



New Hire Welcome Form (Remote EE's)

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

Name: _____ Start Date: _____

Position/Title: _____ Location: _____

Equipment Check: You will be receiving company equipment in two separate shipments. Your laptop and docking station will be in one Fed EX shipment and your monitors, keyboard, mouse and headset will be in another shipment from Amazon. Please understand these items require a signature and expect a tracking number from HR. These items should be delivered to your home address no later than two days before you start.

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: _____