

New Hire Orientation Participant Guide (U.S.)

ADMINISTRATIVE

Welcome to Rehlko

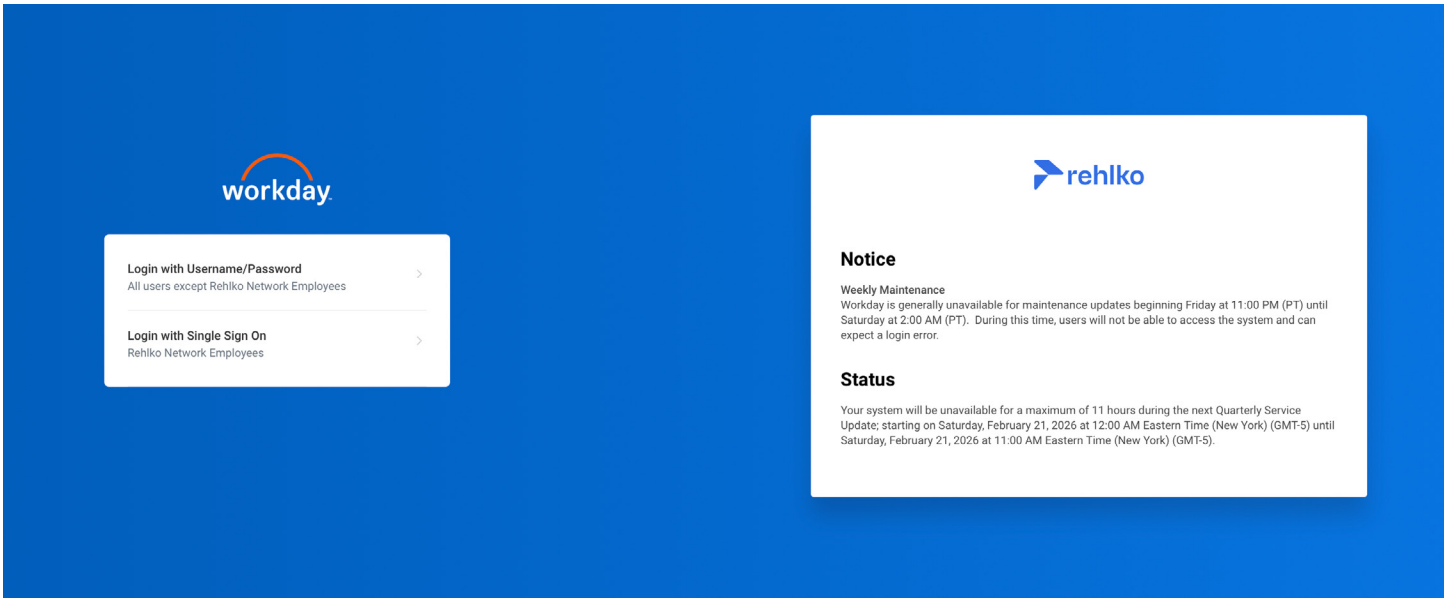
At Rehlko, energy isn't just what we deliver—it's how we work. It's the spark behind every solution, every breakthrough, every win. As you begin your new role with us, the information in this document will help you transition into our company and culture, where energy meets opportunity.

Next Steps

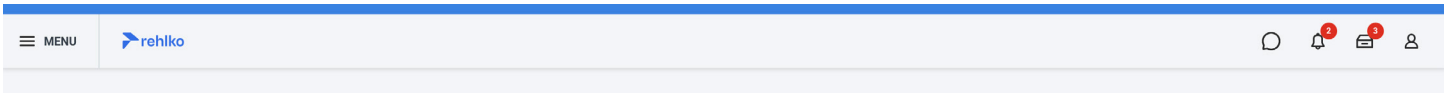
The welcome email also aligns with the onboarding task you will receive in **Workday.** You should also receive your **login information via email** to create your new account.

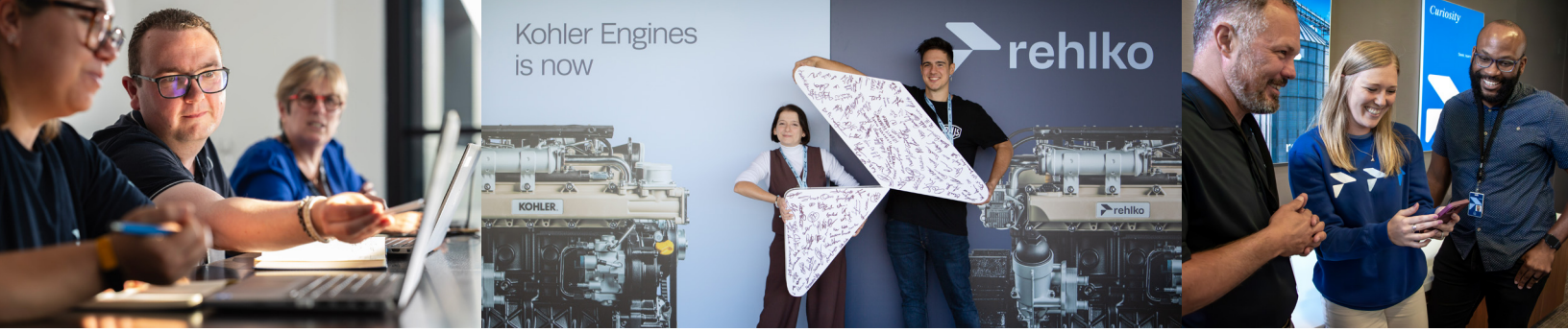
Bookmark the following myHR (Workday) link as it will be one of your main HR tools: **myHR powered by Workday.** You can find many resources in our Workday knowledge articles by searching for a specific topic in the search bar.

You should arrive at this page for the sign-on:



Once you are logged into Workday, there will be a few action items waiting for you in your inbox:





Prior to your start date you can only complete one action:

Equifax I-9

Once logged into Workday on your first day you will receive many onboarding tasks to complete:

- Direct Deposit/W4 information within ADP. Link included in Workday onboarding task. Note: Payroll schedule is listed on the Onboarding Sharepoint page.
- 19 Equifax Acknowledgement within the Equifax site (link emailed and in Workday Onboarding Task)

Please note that there are 2 sets of tasks within Workday that will need to be completed in sequence. Set 1 must be completed to trigger Set 2.

Set 1

- Add Passport and Visa Information
- Review/Edit Government IDs
- Review Veteran Status
- Review/Edit Self Identification
- Contact Information Update
- Personal Information Update
- I-9 Acknowledgement
- Direct Deposit W4 ADP

Set 2

- WOTC: Employer Code 4213014, Location ID 999 within the Equifax site
- Visit the Sharepoint page to review Handbook and Global Core Polices
- Add Emergency Contacts
- Add a Photo
- Set Up Benefits (Bswift & Voya 401k): Please note you will receive an email to set up within 30 days.
- New Hire Welcome Swag (Link provided in Workday).

For any additional information, you may visit: Energy Onboarding and Integration - Home

Contact Information:

Name	Purpose	Phone Number
IT - Americas	Help Desk	1-833-998-5828
HR Benefits (Bswift)	Benefits (Bswift)	(877) 907-1140

Remote System Setup

Equipment: You should recieve log-in credentials in the same box with your laptop.
For assistance, contact IT 1-833-998-5828.

Online System Setup

Equipment: You should receive log-in credentials via email.
For assistance, contact IT at 1-833-998-5828.

Corporate Credit Cards

Work with your manager if you need access and approval for the ordering of a corporate credit card. Learn more here.

Outlook

- Set up your email signature, rules and preferences.
- Copy and paste the email signatures located in the Rehlko Branding SharePoint site, linked here, then update with your information.

Firstname Lastname
Job title
Rehlko

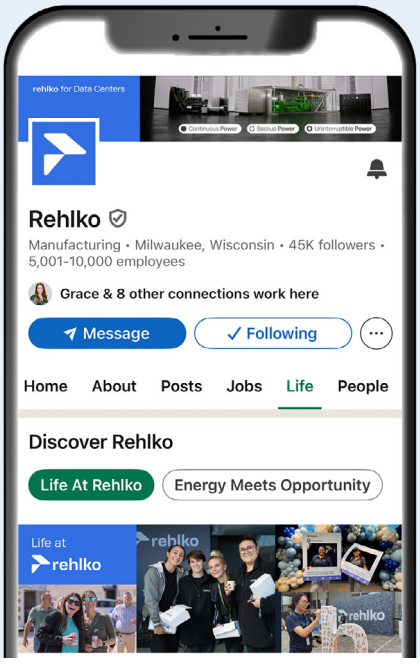
first.last@rehlko.com
Office: +33 (0)2 98 41 16 06
Mobile US: +1 331 702 1020
Mobile EU: +33 (0)6 0881 49 65

Visit our website
Follow our LinkedIn



Social Media

- Follow Rehlko on LinkedIn, Facebook and Instagram.
- Consider updating your LinkedIn profile to share that you've started your new role.
- Upload the Rehlko banner from the branding page here.
- Start adding your manager and new colleagues to your network.







Common Sites & Resources

Onboarding and Integration Resource: Visit Energy Onboarding and Integration - Home for more information on your onboarding journey.

- Orientation: Resilience is Reinvention (Rehlko Brand Overview)
- Benefits for Wisconsin Associates (MyRehlkoBenefits.bwsift.com)
- Benefits for Non-Wisconsin Associates (MyRehlkoBenefits.bswift.com)
- Access to LinkedIn Learning (Located in Workday)
- Explore Teams Backgrounds
- New Hire LinkedIn Assets
- myHR Powered by Workday
- myADP for Payroll and Direct Deposit (see page 7 for further instructions)
- Equifax Employer Services
- Complete New Hire Training in Workday: During your first couple of weeks, you will be assigned required training modules in Workday. Please check your Workday notifications regularly and complete all training tasks promptly.

US Employee Handbook

The Employee Handbook should help answer some of your initial questions about how the company handles different situations. Follow this link for more information.

Global Core Policies

Rehlko is committed to inclusion, and a workplace where discrimination, harassment, and violence are not accepted. Visit the SharePoint link on your first day to view our global core policies.

Rehlko Work Mode Positioning

At Rehlko, we trust our teams to work thoughtfully and prioritize in-person participation to ignite curiosity and enable pace. All employees are designated as onsite, hybrid, or remote. Our go-forward expectation is for all hybrid associates to be onsite at a Rehlko worksite 2 to 3 days per week, when not traveling. Rehlko Work Mode Positioning (Dec)

Benefits & Enrollment

To access benefits-related information click on this link.

Code of Conduct & Business Ethics

Our Mission, Vision, and Values are core to who we are and how we do business. Access them on rehlko.com/ethics.

Common Sites & Resources (cont.)

Rehlkonnect

Visit our Rehlkonnect site for more information on our company's news, careers, values and social media details.

LinkedIn Learning

As a Rehlko employee, you have access to LinkedIn Learning, an on-demand learning solution to support skill development and career advancement. Choose from more than 22,000 video-based and micro-learnings covering business, creative, and technology topics.

Why Use It?

We encourage all team members to take advantage of LinkedIn Learning as part of their professional growth. Whether you're learning new tools, developing leadership skills, or brushing up on industry knowledge, this resource is here to support your success.

Getting Started:

- Accessing LinkedIn Learning: Access to LinkedIn Learning (Located in Workday, as well) at https://lnkd.in/gTYk2Hp5
- Use your Rehlko-provided email to log in. If this is your first time, you may receive an invite link via email. Accept it to activate your account.

Navigating the Platform:

- Browse by topics, skills, or learning paths.
- Save courses to your My Learning list for later.
- Earn certificates upon course completion.

Expectation:

- We recommend setting aside 1–2 hours per week during your first month to explore courses.Save courses to your My Learning list for later.
- Talk with your manager about courses relevant to your role or growth path.

Enrolling in Benefits

Scan the QR code or visit MyRehlkoBenefits.bswift.com to learn more about your benefit offerings and how to enroll. If this is your first time logging in, please use the following:

- Username: Rehlko clock number (Ex: KOxxxxx)
- Password: First initial of your first name (lower case) + 2-digit birth month + first five digits of SSN

Contact bswift (1-877-907-1140) with any issues. Representatives are available Monday through Friday from 7:00 a.m. to 4:00 p.m. CST.

Common Sites & Resources (cont.)

Your Voice Matters

You'll receive an Employee Listening Survey during your first week, then again at 30, 60, 90 days, and 6 months. Please take a few minutes to complete each survey—your feedback helps us continue to improve the employee experience.

Rehlko Raise It Line

We are committed to fostering a workplace where every employee feels comfortable speaking up, asking questions, and raising concerns without fear of retaliation. Open dialogue and integrity are essential to how we operate, and we encourage you to share any concerns if something doesn't feel right. To support this commitment, the Rehlko Raise It Line is available 24/7 for you to report concerns or seek guidance, including anonymously. Your voice plays an important role in helping us maintain a respectful, ethical, and accountable workplace. Visit this link to know more.

Other Resources

View our Frequently Asked Questions

Get To Know Your Leaders





Our U.S. Rehlko Sites

Glendale, WI (Headquarters)	5757 N. Green Bay Ave Glendale, WI
Kohler, WI	200 Twin Oaks Rd Kohler, WI
Sheboygan, WI	N7650 County Rd LS Sheboygan, WI
Hattiesburg, MS	95 WL Runnels Industrial Drive Hattiesburg, MS
Miami, FL	3801 Commerce Parkway Miramar, FL 33025

Accessing myADP

ADP Payroll is now live! ADP offers a one-stop shop for quick and easy online access to your paystubs, direct deposit, and tax information.

Getting Started

Visit my.adp.com OR scan the QR code below to download the 'ADP Mobile' app. Follow the steps below to create a new account.

Note: For best user experience, we recommend using Google Chrome, Mozilla Firefox, or Apple Safari.

Step 1: Click **New User? Get Started**

Step 2: Click **I have a registration code**

Step 3: Enter registration code: discenergy-myadp. Click **Continue.**

Step 4: Enter your personal identification information. Click **Continue.**

Step 5: Update frequently used contact information. Click **Continue.**

Step 6: Create User ID and Password. Click **Continue.**

Step 7: Your registration is now complete! Enjoy easy online access to your payroll information 24/7.

Need ADP Help?

Missing hours, holiday pay, or other payment?
Contact your supervisor or local HR partner.

Additional payroll questions?
Contact the ADP Service Center at 866.473.4556
Hours: Monday–Friday from 7AM–7PM and Saturday from 7AM–4PM



New Hire Checklist

Task	Complete?
Direct Deposit/W4	
I-9 Acknowledgement	
WOTC	
Review Handbook and Global Core Policies	
Personal Information Update	
Contact Information Update	
Add Emergency Contacts	
Review/Edit Government IDs	
Add Passport and Visa Information	
Review Veteran Status	
Review/Edit Self Identification	
Review/Edit Self Identification of Disability	
Add a Photo	
Set Up Benefits (Bswift & Voya 401k)	
Update Your LinkedIn	
Create Your Signature	