

ONBOARDING CHECKLIST

NAME: _____

START DATE: _____

CONTACT NUMBER: _____

ACCOUNT/DEPARTMENT: _____

<p>► Accomplish this form by filling out the required information. Remember to indicate "NA" for requirements that are not applicable to your case ► Type A requirements are needed before the official start date.</p>		<p><u>Onboarding POC</u></p> <p>Name: _____</p> <p>Contact No: _____</p>	
<p>Concentrix Employment and Forms</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> 1902 form for TIN Enrollment <input type="checkbox"/> Account Specific Forms (If Applicable) <input type="checkbox"/> Background Investigation Form </div> <div style="text-align: right;"> <p>Note: 2316 Waiver, Undertaking Agreement, Commitment Letter acknowledged in Workday</p> </div> </div>			
TYPE A REQUIREMENTS		ACCEPTABLE DOCUMENTS	
<p>PRE-EMPLOYMENT MEDICAL EXAM Completed Medical Slip</p>		<p>Pre-Employment Medical Examination should be completed at Concentrix accredited clinics.</p> <ul style="list-style-type: none"> PEME may take 2 to 4 hours and procedures are not intended for pregnancy testing. Reminder to complete the PEME package and send completion confirmation to Onboarding POC. For any PEME findings – Fit to Work Clearance will be required. 	
<p>SSS</p>		<p>Submit a copy of any of the following documents:</p> <ul style="list-style-type: none"> SSS Form E-1 SSS Form E-6 SSS Form E-4 (Forms should be stamped by SSS) Old SSS ID Loan Voucher (with SSS #) SSS Verification Slip SSS Online Validation Online Printout of Static Information (Employment History Contribution Verification) UMID with SSS Number, Company ID or Payslip with SSS Number, 	
<p>TIN</p>		<p>Submit a copy of any of the following documents:</p> <ul style="list-style-type: none"> BIR Documents/ Forms (1905, 1904, 2307, TIN Verification Slip, TIN ID, 2316/ ITR, Company Payslip, Company ID with TIN, E-TIN Registration) 	
<p>PAG-IBIG</p>		<p>Submit a copy of any of the following documents:</p> <ul style="list-style-type: none"> Member's Data Form printed online or from Pag-IBIG offices. Pag-IBIG loyalty ID or HDMF Transaction ID , Company ID or Payslip with Pagibig Number Pag-IBIG Online Verification Printout Pag-IBIG Online Validation, 	
<p>PHILHEALTH</p>		<p>Submit a copy of any of the following documents:</p> <ul style="list-style-type: none"> Member's Data Record printed online or from Philhealth offices. Newest PhilHealth ID (w/ Complete Details), Company ID or Payslip with PhilHealth Number PhilHealth Online Verification Printout Philhealth Online Validation 	
<p>CERTIFICATE OF IDENTITY (Photocopy) <input type="checkbox"/> Personal Birth Certificate -NSO/PSA <input type="checkbox"/> Marriage Certificate NSO/PSA <input type="checkbox"/> Dependent's Birth Certificates <input type="checkbox"/> Passport ID for Foreign Nationals</p>		<ul style="list-style-type: none"> Certified True Copy of Civil Registration Certificate is acceptable within 8 months upon registration. Certificates must be readable, and the details must be correct. If there are discrepancies, documents mentioned should be provided with the following (which is applicable): <ul style="list-style-type: none"> - Affidavit for Name Discrepancy - Affidavit for Unreadable Entry - Annotation for Birth Certificate or Marriage Certificate 	
<p>CRIMINAL BACKGROUND CHECK NBI Clearance/ Criminal Check</p>		<ul style="list-style-type: none"> NBI should be valid least 3 months from start date NBI Official Receipt w/ stamp of release date (NBI Clearance to be submitted w/in 15 Days) Green Criminal Check Results (Follow Program Requirements and Timelines) 	
TYPE B REQUIREMENTS		ACCEPTABLE DOCUMENTS	
<p>PROOF OF EDUCATION <input type="checkbox"/> College Graduate <input type="checkbox"/> College Undergraduate (Completed 2 Years) <input type="checkbox"/> Diploma, Associate, Vocational Course <input type="checkbox"/> High School Graduate <input type="checkbox"/> Senior High School Graduate</p>		<ul style="list-style-type: none"> Diploma; Transcript of Records; Certificate of Graduation; Copy of Grades; Statement of Account; Certificate of Registration; Study Load with Registrars' signature/seal; College/ University ID as long as meeting Program Hiring Requirements; Copy of School's Online Portal showing Proof of Enrollment, Registration, Class Schedule; or a Green BI Result. 	
<p>PROOF OF EMPLOYMENT</p>		<ul style="list-style-type: none"> Certificate of Employment (indicating employment period); Completed & Signed Clearance Form Letter; Resignation Letter signed by previous Supervisor or HR Officer; Full contract from previous company with Employer and Employee signature; Acceptance Letter or Quitclaim Form; SSS Employment History printout; Entry/Exit Visa (For Employment Overseas); SEC Certification; BIR 2316 (Income Tax Return); Notarized Letter of Attestation with attachment of SSS Employment History/ ITR; Pagibig Employment History; Company ID; Company Payslip; PhilHealth MDR Form; Full and Final Pay Document; or a Green BI Result <p><i>Note: Proof of Employment should reflect most recent employer</i></p>	
<p>BIR Form 2316 (ITR) - Current Calendar Year</p>		<ul style="list-style-type: none"> 2316 with Printed Information 	
<p>Documents Validated By: _____</p>		<div style="display: flex; justify-content: space-between;"> <div>Employee ID _____</div> <div>Onboarding POC Name and Signature _____</div> <div>Date _____</div> </div>	