New Hire SOP

After you have completed the interview process, provided an offer of employment, and agreed on wages and start date, the below process takes place.

Step 1: Paylocity Onboarding form. You fill this one page out. This is minimal info, but it needs to be 100% completed.

Once you send this to me, I will launch the electronic onboarding forms to the employee. They will have tasks, as will we. But it's all electronic. I will keep you posted on their progress and completion.

Step 2: Background Check. https://www.sentrylink.com/web/logon.jsp

The employee fills out the authorization, you run the check and send me the results.

Please ensure that if you have the employee start employment before the background check comes back that they understand their employment status is pending results of the report.

If you do not have access to your marina SentryLink account, please create a new one. Reports are $20ish each.

Step 3: I-9 Form.

The employee needs to complete their portion no later than the first day of work.

You must complete the employer section within 3 days of their first day of work. PLEASE do not forget to fill in the "first day of work" box at the bottom.

This is a federal document. So, let's work through the first couple together until you're comfortable. It looks intimidating but it's truly not once you learn your way around it. (The reason you have to do this rather than me is because they mandate that you physically inspect the forms of identification your employee provides.)

Once our office has received the completed I-9, we must take it a step further and electronically verify employees through the state. That is why it is imperative to keep this a priority.