

# 1st day

1

- [Illegible handwritten text]
- [Illegible handwritten text]

## NEED HELP with this step?

- [Illegible handwritten text]

2

- [Illegible handwritten text]
- [Illegible handwritten text]

## NEED HELP with this step?

- **Emplo ee Self-Ser ice**  
[Illegible handwritten text]
- [Illegible handwritten text] (31 )  
43
- **Dir ec Depo s**  
[Illegible handwritten text]
- **W-4 Ta Form**  
[Illegible handwritten text]
- **K-4 Ta Form**  
[Illegible handwritten text]
- [Illegible handwritten text] (31 )  
-30 4.

- [Illegible handwritten text]
- [Illegible handwritten text]
- [Illegible handwritten text]



7

1. The first step is to identify the problem or goal.

- Identify the problem or goal.
- Determine the resources available.
- Develop a plan of action.
- Implement the plan.
- Evaluate the results.

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