



### **Checklist: Onboarding New Associates in Paycom**

- ☐ Candidate submitted application online.
- ☐ Manager completed <http://joboffer.jmh.team> typeform.
- ☐ Manager completed offer packet (job offer, drug screen, and background check forms) with candidate.
- ☐ Manager uploaded completed offer packet into the candidate's "Resume' and Documents" tab.
- ☐ Once uploaded, manager gave candidate the completed offer packet.
- ☐ Manager instructed candidate to complete drug screen within 24 hours.
- ☐ In "Scheduled Tasks" tab, Manager moved candidate to the "Run Contingencies" step to alert Generalist.

<Allow 3-5 business days for contingencies to process.>

- ☐ Generalist alerted manager if candidate passed/ failed contingencies.
- ☐ Manager contacted new hire within two business days to schedule first day of work.
- ☐ Manager informed associate to bring appropriate ID for I-9 on first day of work.
- ☐ Manager notified Generalist of new hire's scheduled first day of work.
- ☐ Generalist moved new hire into active status.
- ☐ Generalist assigned onboarding checklist to associate in Paycom.
- ☐ Manager notified that associate completed onboarding checklist.
- ☐ Manager went to Form 16 on associate's file and clicked on new hire paperwork checklist.
- ☐ Manager completed all relevant employer-related tasks, including badge request.
- ☐ On associate's first day of work, manager verified associate's ID, completed second page of associate's I-9, and uploaded verified documents.