**ONBOARDING NEW SALARY EMPLOYEES**

**CHECK LIST FOR HIRING MANAGER**

* **I-9:** 
  + Employment verification documents. OM can help or reach out to HR if needed.
* **Computer set up:**
  + Login credentials are sent to new employee’s personal email. Hiring Mgr. and OM get a copy.
* **Aspire Login:**
  + HR emails login credentials to the hiring Mgr.
  + Angie Cooke emails training invite to the hiring Mgr.
* **Cell phone:**
  + New employee fills out **BYOD** (Bring Your Own Device) form if personal phone will be used for business.
  + OM submits complete form to payroll for reimbursement.
* **Driving personal vehicle and getting stipend** 
  + Send email to your Regional Operational Leader to request stipend approval ($500). Copy Mary Wallace and Rhonda Culotta to set up new employee for Defensive Driving Course.
  + OM sends approved email to payroll for reimbursement.
* **Driving Company Vehicle**
  + Complete **Asset Requisition form** and send it to the Fleet Dept. Note: Check on availability since we do not have vehicles in stock. Assignment is subject to MVR approval. Do **not** expect a brand-new vehicle.
  + New employee fills out **MVR form**.
  + OM sends completed MVR form to Mary Wallace and Rhonda Culotta.
  + If MVR is approved, Rhonda notifies the OM and Fleet Dept (Paul Radomski/Zach Donnelly).
  + Once vehicle is assigned, Fleet Dept sends information to Mary/Rhonda for internal records.
* **Fuel card:** 
  + If not requested through the new hire form, send email to Erica Seijo to request it. Note: It should only be assigned to employees who do not report daily to branches where we have fuel tanks.

**Reminders:**

* Hand out card with Mission, Vision, I CARE values, and swag item with DTE logo.
* Inform new employee of procedures in case of emergency.
* Set up expectations for Green Vest and other trainings.

**ONBOARDING SALARY EMPLOYEES AFTER A PROMOTION**

**CHECK LIST FOR HIRING MANAGER**

* **Computer set up:**
  + Login credentials are sent to new employee’s personal email. Hiring Mgr. and OM get a copy.
* **Aspire:**
  + Notify [Angie.Cooke@down2earthinc.com](mailto:Angie.Cooke@down2earthinc.com) of any changes in access.
* **CustomerLink:**
  + Notify [Support@spar.com](mailto:Support@spar.com) of any changes in access.
* **Cell phone:**
  + Employee fills out **BYOD** (Bring Your Own Device) form if personal phone will be used for business.
  + OM submits complete form to payroll for reimbursement.
* **Driving personal vehicle and getting stipend** 
  + Send email to your Regional Operational Leader to request stipend approval ($500). Copy Mary Wallace and Rhonda Culotta to set up new employee for Defensive Driving Course.
  + OM sends approved email to payroll for reimbursement.
* **Driving Company Vehicle**
  + Complete **Asset Requisition form** and send it to the Fleet Dept. Note: Check on availability since we do not have vehicles in stock. Assignment is subject to MVR approval. Do **not** expect a brand-new vehicle.
  + New employee fills out **MVR form**.
  + OM sends completed MVR form to Mary Wallace and Rhonda Culotta.
  + If MVR is approved, Rhonda notifies the OM and Fleet Dept (Paul Radomski/Zach Donnelly).
  + Once vehicle is assigned, Fleet Dept sends information to Mary/Rhonda for internal records.
* **Fuel card:** 
  + Send email to Erica Seijo to request it. Note: It should only be assigned to employees who do not report daily to branches where we have fuel tanks.

**Reminders:**

* Remind employee of procedures in case of emergency.
* Set up expectations for Green Vest and other trainings.