

Remote Employee Onboarding Checklist

Summit Digital Solutions, Inc.

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1. Purpose and Scope

1. This Remote Employee Onboarding Checklist ("Checklist") establishes the standardized process for onboarding remote employees at Summit Digital Solutions, Inc. ("Company") in compliance with applicable federal and state employment laws.
2. This Checklist applies to all full-time and part-time remote employees based within the United States.

2. Pre-Employment Documentation

1. Employment Eligibility Verification

- Completed Form I-9 with valid identification documents
- Remote verification conducted via authorized third-party verification partner
- E-Verify submission confirmation
- Export control compliance verification (if applicable)

2. Employment Agreement Documentation

- Signed offer letter
- Executed employment agreement
- Completed W-4 and state tax withholding forms
- Direct deposit authorization
- Emergency contact information

3. Technology and Systems Access

1. Hardware Requirements

- Company-issued laptop configuration and shipping
- Mobile device enrollment (if applicable)
- Peripherals and accessories package

- Home office equipment allowance documentation

2. Software and Systems

- Peak Performance Platform access credentials
- Corporate email account setup
- VPN access configuration
- Multi-factor authentication enrollment
- Project management tools access
- Time tracking system credentials
- Knowledge base access

4. Compliance Training and Acknowledgments

1. Required Policy Acknowledgments

- Employee handbook
- Code of conduct
- Information security policy
- Acceptable use policy
- Remote work policy
- Data privacy policy
- Intellectual property agreement
- Confidentiality agreement

2. Mandatory Training Modules

- Information security awareness
- Data privacy and protection
- Anti-harassment training
- Ethics and compliance
- Peak Performance Platform certification
- Remote collaboration tools training

5. Benefits and Human Resources

1. Benefits Enrollment

- Health insurance election
- Dental/vision coverage
- 401(k) enrollment
- Life insurance designation
- Flexible spending accounts
- Professional development allowance
- Wellness program registration

2. HR Systems Access

- Benefits portal credentials
- Performance management system
- Learning management system
- HR help desk access
- Time-off request system

6. Team Integration and Orientation

1. Department Integration

- Virtual team introduction meeting
- Mentor/buddy assignment
- Department-specific training schedule
- Project team assignments
- Stakeholder introduction calls

2. Cultural Integration

- Company culture presentation
- Virtual office tour
- Employee resource group information
- Social channels and communication platforms
- Company events calendar

7. Documentation and Compliance Verification

1. Required Signatures and Attestations

- Remote work agreement
- Equipment receipt acknowledgment
- Security protocols attestation
- Policy compliance certification
- Training completion verification

2. Records Management

- Personnel file creation
- Document retention verification
- Systems access audit log
- Training completion records
- Compliance certification documentation

8. Implementation and Timeline

1. Pre-Start Date (Days -14 to -1)

- Complete Sections 2.1 and 2.2
- Initiate Section 3.1 equipment deployment
- Schedule orientation sessions

2. First Week (Days 1-5)

- Complete Sections 3.2 and 4.1
- Begin Section 4.2 training modules
- Initialize Section 5.1 benefits enrollment

3. First Month (Days 6-30)

- Complete all remaining sections
- Verify all documentation
- Schedule 30-day review

9. Legal Compliance and Attestation

The undersigned HR representative certifies that all elements of this checklist have been completed in accordance with Company policies and applicable laws.

HR Representative:

Date:

Employee Acknowledgment: _

Date:

10. Disclaimer

This document is confidential and proprietary to Summit Digital Solutions, Inc. This checklist is subject to updates and modifications. The Company reserves the right to modify onboarding requirements based on business needs and regulatory requirements. Completion of this checklist is required for all remote employees and is maintained as part of the employee's personnel file in accordance with applicable record retention requirements.