

Onboarding Check List



Employee Name: _____ Emp # _____

Location: _____ Hire Date # _____

Position: _____ Replacing: _____

Pay Rate: _____ Uniform Size: _____ Reports to: _____

New Hire Documents

- ___ Application page 1 & 2
- ___ W-4
- ___ Handbook Acknowledgement
- ___ Safety Acknowledgement
- ___ Drug Test
- ___ Paycheck option
- ___ Uniform
- ___ MVR for (Drivers Only)
- ___ I-9 page 1 & 2
- ___ Copy of documents (Front and Back)

Steps to Complete

- ___ Greenhouse – requisition / position in Greenhouse
Req # _____
- ___ Greenhouse – HR req approval
- ___ Greenhouse – Req set to live
- ___ Greenhouse – add candidate to req, submit for candidate approval
Referral Name _____
- ___ Greenhouse – HR candidate approval
- ___ Greenhouse – marked hired
- ___ WFN - Subject: emp name, Company code, location, start date
- ___ HR approval for ADP
- ___ Confirm employee reported to work
- ___ ADP - change who employee reports to
- ___ ADP – upload completed I-9 packet & Onboarding packet
- ___ Aspire – add employee to Branch/Crew
- ___ Requisition report
- ___ Send **F/T** benefits & ADP instructions from HR – Send **P/T** ADP instructions only from HR
- ___ Uniform charge out of paycheck. Date: _____ Report: _____