


InflectionHR Setup

Payroll Portal for Recreation Resource Management of America, Inc.




1. Login using the link in your email

A New Account has been Created
Inflection HR <noreply@inflectionhr.com>
Sent: Fri 2/9/2024 9:52 AM
To:



New Employee, your account has been activated in Recreation Resource Management of America's payroll portal.

Access Link: [Login](#) 

Username: NewEmployee
Password: xxxxxxxxxxxx

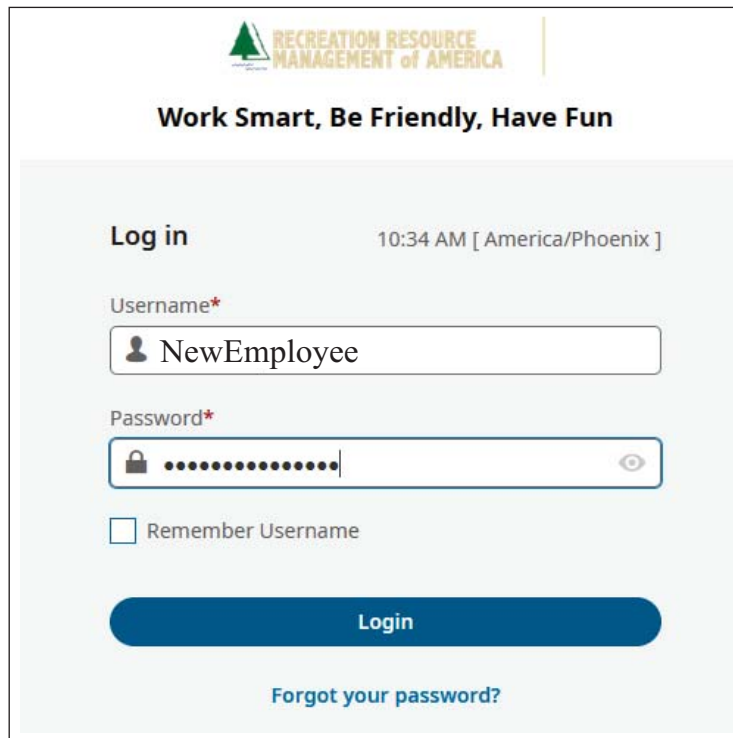
After you have clicked on the link, you will need to enter your username and temporary password to begin the activation process.

Check out our mobile app, UKG Ready, currently available in the App Store for the iPhone and Google Play for Android devices.

To access your mobile account, enter Company Code **IHR0742** and your username and password

2. Use the Username and Temporary Password from the email to login.

We highly recommend you copy and paste the temporary password because many times it is difficult to read certain characters accurately.



RECREATION RESOURCE MANAGEMENT of AMERICA

Work Smart, Be Friendly, Have Fun

Log in 10:34 AM [America/Phoenix]

Username*
NewEmployee

Password*
.....

Remember Username

Login

[Forgot your password?](#)

3. Authentication is required. You will be sent a security code to login to your Inflection account.

Select Two-Factor Authentication Preferred Option

The options available will be limited by your user profile and company configuration.

Virtual Code Authentication

Verification code sent to your registered phone or email address.

Authenticator App

Secure One-Time password generated by an authenticator App such as Google Authenticator on your mobile device or computer.

Next

*FYI: A **Text Message** is the most reliable*

← Register Virtual Code Settings

Please verify that your contact information below is correct. If it is incorrect, enter valid information in the fields in order to receive a code to log into the application.

Please fill out as many of the options below that are available to you.

For the purpose of providing increase security for your account, the phone number entered will be shared with a third party to transmit a second factor authentication code.

► SMS Terms & Conditions

Text Message #

Voice Phone #

Email

Save

4. Enter the code.

← Two-Factor Authentication Verification

Please select one of the following methods to validate your identity. A code will be sent to the method chosen.

You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.

Methods:

Text Message

Voice

Email

Text message will be sent to: *****

Send Text Message

Enter Code*

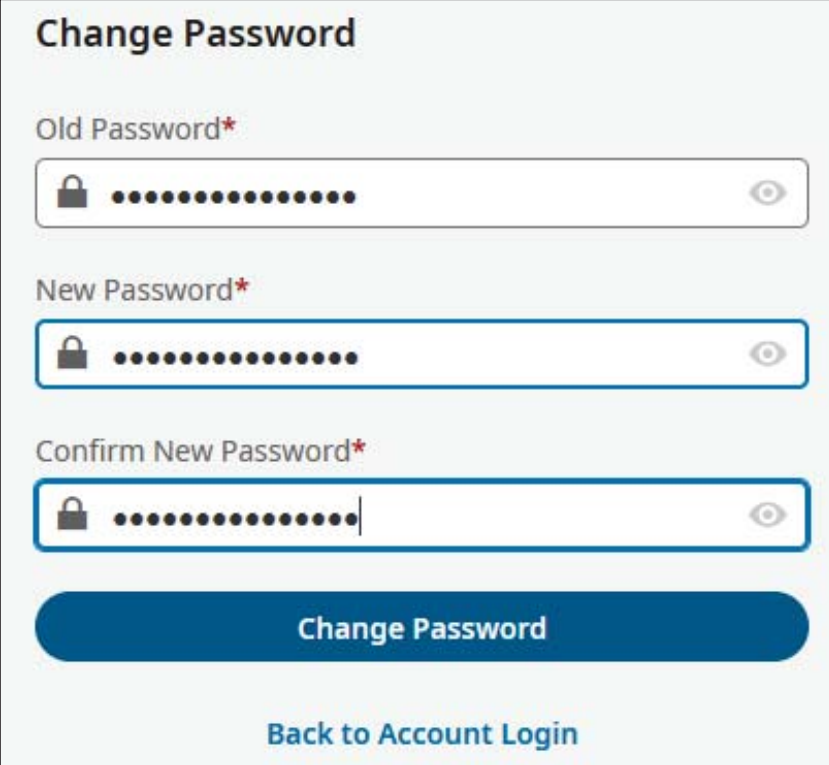
By checking this box, do not prompt me for a code within the next 7 days on this browser.

Continue

5. Use the Temporary Password from the email in the **Old Password** field and then create a new password you will remember in the other fields.

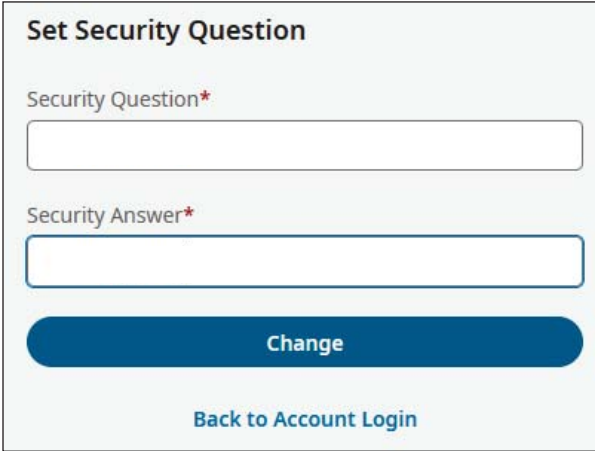
NEW PASSWORD MUST CONTAIN:

- At least 15 characters
- At least 1 lower case letter
- At least 1 upper case letter
- At least 1 numeric character
- At least 1 special character
- No more than 4 repeating characters
- Cannot contain user name
- Cannot contain spaces



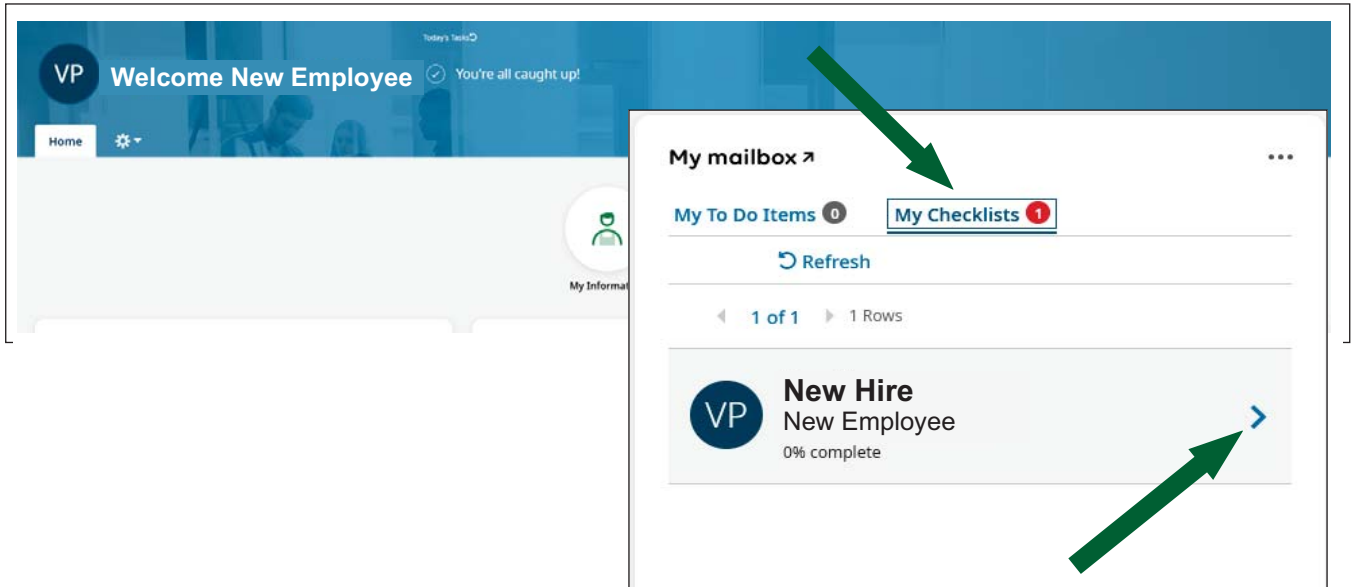
The form is titled "Change Password" and contains three password input fields. Each field has a lock icon on the left and an eye icon on the right. The first field is labeled "Old Password*", the second "New Password*", and the third "Confirm New Password*". Below the fields is a blue "Change Password" button and a blue link "Back to Account Login".

A Security Question and Answer of your choosing are also required.



The form is titled "Set Security Question" and contains two text input fields. The first is labeled "Security Question*" and the second is labeled "Security Answer*". Below the fields is a blue "Change" button and a blue link "Back to Account Login".






















6. After you enter the code and login, open **My Checklists** > click **New Hire**.




7. Select **Open Checklist**.

NOTE: Due dates are suggested only - must be completed before starting work.

▼ **Group #1**

-  **Personal Information Update** Due in 2 Days 
 -  **NS** NewEmployee Setup
-  **Complete Authorization to Work** Due in 30 Days 
 -  **NS** NewEmployee Setup
-  **Upload Documents** Due in 2 Days 
 -  **NS** NewEmployee Setup
-  **Complete Tax Withholding Forms** Due in 2 Days 
 -  **NS** NewEmployee Setup
-  **Add Direct Deposit** Due in 2 Days 
 -  **NS** NewEmployee Setup
-  **Sign Handbook Acknowledgment** Due in 2 Days 
 -  **NS** NewEmployee Setup
-  **Review Fleet Safety Policy** Due in 30 Days 
 -  **NS** NewEmployee Setup

8. CHECKLIST ITEM #1: PERSONAL INFORMATION

 **Personal Information Update** Due in 2 Days >

NS NewEmployee Setup

Enter as much information as your are comfortable adding. All fields with a * symbol are **required fields** and must be completed. Click on the **Add** button to enter at least one **emergency contact** - this is also required to continue.

Personal Information Update

Carefully review your information and make necessary changes. **One emergency contact is required.**

Effective From *

Group #1

Name

First Name * Middle Last Name *

Suffix Nickname Salutation

Social Security * Birthday *

Country * Street *

Zip * City * State *

Separate Mailing Address

Code Cell Phone

Code Home Phone

Personal Email Actual Marital Status *

Ethnicity *

Gender *

Account Contacts *

Page 1 of 1 0 Rows All (0)

Name	Relationship	Code	Preferred Phone Number	Contact Type	Primary	Actions
No Data to Display						

9. Click on **Submit** button at top right after entering all Personal Information.

10. CHECKLIST ITEM #2: AUTHORIZATION TO WORK (I-9 FORM)

Complete Authorization to Work Due in 30 Days
NS NewEmployee Setup

Status	Work Authorization	Expiration Date	Created
Employee Completed	Open		02/19/2026 10:25a

Section 1. Employee Information and Attestation

Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last name (Family name) * First name (Given name) *

Middle initial (if any) Other last names used (if any)

Address (Street number and name) * Apt. number (if any)

City or town * State *

Zip Code *

Date of birth (mm/dd/yyyy) * Social security number

Employee's email address Employee's telephone number

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

11. In the I-9 digital form, verify all existing information and submit any changes needed.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions) *

1. A citizen of the United States

2. A noncitizen national of the United States (See Instructions.)

3. A lawful permanent resident (Enter USCIS or A-Number.)

4. An alien authorized to work

Signature of employee Today's Date (mm/dd/yyyy)

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the [Preparer and/or Translator Certification](#) on Page 3.

> Section 2. Employer Review and Verification

> List of acceptable documents

> Supplement A. Preparer and/or translator certification for Section 1

> Supplement B. Reverification and rehire (formerly Section 3)

Signature and date will be completed upon submission.

CHECKLIST ITEM #2: AUTHORIZATION TO WORK continued (I-9 FORM)


Instruction
Select the link to View 6 forms and then Add New to create and complete your authorization to work. Once submitted, mark this item as complete.

I-9 (Employment Eligibility Verification)

Status: New

[Download PDF](#) [Sign & Submit](#)

Document header

 **Employment Eligibility Verification**
Department of Homeland Security
U.S. Citizenship and Immigration Service
Form I-9 | USCIS | OMB No.1615-0047 | Expires 05/31/2027

Start here:
Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [instructions](#).

Anti-discrimination notice:
All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1** or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.
Required fields are marked with an asterisk (*)

Sign & submit I-9

By clicking 'I agree', I am confirming that I have read the attestation below and am also agreeing to electronically sign the form I-9.

Signature *

[Clear Signature](#)

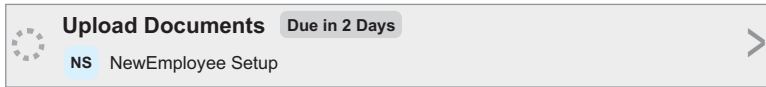
Please put your signature in the box above.

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct. *

[Cancel](#) [I Agree](#)

Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment.

12. CHECKLIST ITEM #3: UPLOAD DOCUMENTS



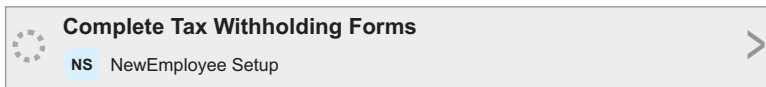
NOTE: Each form submission requires your new password.

On the **Upload Documents** page please upload the acceptable documents (Driver's License, Social Security card or Passport, as listed on page 4 of the I-9) and give them an appropriate Display Name.

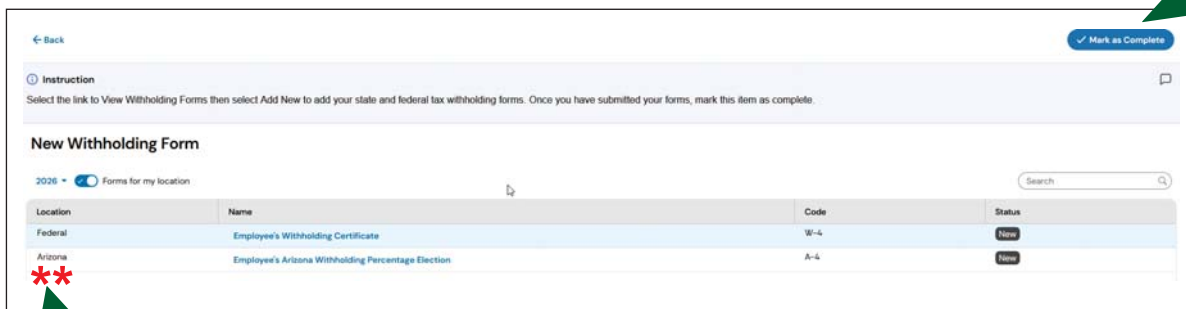
Once all relevant documents are uploaded, select **SUBMIT**.



13. CHECKLIST ITEM #4: TAX WITHHOLDING



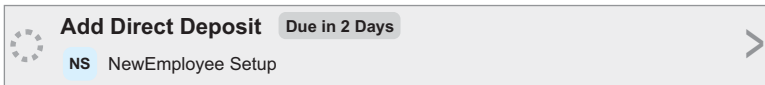
Select **ADD NEW**, then select **+Add** on each relevant document in the popup and follow instructions. You must click "REVIEW" to be able to Select **SUBMIT** when done and click on Mark As Complete. Then use back arrow in top left to return to previous screen and upload more documents.



****The Withholding Form for the state must be the state you are WORKING in, not the state you live in - AZ, CO, ID, MT or NM.**

If your work state doesn't show up on the list, please call the office immediately: 928-537-8888.

14. CHECKLIST ITEM #5: DIRECT DEPOSIT



On the Add Direct Deposit Screen select **+Add** in top right and enter relevant information in the new popup, **leaving dates fields alone**, and hit **SAVE** and don't forget to **SUBMIT** in the upper right.

A screenshot of a web form titled "Add New Direct Deposit" with a close button (X) in the top right. The form has two columns. The left column contains: "Name" with a text input field containing "Enter Name"; "Active From*" with a date picker showing "02/09/2024"; "Deposit Type" with a dropdown menu showing "Direct Deposit"; "Calculation Method*" with a dropdown menu showing "Entire/Remainder"; "Account #*" with a text input field containing an eye icon; and "ABA # / Bank Routing #*" with a text input field containing an information icon. The right column contains: "Description" with a text input field containing "Enter Description"; "Active To*" with a date picker showing "12/31/2099"; "Bank Account Type*" with a dropdown menu; and "Reenter Account #*" with a text input field containing an eye icon. At the bottom right, there are two buttons: "Cancel" and "Save".

If you do not have a Checking or Savings Banking account please contact Wally DeWitt to determine how to get a cash card. Direct deposit is **REQUIRED**.

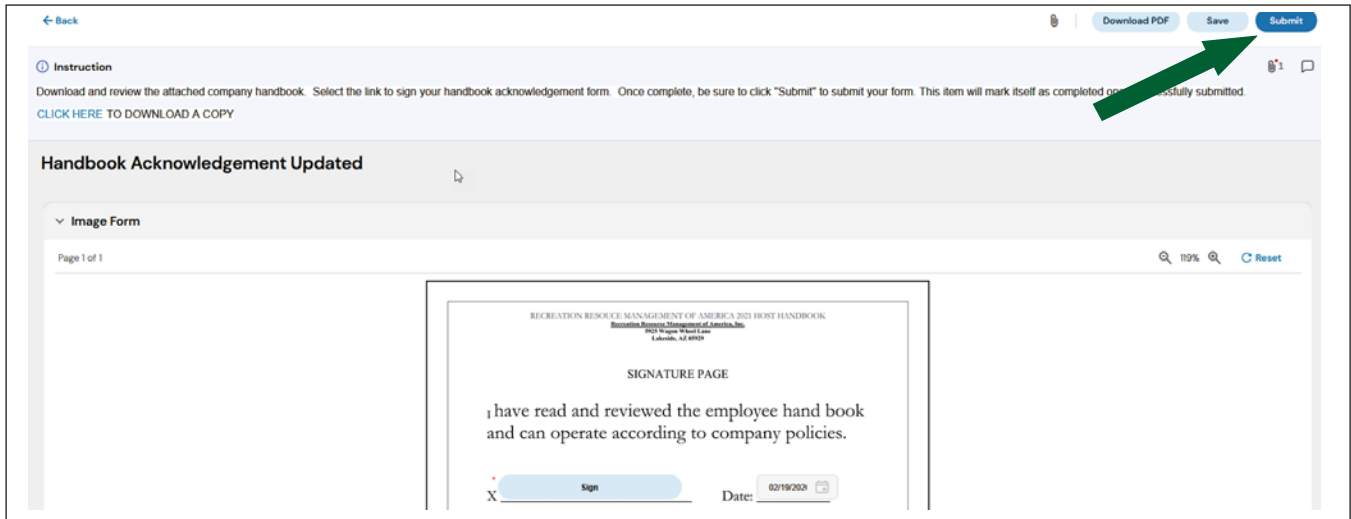
*Please Note: Recreation Resource Management of America does **NOT mail payroll checks**. All monies are transferred to employees via direct deposit, whether a bank account or cash card.*

14. CHECKLIST ITEM #6: HANDBOOK ACKNOWLEDGMENT

Sign Handbook Acknowledgment Due in 2 Days
NS NewEmployee Setup

A copy of the Handbook can be found in the title bar in ALL CAPS (CLICK HERE)

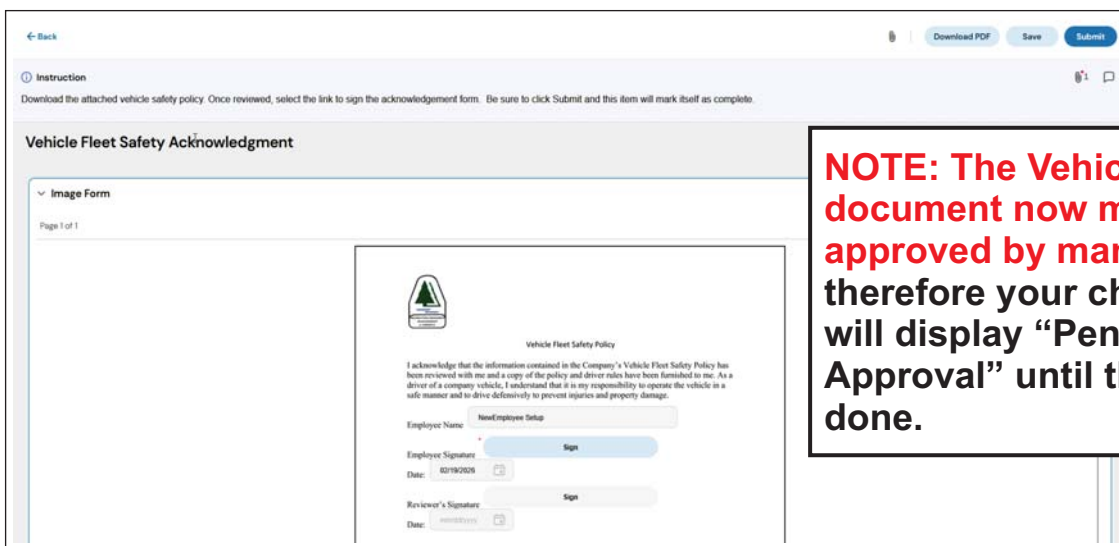
Sign the Signature Page with the Sign button near the middle-top (found on Page 38) verifying you have read and agreed to the Employee Handbook. Select **SAVE** and **SUBMIT** in top-right.



15. CHECKLIST ITEM #7: VEHICLE SAFETY POLICY

Review Vehicle Safety Policy Due in 30 Days
NS NewEmployee Setup

Sign the document. A copy of the Policy is available to print.



NOTE: The Vehicle Safety document now must be approved by management, therefore your checklist will display "Pending Approval" until that is done.

Thank You!