

WBLE-OJT

Participant Orientation

Your first work experience
A guide for you and your caregiver



Together or at home: take one step at a time.

Learning together

You can say, point, type, or pass.
Ask for a break or another explanation.

For caregivers

Ask before helping.
Read one step at a time.
Let the participant try.
Keep personal information private.

Choose a topic

Work programs
OnPay setup
Pay schedule
Jibble and practice

Slide Show: select a topic or Next. On paper: follow the page numbers.

Two ways to learn at work

WBLE

Work-Based Learning Experience

Try work tasks.

Learn what interests you.

OJT

On-the-Job Training

Practice skills for a specific job.

A trainer helps you learn.

Both have a start and end date.

A permanent job is not guaranteed.

Your turn: Are you participating into an OJT or WBLE?

Before your first day

- 1 Your coach confirms you may start.
- 2 Your forms are complete.
- 3 You know where and when to work.

Ask before adding shifts or extra hours.

You will need approval at least 5 business days before you start or work extra hours or days



Practice: “What day do I start? Who do I meet?”

OnPay.com helps set up your pay

Onboarding means getting ready.
Payroll means paying you for your work.

In OnPay.com, you will:
Open your invitation.
Fill in forms and payment details.
Review and sign.



Say or point: Which app helps set up your pay? OnPay.com or Jibble?

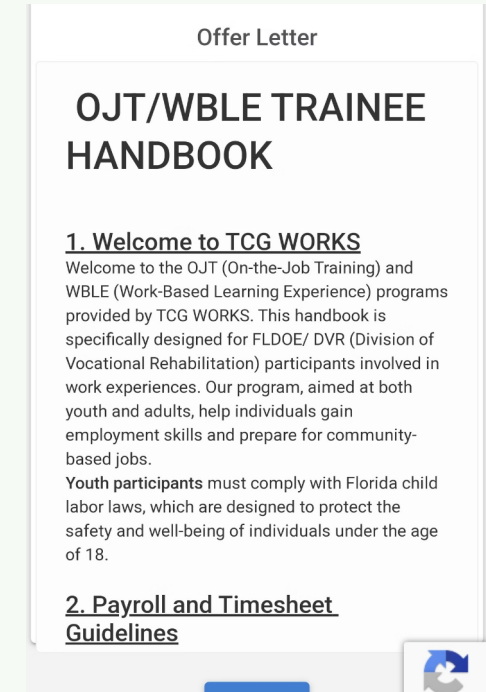
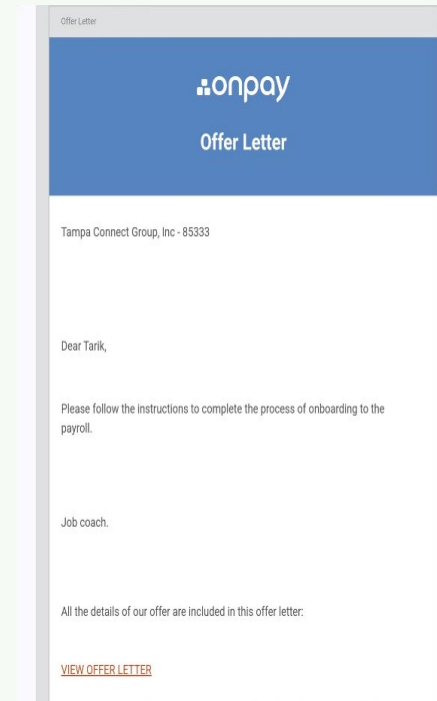
OnPay: open and read

1 Open your email

Find the TCG WORKS invitation.
Choose "VIEW OFFER LETTER."

2 Read the handbook

Ask someone to read with you.
Ask questions before signing.
Keep a copy.



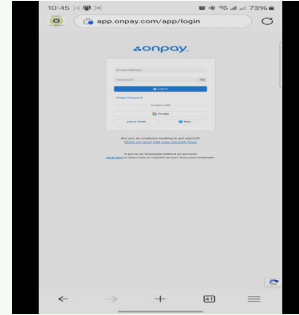
Point to "VIEW OFFER LETTER" in the example. No email? Ask your coach.

Incase you got boot out of the onboarding screen use this method

OnPay: password reset and access

1 Open the login page

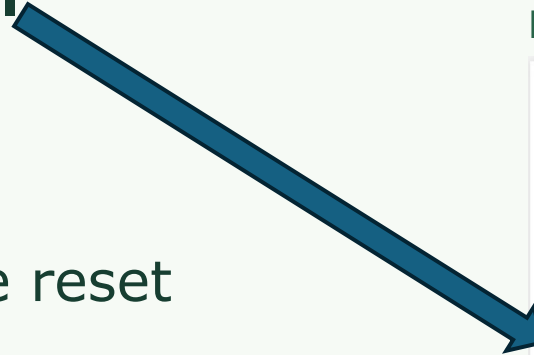
app.onpay.com/app/login



Choose "Forgot Password."

2 Enter your onboarding email

Choose "Email Link."



Enter your email

Reset your password

Enter the email address you use to access your account and we will send you an email with instructions and a link to reset your password.

Email Address

[Email Link](#)

Check your inbox

Email Sent

Please check your inbox! It may take up to 2 minutes to receive our email. If you do not see an email from us, please verify our email has not reached your spam folder. If you are still unable to locate our email we were unable to locate your email address in our system.

[Return To Login](#)



3 Check your email

Check inbox and spam. Open the reset link and make a new password.

4 Log in with your new password

Finish any forms you still need to complete.

Need help? Ask your coach. Keep your password and security codes private.

OnPay: your account and security

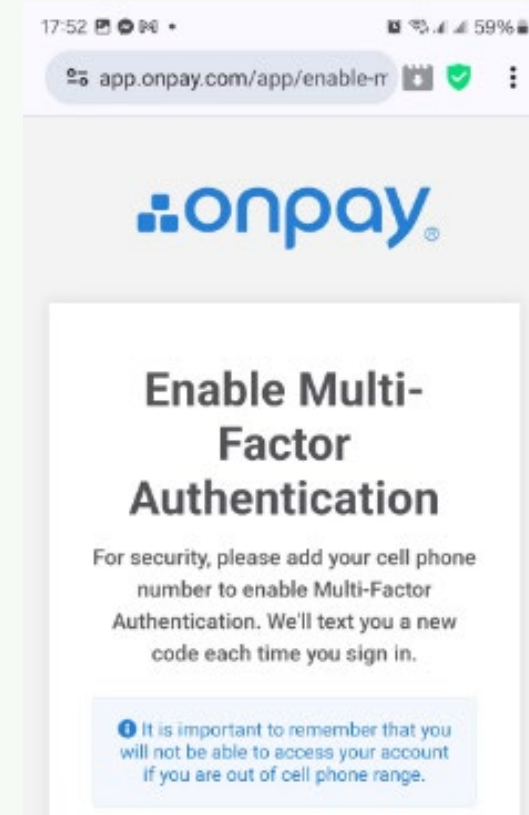
3 Create your account

After, Choose "Begin Enrollment."
Create your password.

4 Use your security code

Choose text message. Enter your cell number.

Request the code. Enter it and submit.
Keep passwords and codes private.



A security code checks that it is you. Need help? Ask your coach.

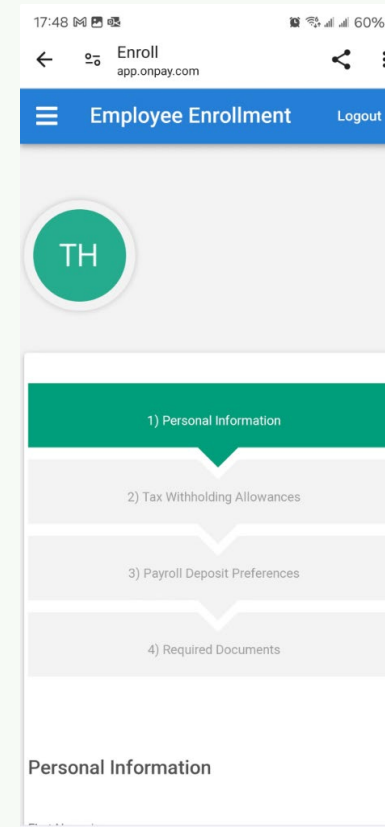
OnPay: information about you

5 Enter your own details

Name, birthday, and contact details.
Social Security number in the secure form.

6 Complete the forms

I-9: checks permission to work.
W-4: tells payroll about tax withholding.
Ask if a question is unclear.



17:48 Enroll app.onpay.com

Employee Enrollment Logout

TH

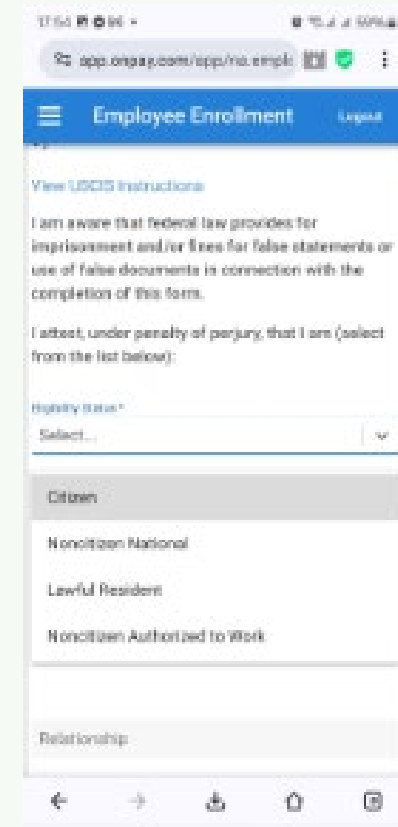
1) Personal Information

2) Tax Withholding Allowances

3) Payroll Deposit Preferences

4) Required Documents

Personal Information



17:53 app.onpay.com/app/mo.enroll

Employee Enrollment Logout

View USCIS Instructions

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (select from the list below):

Highly Qualified*

Select...

Citizen

Noncitizen National

Lawful Resident

Noncitizen Authorized to Work

Relationship

Make sure your Social Security number is correct and all other informations.

OnPay: where your pay goes

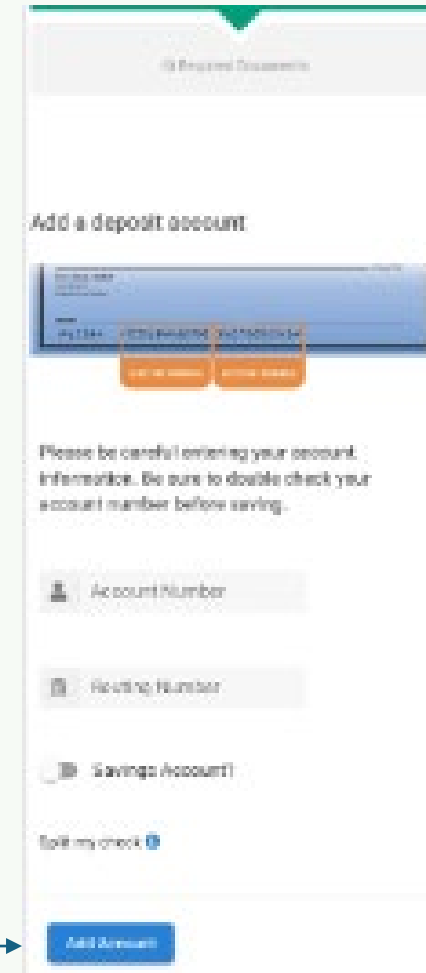
Direct deposit means pay goes into your approved account.

7 Enter the account and routing numbers.

Check the numbers and account type.

Choose "Add Account."

Then choose "Save & Continue."



The screenshot shows a mobile app interface for adding a deposit account. At the top, it says 'Add a deposit account'. Below this is a blue header with 'My 1234' and '123456789012345678901234'. There are two orange buttons: 'Add New Account' and 'Save & Continue'. Below the header, there is a warning: 'Please be careful entering your account information. Be sure to double check your account number before saving.' The form has three input fields: 'Account Number', 'Routing Number', and 'Savings Account?' (with a checkbox). There is also a 'Splitting check' option with a plus icon. At the bottom, there is a blue button labeled 'Add Account'.

Point to "Add Account." Need help finding the numbers? Ask privately.

OnPay: sign and finish

8 Sign each form

Choose "Sign."

Read, sign, and confirm.

Check that all forms show complete.

9 Save your work

Choose "Save & Continue."

Tell your coach you finished.

Wait for your approved start date.

1) Personal Information

2) Tax Withholding Allowances

3) Payroll Deposit Preferences

4) Required Documents

Complete Required Documents
Please review and sign the documents below to complete the enrollment process.

0/2 Documents Completed

W4 Sign

I9 Sign

Back Save & Continue

Employee Enrollment Logout

Please review and sign the documents below to complete the enrollment process.

2/2 Documents Completed

W4 Sign

I9 Sign

Back Save & Continue

onpay

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Look at the two examples. Which one shows completed forms?

Help with manual onboarding forms

You can ask for help.

You do not need to do it alone.

Ask your coach about paper forms.

Use them after agreement approval.

Review and sign with authorized help.

Staff check your deposit option.

Authorized pay follows a two-week cycle.



Try saying: "Please show me one step." or "Can we take a break?"

Pay example: October 2026

MON, OCT 5

Your pay period starts.

SUN, OCT 18

Your pay period ends. Check your hours.

WED, OCT 21

Tell your coach about missing hours.

72 hours means 3 days after the period ends.

FRI, OCT 23

Your expected deposit date in this example.

After the deadline, payroll uses the hours in the tracking system.

Point to the day to report missing hours. Then point to the deposit day.

Jibble setup: app first, invitation next

1 Download the Jibble app first

Wait until the app finishes installing.

Ask your coach if you need help.

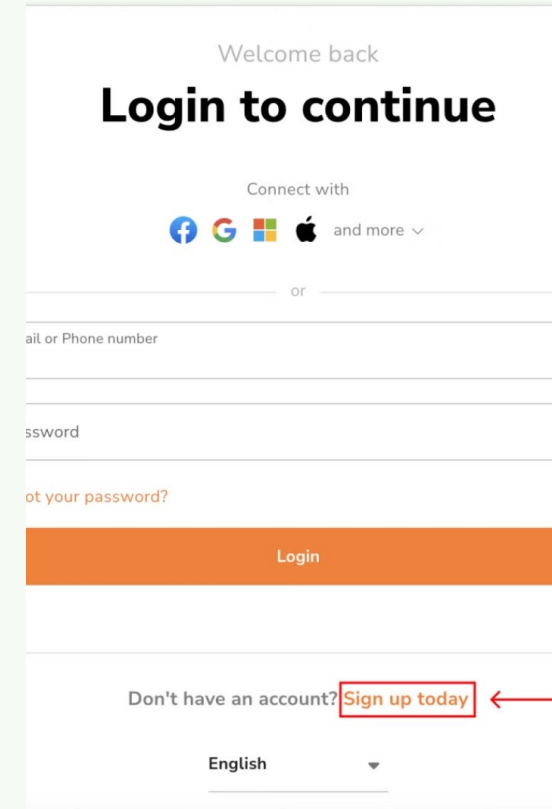
2 Open the link you received

Use the invitation from your Job Coach.

Then follow the instructions on screen.

New to Jibble? Use the link provided.

Already have an account? Log in.

A screenshot of the Jibble login interface. At the top, it says "Welcome back" and "Login to continue". Below this, there are social media login options: "Connect with" followed by icons for Facebook, Google, Microsoft, and Apple, and a link "and more". A horizontal line with "or" in the center separates this from the email/phone login section. The email/phone section has a label "Email or Phone number" and a text input field. Below that is a password section with a label "Password" and a text input field. A link "Forgot your password?" is visible. An orange "Login" button is positioned below the password field. At the bottom, there is a link "Don't have an account? Sign up today" with a red arrow pointing to it. A language dropdown menu is at the very bottom, currently set to "English".

Your turn: What comes first, the app download or the invitation link?

Jibble setup: join your team

3 Follow your invitation

New account

Enter your own details and a password.
Choose "Create Account."

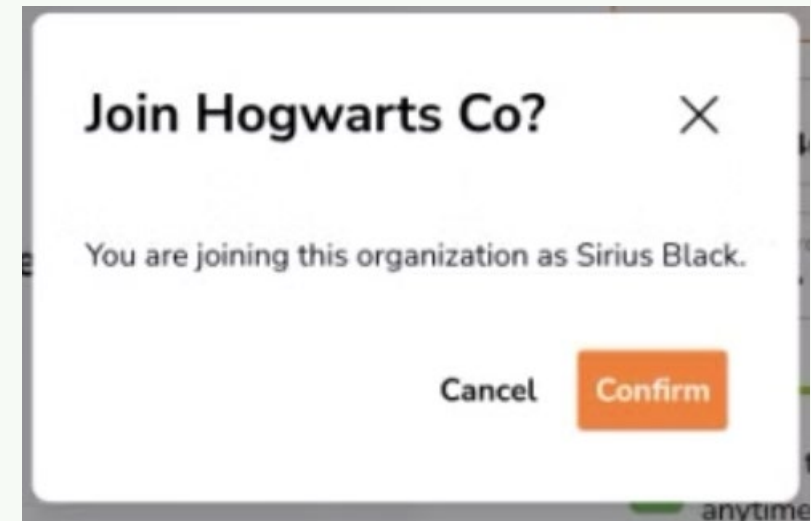
Join the organization

If you see a pending invitation, tap "Accept."
If the link asks you to join, tap "Confirm."

Already have an account? Log in first.

Before day one: ask your coach to check that you joined the correct team.

Example: "Confirm"



Your screen will show your team and your name.

Jibble records your work time

Before day one: complete setup
and check that you can sign in.

Start work: clock in.

Finish work: clock out.

Check your hours.

Only you record your time at the approved job-site.
Tell your coach the same day if time is wrong.



Rehearse with your coach. Do not create a real time entry just to practice.

Your turn: a missing clock-In or Out

You finished work.

You forgot to clock in or out.

What could you do next?

A Tell your Job Coach today

B Wait until payday



Say, point, or select A or B. You may ask for help. There is no timer.

A: tell your Job Coach today

You can say:

**“I forgot to clock In or Out.
I finished at _____.
Please help me Update my
time.”**

Give the actual time you started or finished.
Your coach helps with the correction.



Try the sentence, point to it, or ask a helper to read it with you.

If you get hurt or feel unsafe

Tell someone right away, even if it seems small.

- 1 Get help** In a medical emergency, call 911 or ask someone to call.
- 2 Tell your team** Tell your work supervisor and your Job Coach right away.
- 3 Explain what happened** Say what happened, where, and when.
Staff help complete the incident report.

For NON-EMERGENCY injury reporting: AmeriSys 1-800-455-2079. Location code: 1036.

Practice: "I need help. Something happened at work."

Your first-day check

**I know when and where to go.
I know how to clock in and out.
I know who can help me.**

My Job Coach is: _____

TCG WORKS: 813-381-6352

Admin@tcgworks.org



Choose one: "I am ready." "Please show me again." "I need help."