

Onboarding Checklist

Steps on the ADP Platform

Please note that if ADP requirements are not completed within 30 days, you will need to re-start the entire process over again.

 Employee Handbook and Code of Conduct

Click on the “Company Policies” button to review and sign the documents.

 Personal Information and Emergency Contact Information

We need your personal information to set up your payment. Additionally, in the unfortunate event that you get injured on the job, we need your emergency contact.

 Tax Withholding Forms

Sign your federal and state tax withholding forms by clicking the “Tax Withholding” button. For more information on how to fill out this form, click [here](#) or watch [this video](#).

 Selecting Payment Type

You must choose a payment type. There are two payment options: direct deposit and pay card.

 Timesheet

You are legally responsible for reporting every hour that you work. It is extremely important to keep track of your time, as this determines how much and when you will get paid. For more information, click [here](#).

After Onboarding

 Sexual Harassment Training and Mandated Reporter Training

You are legally required to take Sexual Harassment and Mandated Reporter training. You will receive an email when it's time to take the training.