



New Hire Welcome Form (In person EE's)

Hiring manager to complete and forward to Human_Resources@citadelservicing.com

Name: _____ Start Date: _____

Position/Title: _____ Location: _____

Work Station Set Up: When you arrive on your first day, you will have work station set up for you located at _____ next to _____ in the _____ office. _____ will greet you and show you around the office. We will have a fob set up for you to get into our suite (for CA EE's).

Paylocity Onboarding: Human Resources will be setting you up in Paylocity, our HR and Payroll site for Onboarding. Once this is done, you should be receiving an email from our Payroll company about completing important items for our onboarding process. This is mandatory to complete prior to your first day at Acra. Please note for compliance reasons, the I-9 form and supporting documents are crucial to be completed for you to continue employment at our company. If you have any issues completing this portion, please reach out as soon as possible to HR.

New Hire Orientation Agenda: Prior to your first day of employment, you will receive a zoom link from our Learning and Development team to join a zoom meeting at 8:30 Pacific Time. From 8:30 am to 10:00 am, IT will set you up and walk you through your systems. New Hire Orientation will begin at 10:00 am led by HR and Learning and Development.

Notes:

I will be following up after this call to send you helpful contact information.

Hiring Manager: _____

Date: _____