

ONBOARDING CHECKLIST

NAME: _____
CONTACT NUMBER: _____

START DATE: _____
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>		Onboarding POC Name: Contact No:
Concentrix Employment and Forms		
<input type="checkbox"/> 1902 form for TIN Enrollment <input type="checkbox"/> Account Specific Forms (If Applicable) <input type="checkbox"/> Background Investigation Form		
TYPE A REQUIREMENTS	ACCEPTABLE DOCUMENTS	
PRE-EMPLOYMENT MEDICAL EXAM Completed Medical Slip	Pre-Employment Medical Examination should be completed at Concentrix accredited clinics. • 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.	
SSS	Submit a copy of any of the following documents: • 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,	
TIN	Submit a copy of any of the following documents: • BIR Documents/ Forms (1905, 1904, 2307, TIN Verification Slip, TIN ID, 2316/ ITR, Company Payslip, Company ID with TIN, E-TIN Registration)	
PAG-IBIG	Submit a copy of any of the following documents: • 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,	
PHILHEALTH	Submit a copy of any of the following documents: • 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	
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	• 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): - Affidavit for Name Discrepancy - Affidavit for Unreadable Entry - Annotation for Birth Certificate or Marriage Certificate	
CRIMINAL BACKGROUND CHECK NBI Clearance/ Criminal Check	• 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	
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	• 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.	
PROOF OF EMPLOYMENT	• 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 <i>Note: Proof of Employment should reflect most recent employer</i>	
BIR Form 2316 (ITR) - Current Calendar Year	• 2316 with Printed Information	
Documents Validated By:	Employee ID	Onboarding POC Name and Signature
		Date