

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: UKG Onboarding Form. You fill sections 1 & 2 of 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. Employee onboarding must be completed before the employee starts work.

Step 2: Background Check. <https://clients.expressbackgroundchecks.com/login.php>

The entire process will be done electronically. Once you have your first hire. I will walk you through how to run your first report.

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.