

HR INTEGRATION TO VAIL RESORTS - EMPLOYEE

Complete Final Hire Steps Before Your First Day

Multi Factor Authentication

1



Complete Your Multi Factor Authentication

Vail Resorts has implemented a security utility to verify your identity when logging on to network applications. On a computer, go to <http://MFA.vailresorts.com> to complete this step.

I-9

2



Complete Form I-9

Check out the email you received from PSHRPROD@peoplesoft.com for additional details



You will need to upload original, unexpired work authorization documents (no copies) to complete the I-9 process. You can find a list of acceptable documents here: <https://www.uscis.gov/i-9-central/acceptable-documents>

Employee Guide

3



Read and Acknowledge Employee Guide

Check out the email you received from PSHRPROD@peoplesoft.com for additional details.



Click [here](#) to view our Employee Guides.

Ski / Activity Waiver

4



Complete Ski / Activity Waiver

Check out the email you received from PSHRPROD@peoplesoft.com for additional details.

It is important to add dependents at this step.



You need to acknowledge this form to receive your ski pass and to be able to use a time clock.

W-4

5



Complete W-4 Tax Information

Check out the email you received from PSHRPROD@peoplesoft.com for additional details.

Pay Options

6



Select Your Pay Options

Check out the email you received from PSHRPROD@peoplesoft.com for additional details.



If a selection is not made, your pay will default to a paper check.

Terms and Conditions

7



Accept Terms and Conditions

EpicEmployee is a voluntary personalized digital platform used to enhance convenience and accessibility to tools and systems; galvanize our culture and community through localized content and information.



After signing there can be a 2 hour delay to gain full access to EpicEmployee

Ready to Work

8



You Are Ready to Work!

Work with your manager on your next steps.

Next Steps

Next Steps

9



What to Expect Next

Work with your manager to complete the following



Don't forget your original, unexpired work authorization documents. Click for list of acceptable documents: <https://www.uscis.gov/i-9-central/acceptable-documents>

- Check out the [HR Resource Guide](#) for training and tips
- Enroll in Benefits (if eligible)
- Attend a Welcome Party where you will complete Form I9 section 2, receive your ski pass and your uniform
- Complete required employment training
- Have fun and enjoy your season!