
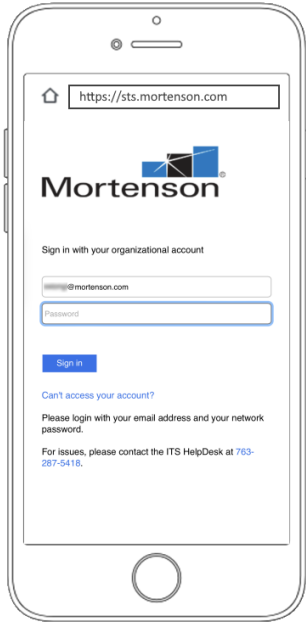


## Overview

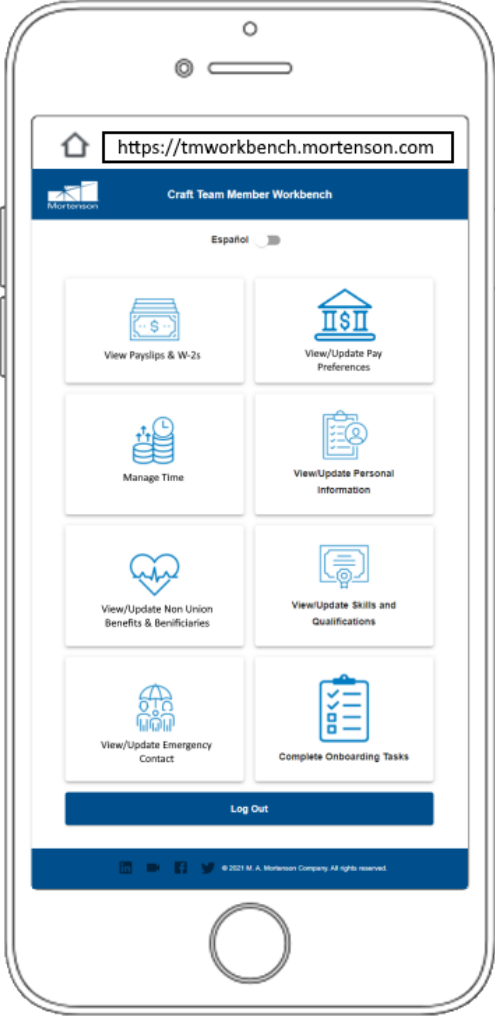
The Craft Team Member Workbench allows team members to view Human Resources, Payroll, and Timekeeping information and complete applicable tasks.

**Note:** You must have your Mortenson Network access set up prior to accessing the Craft Team Member Workbench. If you do not have your access set up, or are running onto log in issues, contact the ITS Help Desk at 763-287-5418.


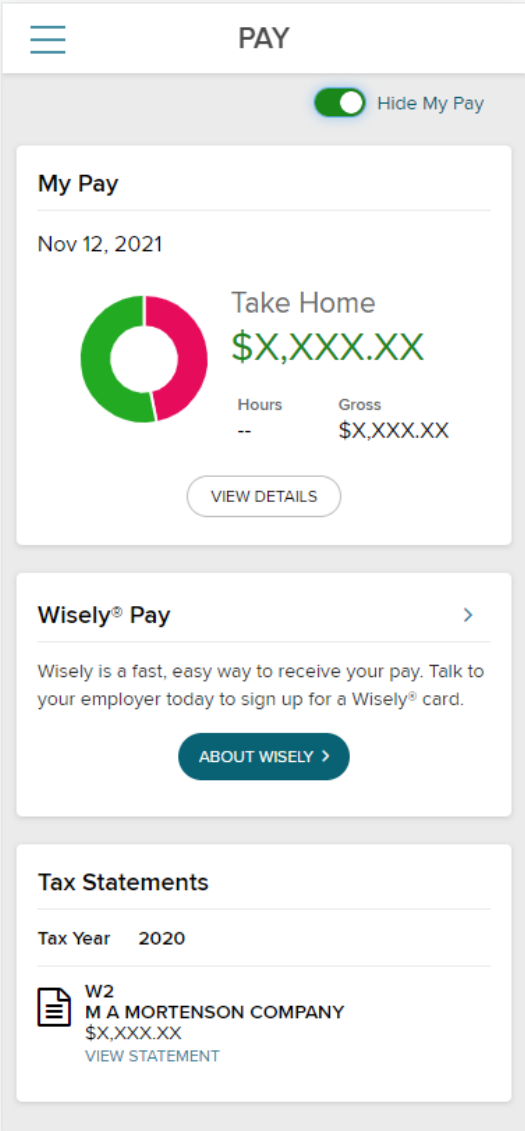
## Log on to the Craft Portal

Step	Instructions	Example
1	<p>Enter the following URL into your device's browser.  <a href="https://tmworkbench.mortenson.com/">https://tmworkbench.mortenson.com/</a></p> <p><b>OR</b></p> <p>Scan the <b>QR Code</b> with the camera on a Mortenson iPad or on your personal device.</p>	
2	<p>Log in using your Mortenson Network ID and password.</p> <p>The Craft Team Member Workbench launches.</p>	


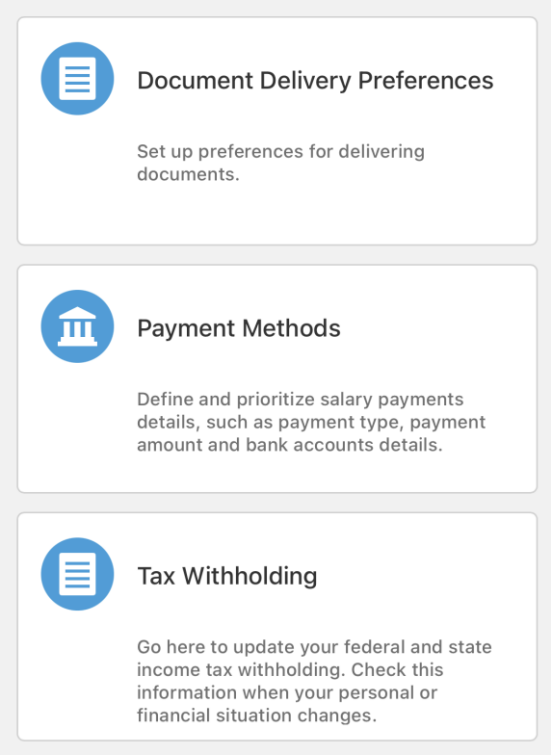
## Navigate the Home Page

Step	Instructions	Example
1	<p>Navigate to the applicable tile to begin.</p> <p><b>Note:</b> Click the <b>Español</b> button to change the home page default language to Spanish.</p>	

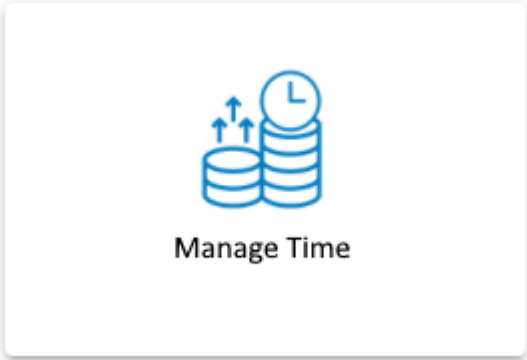
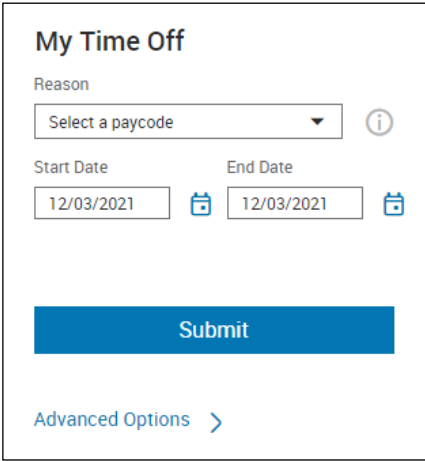
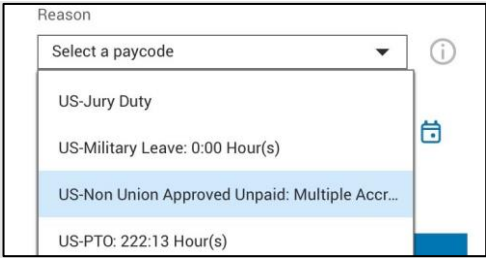
## View Payslips & W-2s

Step	Instructions	Example
1	<p>Click the <b>View Payslips &amp; W-2s</b> tile.</p>	
2	<p>Here you can launch <b>ADP (Payroll)</b> to:</p> <ul style="list-style-type: none"> <li>• View your payslips</li> <li>• View your W2</li> </ul> <p>When finished, close the Craft Team Member Workbench.</p> <p>If you need to complete another task, enter the URL or scan the QR code again and start again.</p> <p><b>Note:</b> Refer to the <b>ADP Spanish Settings guide</b> for details to change the text in the ADP system to Spanish.</p>	

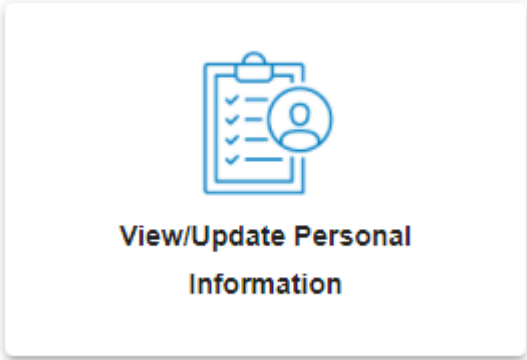
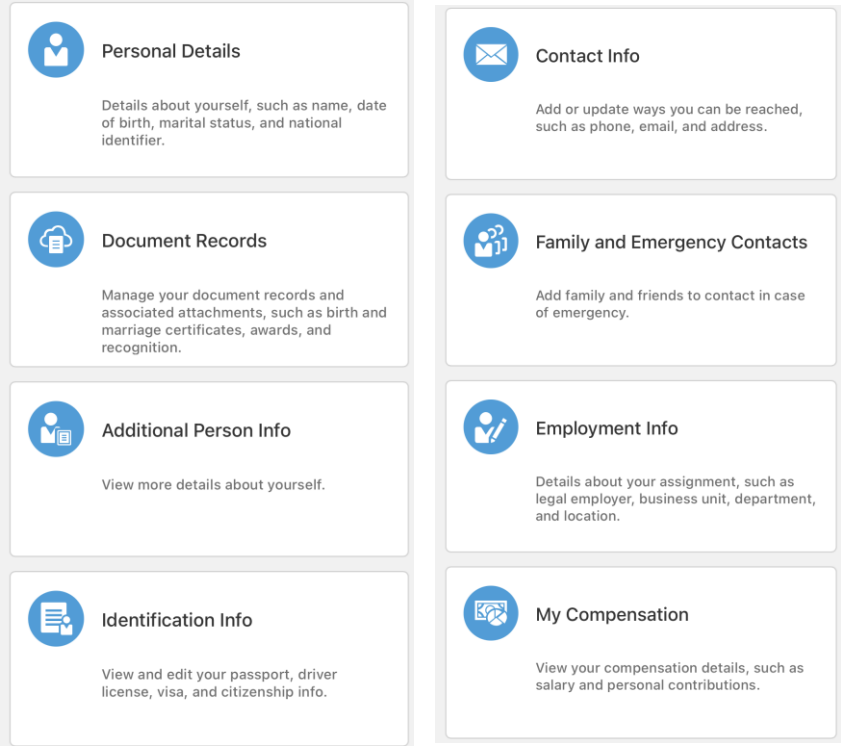
## View/Update Pay Preferences

Step	Instructions	Example
3	Click the <b>View/Update Pay Preferences</b> tile.	 <p>The tile features a blue icon of a classical building with a dollar sign in the center, and the text "View/Update Pay Preferences" below it.</p>
4	<p>Here you can launch the <b>Team Member Workbench</b> to:</p> <ul style="list-style-type: none"> <li>• Opt-in to have a paper pay slip mailed to your home.</li> <li>• Enroll in direct deposit.</li> <li>• Update your W4.</li> </ul> <p>When finished, close the Craft Team Member Workbench.</p> <p>If you need to complete another task, enter the URL or scan the QR code again and start again.</p> <p><b>Note:</b> Refer to the <b>Team Member Workbench Spanish Settings</b> guide for details to change the text in the Team Member Workbench system to Spanish.</p>	 <p>The screenshot shows three stacked settings cards:</p> <ul style="list-style-type: none"> <li><b>Document Delivery Preferences:</b> Set up preferences for delivering documents.</li> <li><b>Payment Methods:</b> Define and prioritize salary payments details, such as payment type, payment amount and bank accounts details.</li> <li><b>Tax Withholding:</b> Go here to update your federal and state income tax withholding. Check this information when your personal or financial situation changes.</li> </ul>

## View Time Off Accruals & Request PTO

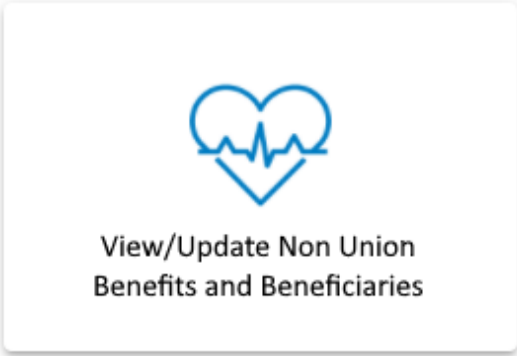
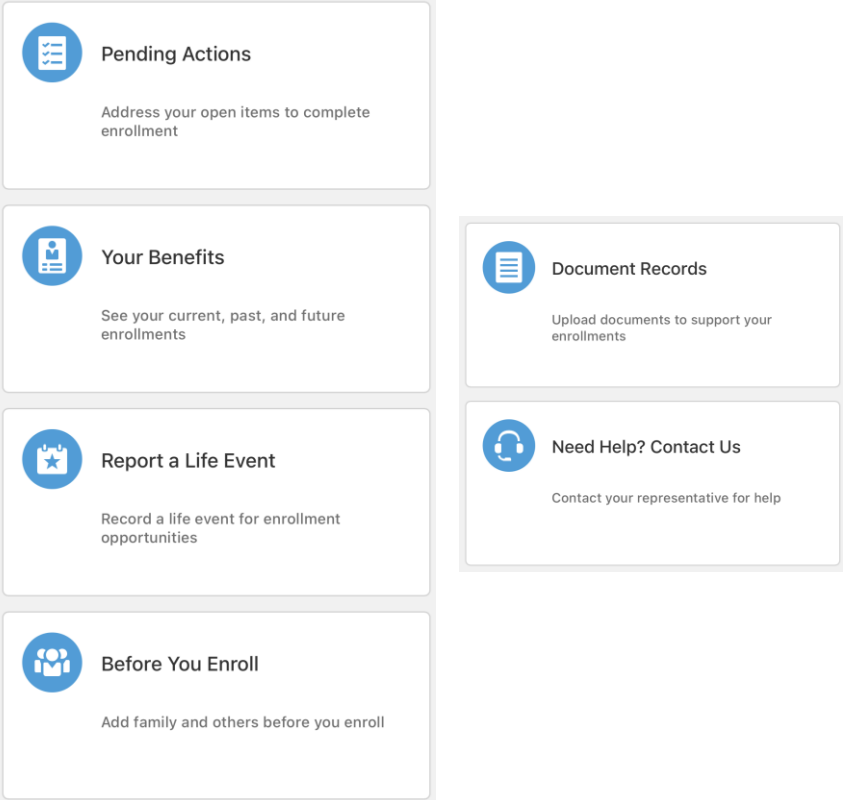
Step	Instructions	Example
1	Click the <b>Manage Time</b> tile.	
2	<p>Here you can launch <b>UKG (Timekeeping)</b> to :</p> <ul style="list-style-type: none"> <li>View your applicable accrual balances such Paid Time Off (PTO), Parental Leave, etc.</li> <li><b>Request Time Off</b></li> </ul> <p><b>Note: This functionality is not yet available)</b></p> <p>When finished, close the Craft Team Member Workbench.</p> <p>If you need to complete another task, enter the URL or scan the QR code again and start again.</p> <p><b>Note:</b> Refer to the <b>UKG (Timekeeping) Settings guide</b> for details to change the text in the Team Member Workbench system to Spanish.</p>	 

## View/Update Personal Information

Step	Instructions	Example
1	Click the <b>View/Update Personal Information</b> tile.	 <p>The tile features a blue icon of a clipboard with a checklist and a person silhouette. Below the icon, the text reads "View/Update Personal Information".</p>
2	<p>Here you can launch the <b>Team Member Workbench</b> to:</p> <ul style="list-style-type: none"> <li>• Add/update your personal details, such as preferred name, marital status, SSN.</li> <li>• Update your contact information; email, phone, address.</li> <li>• Upload documents such as marriage and birth certificates, as well as awards and recognition.</li> <li>• Add/update your family and emergency contacts, (which can also be dependents for benefits).</li> <li>• View your information such as your business resource group affiliation and allyship.</li> <li>• View your employment information including</li> </ul>	 <p>The screenshot shows a grid of eight tiles, each with an icon and a title:</p> <ul style="list-style-type: none"> <li><b>Personal Details</b>: Details about yourself, such as name, date of birth, marital status, and national identifier.</li> <li><b>Contact Info</b>: Add or update ways you can be reached, such as phone, email, and address.</li> <li><b>Document Records</b>: Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition.</li> <li><b>Family and Emergency Contacts</b>: Add family and friends to contact in case of emergency.</li> <li><b>Additional Person Info</b>: View more details about yourself.</li> <li><b>Employment Info</b>: Details about your assignment, such as legal employer, business unit, department, and location.</li> <li><b>Identification Info</b>: View and edit your passport, driver license, visa, and citizenship info.</li> <li><b>My Compensation</b>: View your compensation details, such as salary and personal contributions.</li> </ul>

Step	Instructions	Example
	<p>your assignment, manager name, seniority dates, and employment history.</p> <ul style="list-style-type: none"> <li>• Add/update your identification information including your citizenship, passport, visas, permits, and driver's license.</li> <li>• View your current salary and additional compensation.</li> </ul> <p>When finished, close the Craft Team Member Workbench.</p> <p>If you need to complete another task, enter the URL or scan the QR code again and start again.</p>	


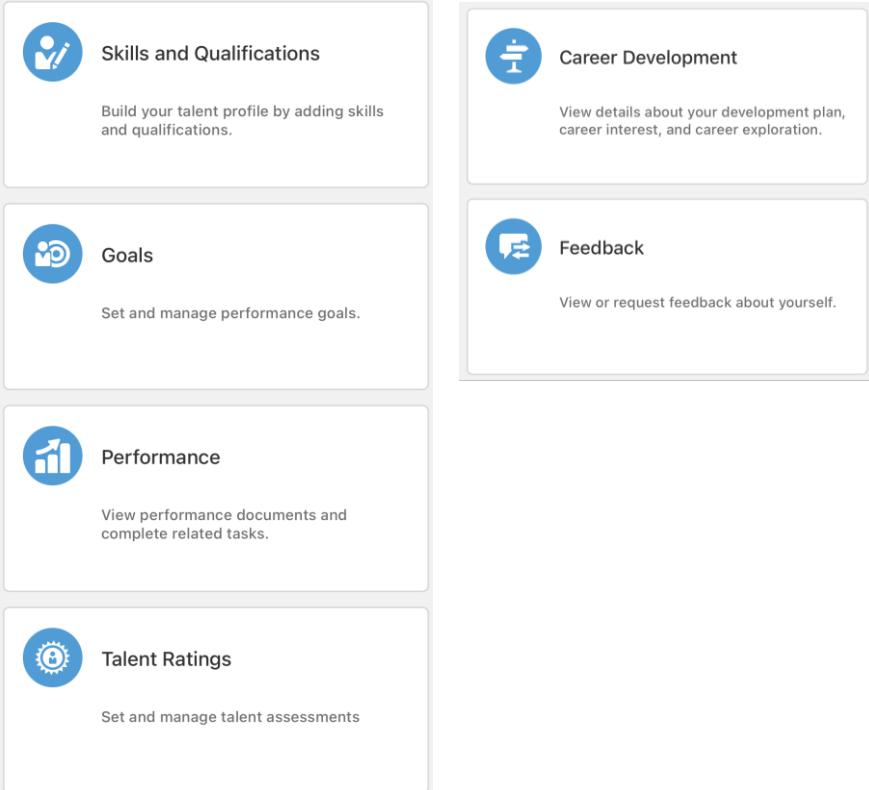
## View/Update Non Union Benefits & Beneficiaries

Step	Instructions	Example
1	<p>For non union team members who are Mortenson Benefits eligible, click the <b>View/Update Non Union Benefits &amp; Beneficiaries</b> tile.</p>	
2	<p>Here you can launch the <b>Team Member Workbench</b> to:</p> <ul style="list-style-type: none"> <li>• Complete benefits enrollment as a new hire and during our annual open enrollment process, if applicable.</li> <li>• View your benefits.</li> <li>• Report a life event such as add a child, divorce, marriage, and update your HSA contribution, if applicable.</li> <li>• Add/update dependents and beneficiaries.</li> <li>• Upload supporting document records such as marriage and birth certificates.</li> </ul> <p>When finished, close the Craft Team Member Workbench.</p> <p>If you need to complete another task, enter the URL</p>	

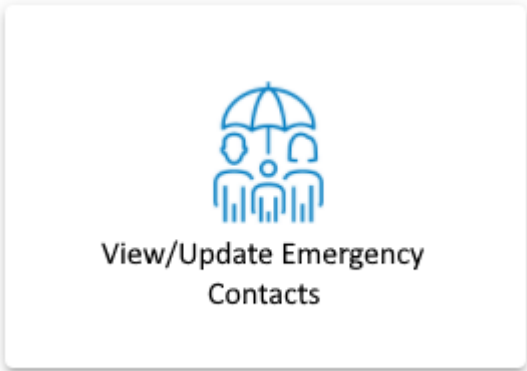
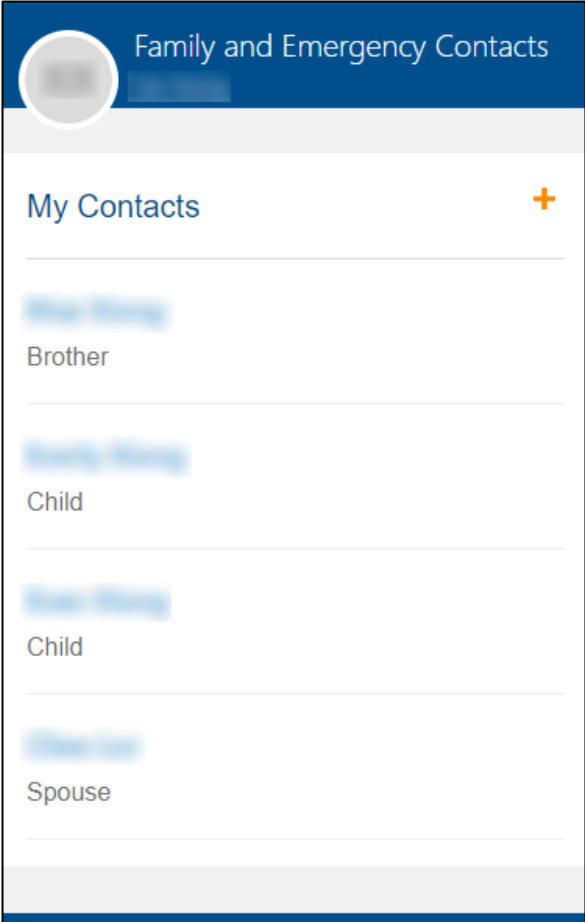


Step	Instructions	Example
	or scan the QR code again and start again.	

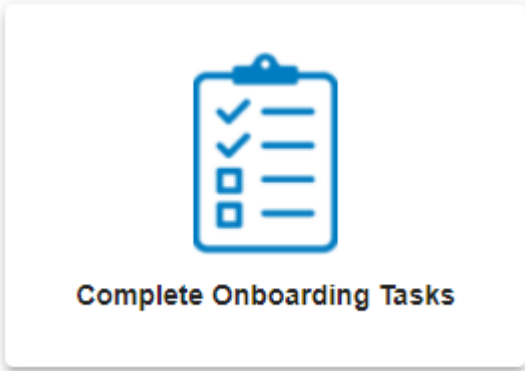
## View/Update Skills and Qualifications

Step	Instructions	Example
1	Click the <b>View/Update Skills and Qualifications</b> tile.	 <p>The tile features a blue icon of a certificate with a seal, centered above the text "View/Update Skills and Qualifications".</p>
2	<p>Here you can launch the <b>Team Member Workbench</b> to:</p> <ul style="list-style-type: none"> <li>• Add/update your skills and qualifications, resume, licenses and certifications, educations, and upload documentation.</li> <li>• Complete and review your performance documents.</li> <li>• Review previous performance review overall rating.</li> <li>• Give and receive feedback.</li> </ul> <p>When finished, close the Craft Team Member Workbench.</p> <p>If you need to complete another task, enter the URL or scan the QR code again and start again.</p>	 <p>The screenshot shows a dashboard with several tiles:</p> <ul style="list-style-type: none"> <li><b>Skills and Qualifications:</b> Build your talent profile by adding skills and qualifications.</li> <li><b>Goals:</b> Set and manage performance goals.</li> <li><b>Performance:</b> View performance documents and complete related tasks.</li> <li><b>Talent Ratings:</b> Set and manage talent assessments.</li> <li><b>Career Development:</b> View details about your development plan, career interest, and career exploration.</li> <li><b>Feedback:</b> View or request feedback about yourself.</li> </ul>

## View/Update Emergency Contacts

Step	Instructions	Example
1	<p>Click the <b>View/Update Emergency Contacts</b> tile.</p>	 <p>The image shows a square tile with a blue icon of an umbrella over three people. Below the icon, the text reads "View/Update Emergency Contacts".</p>
2	<p>Here you can launch the <b>Team Member Workbench</b> to:</p> <ul style="list-style-type: none"> <li>• Add/update Emergency Contacts.</li> </ul> <p>When finished, close the Craft Team Member Workbench.</p> <p>If you need to complete another task, enter the URL or scan the QR code again and start again.</p>	 <p>The screenshot shows a mobile application interface titled "Family and Emergency Contacts". It features a header with a profile picture and a blue bar with the title. Below the header, there is a section titled "My Contacts" with a plus sign icon. The list of contacts includes "Brother", "Child", "Child", and "Spouse".</p>

## Complete Onboarding Tasks

Step	Instructions	Example
1	<p>If you are a new team member, click the <b>Complete Onboarding Tasks</b> tile.</p>	
2	<p>Here you can launch the <b>Team Member Workbench</b> to:</p> <ul style="list-style-type: none"> <li>• Complete your HR paperwork.</li> <li>• Review and enroll in your benefits, if applicable.</li> <li>• Complete your tax forms.</li> </ul> <p>When finished, close the Craft Team Member Workbench.</p> <p>If you need to complete another task, enter the URL or scan the QR code again and start again.</p>	