



REMOTE US STAFF- W-2 EMPLOYEE ONBOARDING ROUTING FORM

Staff Name

Date

Shirt Size:

Start Day

Birthday

Purpose: The purpose of this routing form is to ensure new employees get on-boarded & ready to work with AGM.

Each step needs to be initialed & dated when completed. By doing so you are attesting that the step is fully completed.

Initial On-boarding Steps- (HR)

	INITIAL	DATE
1. Start routing form once Job Offer is accepted	_____	_____
2. Create & Label a Yellow Ethics/Pers File	_____	_____
3. Print & file resume	_____	_____
4. Print out the HireBox test results & any other tests are taken to apply for the position & file	_____	_____
5. Get with the Senior before the start date & have a hat write-up and training plan	_____	_____
6. Give to I.T. their name, post, senior & non-agm email address	_____	_____





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IT STEPS

INITIAL

DATE

7. Create an @agmagency.com email

8. Send a welcome email

9. Add on Ringcentral

10. Add on Time Dr

11. Add on CRM

12. Add staff to org board

13. Enroll in Employee Manual course in the CRM

14. Add on Zoom

15. Have them open a last pass account (walk them through this and get them to add the browser extension)

16. Add "unread first" settings on the email

17. Have the new hire send or take a picture to be used in email signature

18. Create an email signature

19. Email Kristopher the photo used for email signature regarding adding them to Our Team page (Name & Post)





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New Hire Steps (To be Done concurrently with IT Steps) HR to verify and sign off when done

INITIAL

DATE

20. Read & sign the Resignation and Two Weeks Notice Policy. (REVIEW THIS WITH OLLIE MAY NOT BE NEEDED)

21. Read & sign the Employment at Will Form

22. Read the schedule policy & pick a lunch time

23. Fill out I-9

24. Sign NCA

25. Sign NDA

26. Complete Employee Manual in the CRM

27. Do the Basic App training Checklist

HR Go over Office Rules:

INITIAL

DATE

28. - 0 drug tolerance

29. - If you need to take time off you csw. - If you will be late please inform HR beforehand. You will receive a late notice.

30. Tell them they can always to to Ernesto or Jamie for help or assistance

31. Add to contacts in Gmail & add to "all staff" in HR Contacts

32. Interview staff after getting through the Employee Manual





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33. Educate about the Late Notice Form

34. Assign & get their senior to take responsibility for them

35. Add new staff Bday/Anniversary

36. Add to CSW sheet

Finance/Legal

INITIAL

DATE

37. Sign up with Gusto Payroll

38. Add to AGM Staff "Salary/Payroll" Spread Sheet & mark when their evaluation is due.

39. File the Child Support Service for Employees

40. Once complete file in the Employee's File Turn

41. Print Signed Job Offer Letter & file - Get the pdf from Fil

I attest the above has been done with

Head of HR

Date

Approved by Ollie

