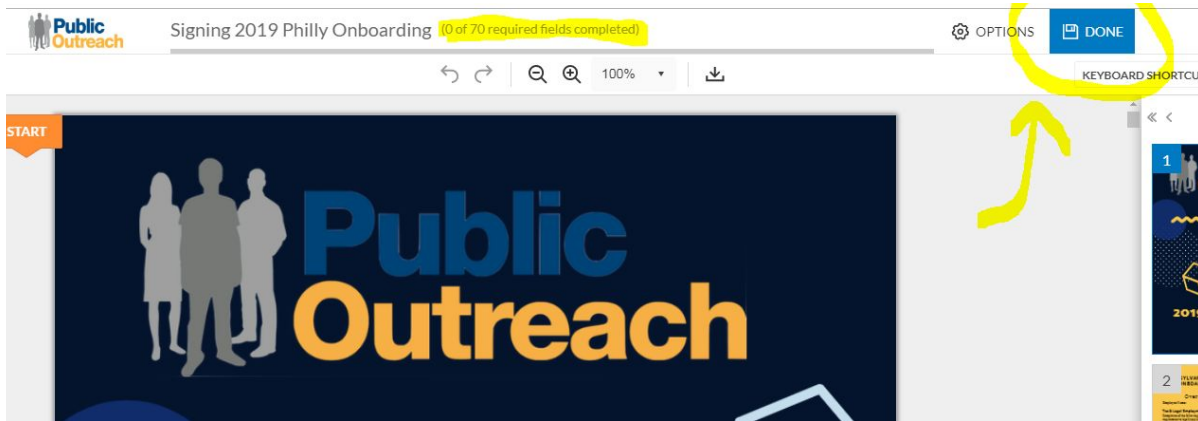


# **How to Complete Onboarding Paperwork**

Make sure you have at least 1 hour of your time dedicated to completing this document.

It **MUST** be completed **BEFORE** your first day of work (so we can pay you, cause that's important).

- The Paperwork will be sent in an email titled "Welcome to the Team - Public Outreach", if you do not receive this email, feel free to ask [audrey.sechrest@publicoutreachgroup.com](mailto:audrey.sechrest@publicoutreachgroup.com) to send you the email.
- All of the dark blue fields must be completed. Dark blue fields are required.
- At the top of the screen you will see how many remaining fields you have left (highlighted in yellow).
- When all of the required fields are completed the blue "Done" button will turn into a green "Done" button. Select the "Done" button to submit your paperwork



## **Example of dark blue\* REQUIRED fields, vs light blue optional fields.**

All dark blue fields MUST have an answer.

**EMPLOYEE EMERGENCY CONTACT INFORMATION**  
Completed by Employee

Name:  \* Relationship:  \*

Address:  \*  
City State ZIP

Emergency Telephone:  \*

Name:  Relationship:

Address:   
City State ZIP

Emergency Telephone:

## **TIPS/TRICKS:**

- If you get stuck or confused, please call 888-442-4149 ext 1503, our admin Danielle is happy to help you. Still need help email [audrey.sechrest@publicoutreachgroup.com](mailto:audrey.sechrest@publicoutreachgroup.com)
- The W-4 is a federal tax form, page 6-8 DO NOT have a single required field. We recommend you complete that section carefully.
- **DON'T use Safari to complete this paperwork. You will not be able to submit it through Safari and will end up doing the paperwork multiple times.**
- We don't recommend that you attempt to complete the paperwork on your phone, because it's hard and frustrating, but possible.

Cheat Sheet! - If you are missing a required field, use this guide to find the missing information.

## New York

**Pg 1 (New Employee Info) - 14 required fields** (Name, SSN, DOB, Marital status, Gender, Phone#, Email, Driver's License #, State issued, Current Address+How long?, Emergency contact [name, relationship, address, telephone])

**Pg 2 (Back Check Consent) - 4 required fields** (Printed Name, Signature, date, other names)

**Pg 3 (the I-9) - 12 required fields** (Last/first name, address, city, state, zip, DOB, SSN, email address, telephone number, Signature, date)

**Pg 4 (the I-9, attachments) - 1 required field** valid government IDs are required for hire

**Page 5 (the W4) - 7 required fields** (first name, last names, SSN, address, city, state, zip, signature, date)

**NO REQUIRED FIELDS ON PAGE 6-8**

**Pg 9 (NY State Tax) - 6 required fields** (first name, last name, home address, SSN, Signature, Date)

**NO REQUIRED FIELDS ON PAGE 10-11**

**Pg 12 (Signature Pg) - 9 required fields** (6 initials, name, signature, date)

Page 14 - 25 (Policy Pgs) all Public Outreach policies are here, All of this information will be covered in your training

**NO REQUIRED FIELDS ON PAGE 14-25**

**Pg 1 (New Employee Info) - 14 required fields** (Name, SSN, DOB, Marital status, Gender, Phone#, Email, Driver's License #, State issued, Current Address+How long?, Emergency contact [name, relationship, address, telephone])

**Pg 2 (Back Check Consent) - 4 required fields** (Printed Name, Signature, date, other names)

**Pg 3 (the I-9) - 12 required fields** (Last/first name, address, city, state, zip, DOB, SSN, email address, telephone number, Signature, date)

**Pg 4 (the I-9, attachments) - 1 required field** valid government IDs are required for hire

**Page 5 (the W4) - 7 required fields** (first name, last names, SSN, address, city, state, zip, signature, date)

**NO REQUIRED FIELDS ON PAGE 6-8**

**Pg 9 (MA State Tax) - 8 required fields** (full name, home address, city, state, zip SSN, Signature, Date)

**Pg 10 (Signature Pg) - 9 required fields** (6 initials, name, signature, date)

Page 12 - 25 (Policy Pgs) all Public Outreach policies are here, All of this information will be covered in your training

**NO REQUIRED FIELDS ON PAGE 12-25**

## California

**Pg 1 (New Employee Info) - 14 required fields** (Name, SSN, DOB, Marital status, Gender, Phone#, Email, Driver's License #, State issued, Current Address+How long?, Emergency contact [name, relationship, address, telephone])

**Pg 2 (Back Check Consent) - 4 required fields** (Printed Name, Signature, date, other names)

**Pg 3 (the I-9) - 12 required fields** (Last/first name, address, city, state, zip, DOB, SSN, email address, telephone number, Signature, date)

**Pg 4 (the I-9, attachments) - 1 required field** valid government IDs are required for hire

**Page 5 (the W4) - 7 required fields** (first name, last names, SSN, address, city, state, zip, signature, date)

**NO REQUIRED FIELDS ON PAGE 6-8**

**Pg 9 (CA State Tax) - 6 required fields** (name, home address, city/state/zip, SSN, Signature, Date)

**NO REQUIRED FIELDS ON PAGE 10-12**

**Pg 13 (Signature Pg) - 9 required fields** (6 initials, name, signature, date)

Page 14 - 25 (Policy Pgs) all Public Outreach policies are here, All of this information will be covered in your training

**NO REQUIRED FIELDS ON PAGE 14-25**

## Pensylvania AND Washington

**Pg 1 (New Employee Info) - 14 required fields** (Name, SSN, DOB, Marital status, Gender, Phone#, Email, Driver's License #, State issued, Current Address+How long?, Emergency contact [name, relationship, address, telephone])

**Pg 2 (Back Check Consent) - 4 required fields** (Printed Name, Signature, date, other names)

**Pg 3 (the I-9) - 12 required fields** (Last/first name, address/city/state/zip, DOB, SSN, email, phone, Signature, date)

**Pg 4 (the I-9, attachments) - 1 required field** valid government IDs are required for hire

**Page 5 (the W4) - 7 required fields** (first/last name, SSN, address, city, state, zip, signature, date)

**NO REQUIRED FIELDS ON PAGE 6-8**

**Pg 9 (Signature Pg) - 9 required fields** (6 initials, name, signature, date)

Page 11 - 22 (Policy Pgs) all Public Outreach policies are here, All of this information will be covered in your training

**NO REQUIRED FIELDS ON PAGE 11-22**