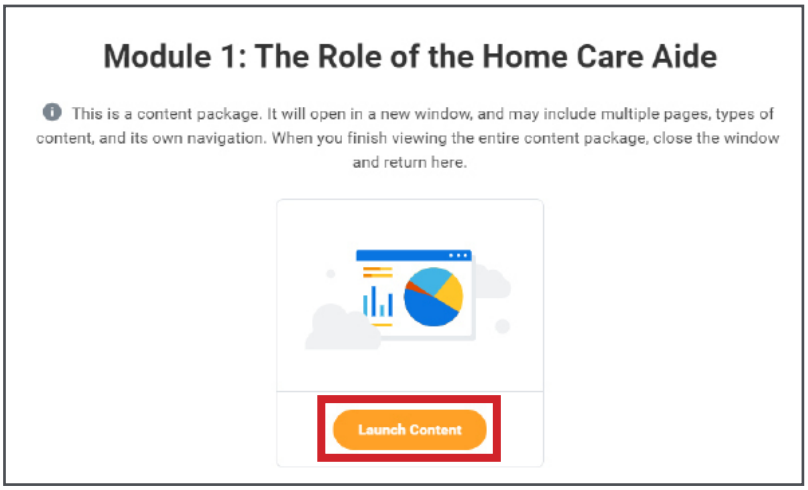
2. Waxaad tagi doontaa bogga hore ee koorsada. Dooro badhanka **Start Course (Billow Koorsada)**. (Jaantuska 52)
   - Tababarku waxaa lagu turjumay luqado badan oo dheeraad ah. Isticmaal linkiga ka sareeya **Course Description (Sharaxaadda Koorsada)** si aad u hesho.



Jaantuska 52

Tababarkan 5-saacadood ah wuxuu ka kooban yahay 24 cashar (ama qeybood)

3. Dooro **Launch Content (Daahfur Nuxurka)** si aad u billowdo. (Jaantuska 53)



Jaantuska 53

4. Haddii aad aragto fariinta "Popup Blocked (Wax soo baxa Waa la xannibay)" si fudud u dooro **Launch Course (Daahfur Koorsadda)** si aad u sii socoto. (Jaantuska 54)

Jaantuska 54

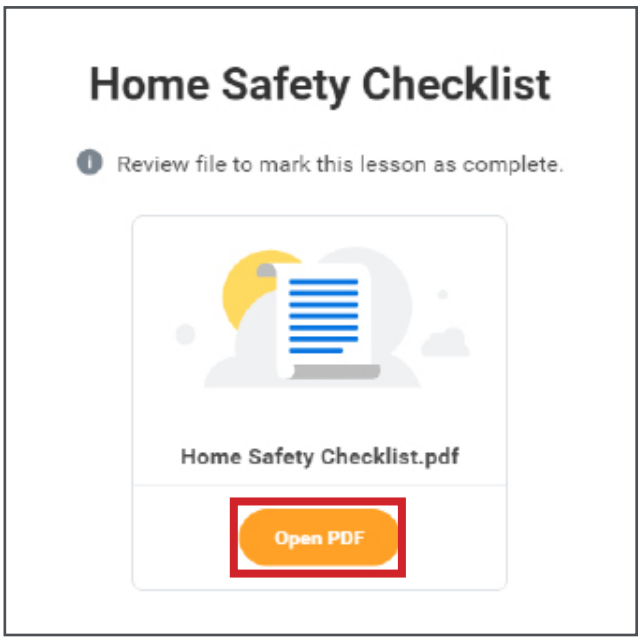
1. **Menu (Tusmada)** - tani waxay kaa caawin doontaa inaad ogaato bogga aad kaga jirto gudaha tababarka oo dhan. Waxaad sidoo kale isticmaali kartaa tusmada si aad dib ugu noqoto oo aadna dib u daawato muuqaal aad horeyba u soo daawatay.
   Help (Caawinaad) - tani waxay kugu celin doontaa bogga Course Help (Caawinaad Koorsadda) ee bilowga casharka.
   Exit (Ka bax) - tani waxay xireysaa shaashadda casharka. Waa inaad isticmaashaa batoonkaas dhamaadka casharka si ay u muujiso inaad dhammaystirtay.
   Transcript (Qoraal) - tani waxay bixisaa nooc qoraal ah oo ka turjumaya sheekada boggaas.
2. **Badhanka Back (Dib u noqo)** - isticmaal badhankan si aad ugu noqoto bog hore.
3. **Badhanka Next (Xiga)** - isticmaal badhankan si aad ugu sii socoto casharka. Waa inaad dhammaystirtaa bogga hadda kahor intaadan isticmaalin badhanka xiga.
4. **Volume (Heerka Codka)** - isticmaal badhankan si aad u kordhiso ama u dhimto heerka codka.
5. **Badhanka Play/Pause (Daar/Haki)** - marka bandhiggu socdo, waxaad gujin kartaa halkan si aad u hakiso kadibna mar kale u daarto.
6. **Replay (Dib u daar)** - isticmaal badhankan si aad dib ugu bilowdo bogga/muuqaalka hadda socda (ma awoodi doontid inaad dib u noqoto dhowr ilbiriqsi).

CASHARADA KA MIDKA AH DUKUMEENTIGA

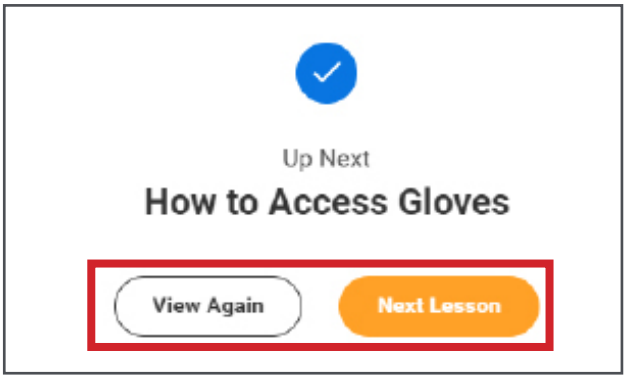
1. Casharrada 6 - 11 waxaa ku lifaaqan dukumeenti oo waa inaad furtaa oo akhridaa. Si aad tan si sax ah ugu sameeyso, marka hore waa inaad doorataa casharka, kadibna doorataa **Open PDF (Fur PDF-ta)**. (Jaantuska 55)

2. Si aad u xirtid dukumeentiga marka aad dhammayso akhrintiisa, guji ama taabo meel ka baxsan aagga eegida dukumeentiga.

3. Isticmaal badhamada soo muuqda si aad midkood **View Again (Dib u eegto)** ama aad horey ugu sii socoto **Next Lesson (Casharka Xiga)**. (Jaantuska 56)



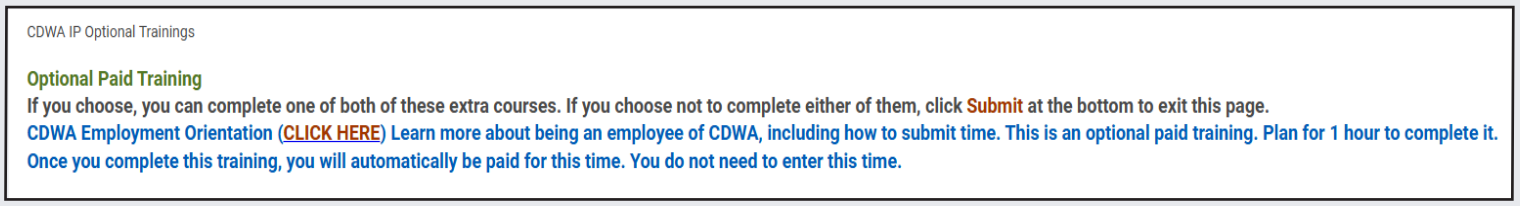
Jaantuska 55



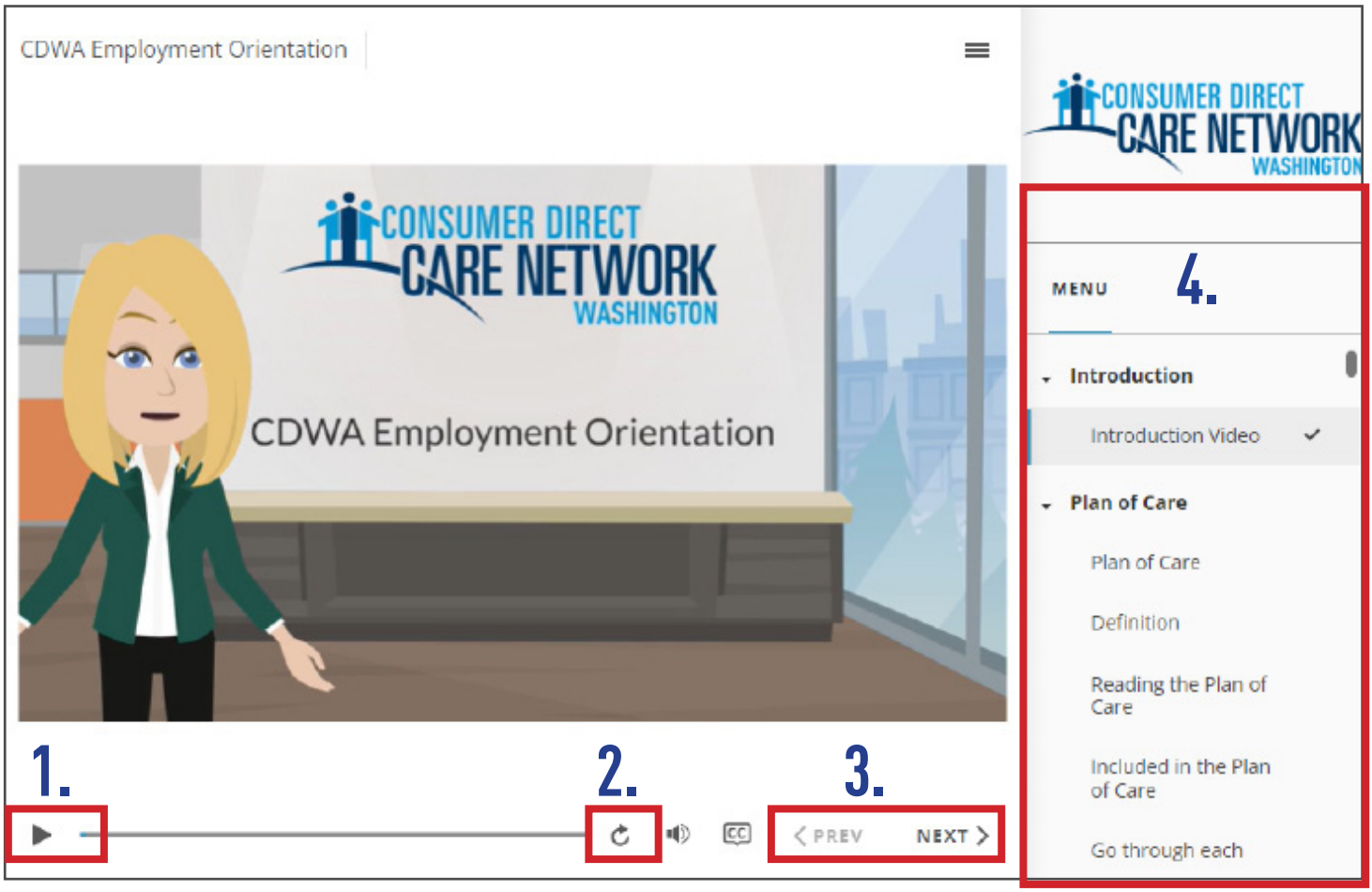
Jaantuska 56

Tabbabarka Shaqada ee Shaqaalaysiinta CDWA (tababarka lacag-bixinta leh ee ikhtiyaariga ah)

1. Marka xigta, waxaad heli doontaa hawl wadata linkiga aad marin ugu heleyso tabbabarka ikhtiyaariga ah ee **Shaqo Kala-barida CDWA** . (Jaantuska 57)
2. Waxaad tagi doontaa bogga hore ee koorsada. Dooro **Start Course (Billow Koorsadda)**.
3. Tababarkan wuxuu qaadan doonaa ku dhawaad saacad si loo dhammaystiro wuxuuna ka hadlayaa qaar ka mid ah macluumaadka ku jira IP Employment Handbook (Buug–gacmeedka Shaqaalaynta IP-ga).



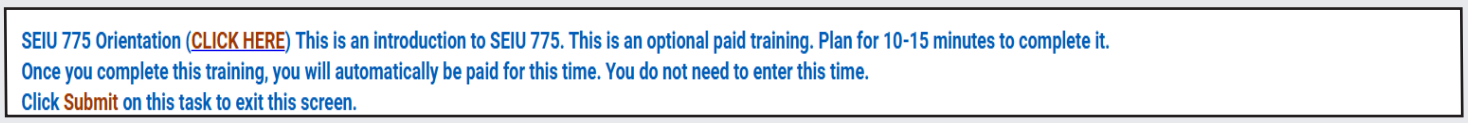
Jaantuska 57



1. **Badhanka Play/Pause (Daar/Haki)** - marka bandhiggu socdo, waxaad gujin kartaa halkan si aad u hakiso kadibna mar kale u daarto.
2. **Replay (Dib u daar)** - isticmaal badhankan si aad dib ugu bilowdo bogga/muuqaalka hadda socda (ma awoodi doontid inaad dib u noqoto dhowr ilbiriqsi).
3. **Badhamada Previous/Next (Hore/Xiga)** - isticmaal badhanka hore si aad ugu noqoto bog hore. Badhanka xiga waala damiyay mana shaqeyn doono haddii aysan ka ahayn inaad wakhti horeba daawatay bogga oo aadna ku celineyso inaad sidaas sameyso.
4. **Menu (Tusmada)** - tani waxay kaa caawin doontaa inaad ogaato bogga aad kaga jirto gudaha tababarka oo dhan. Waxaad sidoo kale isticmaali kartaa tusmada si aad dib ugu noqoto oo aadna dib u daawato muuqaal aad horeyba u soo daawatay.

Shaqo Kala-barida SEIU 775 (tabbabarka khtiyaariga lacag-bixinta leh)

1. Marka aad joogto Hawsha Ugu Dambeysa (ama iimaylka), dooro linkiga si aad u gasho tabbabarka ikhtiyaariga ah ee **Shaqo Kala-barida SEIU 775**. (Jaantuska 58)
2. Waxaad tagi doontaa bogga hore ee koorsada, dooro **Start Course (Billow Koorsadda)**. Tabbabarku waa muuqaal soconaya 10-daqiiqo. Dooro badhanka daarida si aad u billowdo.



Jaantuska 58

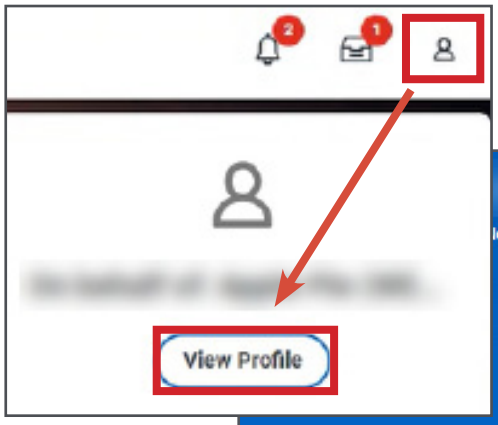
HADDII AADAN SII HEYSAN LINKIYADA AAD KU GALEYSO TABBABARADA

Mar walba waad ku laaban kartaa ama waxaad ka heli kartaa koorsada adigoo adeegsanaya boggaada aqoonsiga ee waxbarashada. Si aad u hesho boggaada aqoonsiga ee waxbarashada, raac tilmaamaha hoose:

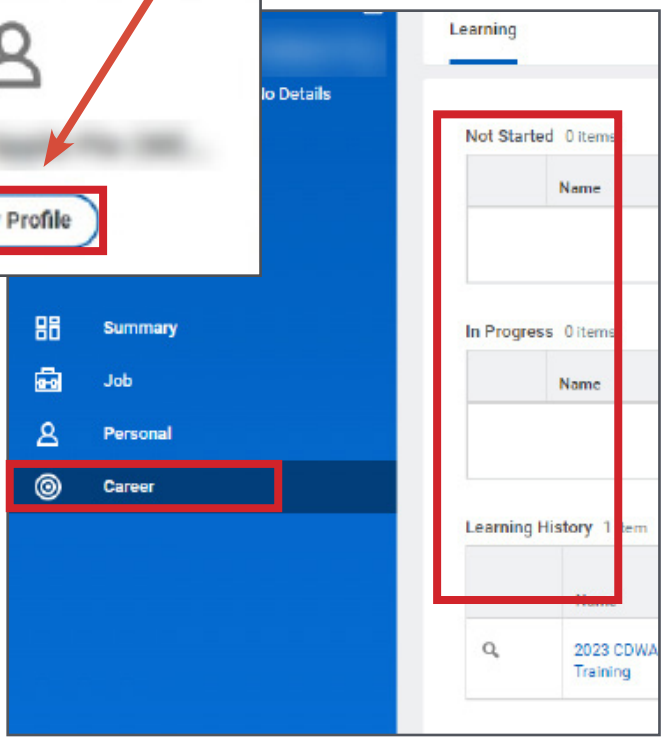
1. Dooro boggaada aqoonsiga oo ku yaalla geeska midig ee sare ee Workday, ka dibna dooro badhanka

2. **View Profile (Eeg Bogga Aqoonsiga)**. (Jaantuska 76) Marka aad joogto boggaada aqoonsiga, dooro **Career (Xirfadda)** ee ku yaasha xagga dhinaca bidixda.
3. Waxaad arki doontaa tababaradaada oo loo kala habeeyay Not Started (Aan Wali La Bilaabin), In Progress (Socda), iyo Learning History (Taariikhda Waxbarashada). (Jaantuska 59)
4. Tag koorso kasta oo liiska ku jirta adigoo dooranaya cinwaankeeda.

Sidan ayaa sidoo kale ah sida aad ku hubin karto in koorsada lagu calaamadeyay in la dhammaystiray.



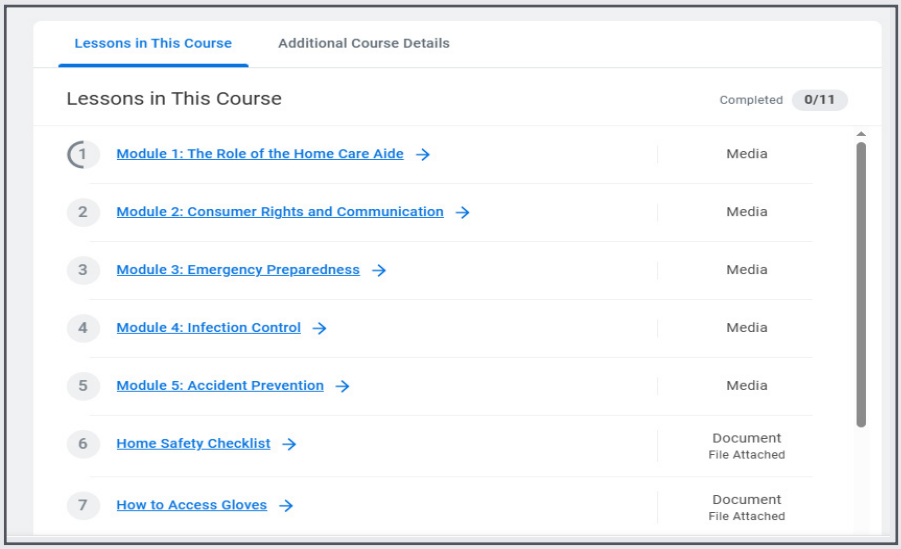
Jaantuska 76



Jaantuska 59

SIDA LOO EEGO GEEDI-SOCODKAAGA

Markaad markii ugu horreysay isticmaasho linkiga si aad marin ugu hesho tababar, waxaad imaaneysaa bogga hore ee koorsada. Halkan waxaad ka arki doontaa liiska casharrada. Liiskan waxaad ku arki kartaa haddii cashar la dhammaystiray, uu socdo, ama aan la bilaabinba. Waxaad si toos ah u dooran kartaa casharka aad rabto inaad ku noqoto, ama waxaad dooran kartaa badhanka **Resume Course (Dib u billow Koorsadda)**. (Jaantuska 60)

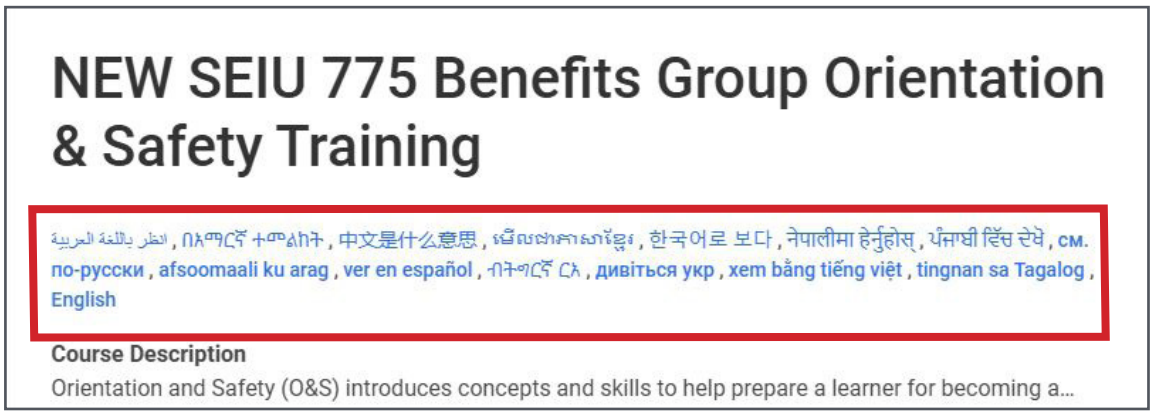


Jaantuska 60

KU HELIDA TABBABARKA O&S ISAGOO KU QORAN LUUQADDO KALE

Waxaaku jira linkiyo qeybta sharraxaadda koorsada kuwaas oo isticmaaleyaasha ku hago koorsada ku qoran luqadaha soo socda: (Jaantuska 61)

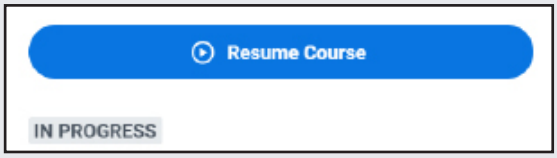
- Arabic
- Amxaari
- Shinees
- Khmer
- Kuuriyaan
- Nepali
- Punjabi
- Af-Ruush
- Af-Soomaali
- Isbaanish
- Tagalog
- Tigrinya
- Fiitnamiis
- Af-Yukreeyn



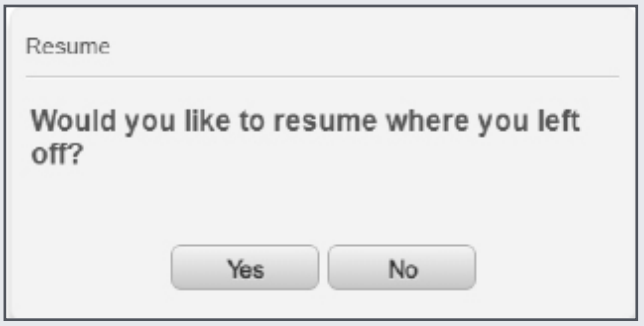
Jaantuska 61

DIB UGA BILAABIDA TABBABARKA HALKA AAD UGA TAGTAY

1. Dooro linkiga ka yimid Hawshaada Ugu Dambeysa (ama iimaylka) si aad ugasho bogga koorsada.
2. Dooro badhanka **Resume Course (Dib u billow Koorsada)**. (Jaantuska 62)
3. Dooro **Launch Content (Daahfur Nuxurka).**
4. Marka daaruhu soo muuqdo, waxay ku weydiin doontaa haddii aad rabto inaad ka sii waddo meesha aad uga tagtay. (Jaantuska 63)
   - **Yes (Haa)** waxay ku geyn doontaa bilowga boggii ugu dambeeyay e aad ka eegtay koorsada.
   - **No (Maya)** waxay kugu celin doontaa bilowga bandhigga (horusocodkaagii hore lama keydin doono).



Jaantuska 62

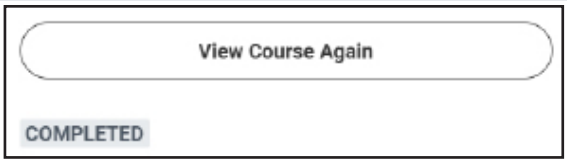


Jaantuska 63

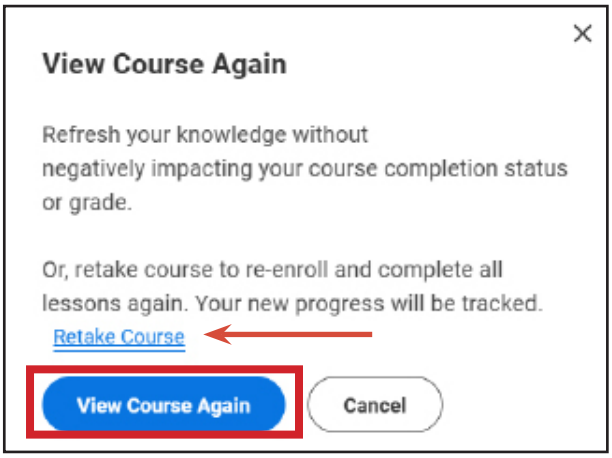
DIB U QAADASHADA TABBABARKA AMA DIB U EEGIDA MAR KALE

1. Isticmaal linkiga asalka ah ee aad ka heshay iimaylka si aad u gasho bogga koorsada. Dooro badhanka **View Course Again (Dib U Eeg Koorsadda Mar Kale)**. (Jaantuska 64)
2. Waxaad haysataa laba xulasho: (Jaantuska 65)
   - Doorashada badhanka **View Course Again (Dib U Eeg Koorsadda Mar Kale)** ma cusboonaysiin doonto horusocodkaaga, mana ku khasbanaan doontid inaad ka bilowdo bilowga.
   - Doorashada linkiga **Retake Course (Dib U Qaado Koorsadda)** waxay ku diri doontaa bilowga koorsada, waa inaad dib u bilawdaa, horusocodkaagana waa la cusboonaysiin doonaa. (Eeg tilmaamaha kor ku xusan si aad mar kale u bilowdo.)
3. Kadib markaad doorato View Course Again (Dib U Eeg Koorsadda Mar Kale), dooro badhanka **View Again (Eeg Mar Kale)** ee ku hoos yaala taariikhda dhammaystirka.
4. Dooro **Launch Content (Daahfur Nuxurka)**.
5. Markaad aad daahfurto nuxurka, tababarku wuu furmi doonaa.

Ogow: Dib u qaadashada ama dib u eegida koorsadda ma keeni doonto lacag-bixin dheeraad ah.



Jaantuska 64



Jaantuska 65

Ballanta Baaritaanka Sal-taariikheed Faro-sawir qaadka

Waqtigan, waxaad u baahan doontaa inaad jadwal u sameyso ballantaaga sawir-qaadka faraha. Waa INAAN ku helnaa natiijooyinka sawir-qaadka farahaaga 120 maalmood gudaheed laga bilaabo taariikhdaada "Okay to Provide Care (Diyaarka u Tahay Inaad Daryeel Bixiso)"

Marka baaritaankaaga sal-taariikheedka ee Gobolka Washington la ansixiyo, CDWA waxay bixin doontaa tilmaamaha ku saabsan habka Codsiga Sawir-qaadka Faraha.

Tallaabooyinka Xiga:
Raadi iimayl ka yimid CDWA oo ay ku qoran yihiin tilmaamaha Baaritaanka Sal-taariikheedka ee Ku saleysan Sawir-qaadka Faraha.

- Saxiix foomamka ku lifaaqan iimaylka.
- Iimayl dib ugu soo dir foomamka la saxiixay CDWA.
- Wac lambarka taleefoonka ee ku qoran iimaylka si aad u qabsato ballanta sawir-qaadka faraha.
- Wixii ah su'aalaha, isticmaal macluumaadka ku jira iimaylka si aad ula xiriirto CDWA.

Waxaad u baahan doontaa lambarkaaga Aqoonsiga/OCA si aad u sameysato Ballan-qabsigaaga Sawir-qaadka Faraha. Lambarkani wuxuu dhacayaa lix bilood kadib taariikhda la bixiyay natiijooyinka baaritaankaaga sal-taariikheedka. Haddii ay dhacdo, waa inaad soo gudbisaa codsi cusub oo baaritaan sal-taariikheed ah.

Taariikhda "Okay To Provide Care (Diyaar Loo yahay In Daryeel La Bixiyo)"

Hadda oo aad dhameysay hawlahaaga shaqaalaysiinta, CDWA waxay u baahan doontaa inay dib u eegto dhammaan macluumaadkaaga shaqaalaysiinta ka hor inta aan ku siin taariikhda "Okay to Provide Care (Diyaarka Loo yahay In Daryeel La Bixiyo)":

- Ttaariikhda "Okay to Provide Care (Diyaarka Loo yahay In Daryeel La Bixiyo)" waa maalinta ugu horreysa ee aad bilaabi karto inaad u shaqeyso Macmiilkaaga si aad u hesho mushahar. Waxaad heli doontaa taariikhda "Okay to Provide Care (Diyaarka Loo yahay In Daryeel La Bixiyo)" ka dib marka aad dhammaystirto waxyaabaha soo socda:
  - » Ku baasto Baaritaanka Sal-taariikheedka ee CDWA
  - » Haysato I-9 ansax ah oo la oggolaaday
  - » Dhammaystirto Tababarka Shaqo Kala Barida & Badbaadada (O&S) ee loo baahan yahay ama siiso CDWA caddeyn u dhiganta
  - » Ku haysato Macmiil gudaha nidaamka CDWA oo leh oggolaansho shaqeeneysa
    - * Haddii Macmiilkaagu uusan haysan oggolaansho shaqeeneyso, waxaa laga yaabaa inay u baahdaan inay la xiriiraan Maareeyahooda Kiiska
    - * Haddii aadan haysan Macmiil, waxaad ka sameysan kartaa bog aqoonsi barta Carina.org. OGOW: Waa inaad ku baastaa Baaritaanka Sal-taariikheedka ee ku meel gaarka ah ee CDWA si aad iskaga diiwaangeliso Carina.org. La xiriir CDWA haddii aad qabto su'aalo.
- Arrimaha kale oo dib u dhigi kara Taariikhdaada "Okay To Provide Care (Diyaar Loo yahay In Daryeel La Bixiyo)":
  - » Ku guuldareysiga dhammaystirka O&S
  - » Aqoonsasho la'aanta wax Macmiil ah
    - * Haddii aadan haysan Macmiil, fadlan sug 24-48 saacadood si Carina u xaqiijiso xaaladdaada ka hor intaadan samayn akoon cusub oo ah Carina.org ah si aad u hesho Macmiil.
  - » Macmiilka ma laha oggolaansho hadda ah
  - » Oggolaanshaha Macmiilka waa uu dhacay
  - » Haddii dhammaan shuruudahaaga shaqaalaysiinta la buuxiyo, waxaan ku siin doonaa taariikhda OTPC muddo 3 maalmood oo shaqo gudaheed. Fadlan nala soo xiriir haddii aadan helin taariikh OTPC muddo 3 maalmood oo shaqo ah ka dib marka aad dhammaystirto dhammaan shuruudaha shaqaalaysiinta.

CADEYMAHA gudaha bogga intarneetka ee DirectMyCare

Billaabaya

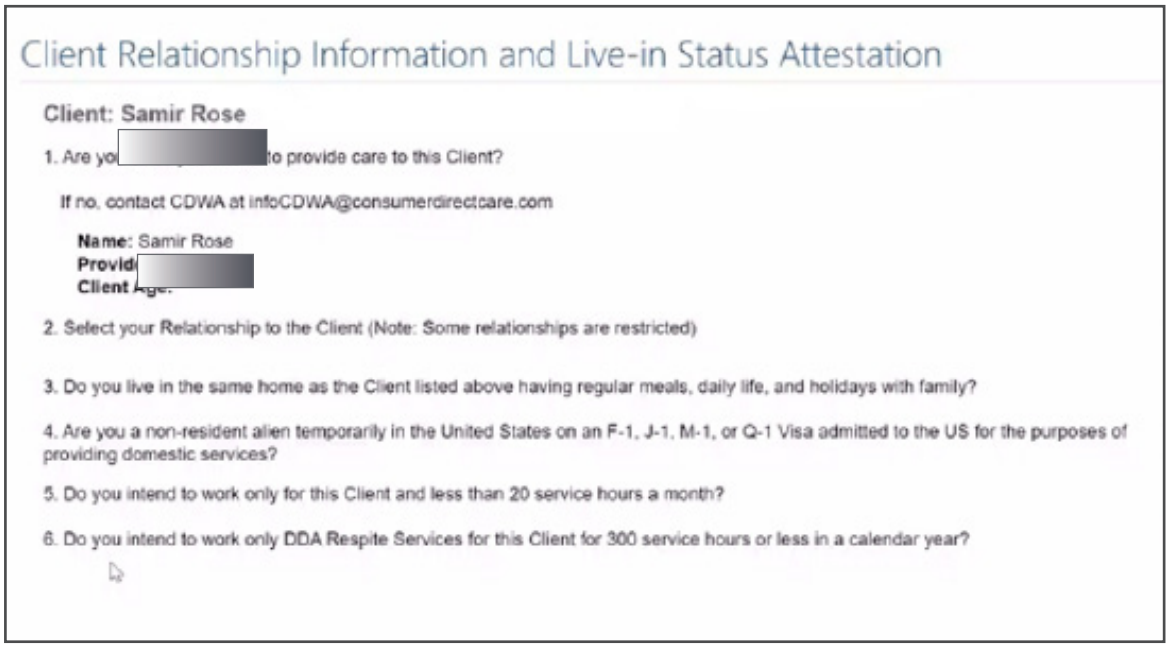
Marka aad hesho iimaylkaaga "Okay To Provide Care (Diyaar Loo yahay In Daryeel La Bixiyo)", waxaa kuu sugan hal tallaabo oo kale ka hor intaadan soo gudbin waqtigaaga.
Raac tilmaamaha hoose si aad u dhammaystirto **Macluumaadka Xidhiika Macmiilka iyo Cadaynta Xaaladda La-Noolaanshaha**.
Jawaabahaaga ku aadan cadeynta waxay go'aamiyaan:

- Ka-dhaafista cashuurta ee kugu dabaqmi karta
- Heerka tababarka ee loo baahan yahay
- Xaaladda la-noolaanshaha
- Shuruuda Xaqiijinta Booqashooyinka Elektaroonigga ah (Electronic Visit Verification, EVV)

Ma awoodi doontid inaad gudbiso wakhtiga CDWA ilaa aad ka dhameyso su'aalahan.
(Wixii macluumaad dheeraad ah ee ku saabsan soo gudbinta wakhtuga, isticmaal linkigan.)

Si aad u dhameystirto cadeymahaaga:

1. Gal bogga intarneetka DirectMyCare ee CDWA.
2. Shaashad soo baxeysa ayaa soo muuqan doonta. Dhammaystir su'aalaha ku saabsan cilaaqaadkaaga la leedahay Macmiilka iyo Xaaladdaada la-noolaansho. (Jaantuska 66)
3. Dooro **Continue (Sii soco)**.



Jaantuska 66

4. Iyadoo lagu saleynayo jawaabahaaga ku saabsan Cilaaqaadkaaga kaala dhexeeya Macmiilka iyo Xaaladdaada La-noolaanshaha, si taxaddar leh u akhri macluumaadka ku qoran shaashadda xigta. Sax sanduuqa si aad u cadeyso in jawaabaha aad bixisay ay sax yihiin oona run yihiin.
   - Dooro **Continue (Sii soco)** marka ay wax walbo sax yihiin.
   - Haddii aad garowsato inaad khalad sameysay waxaad isticmaali kartaa badhanka **Back (Dib u noqo)** si aad dib ugu laabato oo aadna u beddesho jawaabahaaga.

5. Shaashadda ugu dambeysa waxay kugu wargelin doontaa tallaabooyinka xiga ee CDWA qaadi doonto si loo xaqiijiyo cilaaqaadka iyo xiriirka aad la leedahay Macmiilkaaga si aad u bilawdo inaad soo gudbiso waqtiga.
   - Dooro **Continue (Sii soco)**.
   - Marka aad kuu aragto xaalka Macmiilkaada sida **Approved (La Ansixiyay)** gudaha Dhaashboodhkaaga, waxaad awoodi doontaa inaadbilawdo inaad soo gudbiso wakhtiga.