

Onboarding Packet Audit Process

You may not have the completed onboarding packet back from the staff member at this point in the process, but this section goes through the process of auditing the packet once you receive it.

- **Packet Components**
- **Page 1: [Staff Information Form](#):**
 - Verify that all information is complete with legal information. (Legal name – matching I9 provided document i.e. driver’s license, social security card, etc. which is found at the end of the onboarding packet).
 - If needed, update Ubeya with legal name if not the same as what was provided on resume.
- **Page 2: [Direct Deposit Agreement Form](#):**
 - All lines **MUST** be completed.
 - Verify routing number is 9 digits long.
 - Verify that account number on both lines match each other.
 - Type of account must be completed.
 - Name on Direct Deposit Form **MUST** match bank account information.
- **Page 3-4: [W4 Form](#):**
 - Assure that all information is completed on the form (top “required” section as noted on the form)
 - Also, make sure that only **ONE** status is marked as “yes” (One **MUST** be marked as “yes”) (Single or Married Filing Separately, Married Filing Jointly or Head of Household).
 - Make sure Step 3 is completed correctly. **MUST** be a dollar amount.
- **Page 5-6: [I9 Form](#):**
 - All information **MUST** be completed.
 - Only **ONE** status can be marked as “yes”. (One **MUST** be marked as yes)
 - A Citizen of the US
 - A Noncitizen National of the US
 - A Lawful Permanent Resident
 - An Alien Authorized to Work in The US (Must have expiration date and alien # completed)
 - Signature
 - Date
- **Page 7: [W9 Form](#):**
 - All information **MUST** be completed:
 - Name
 - Line 3 **MUST** have Individual/Sole Proprietor box marked
 - Address
 - Social Security Number
 - Signature (Legal Name)
- **Page 8: Additional Signatures:**
 - All **MUST** have signatures:
 - Acknowledgement for Handbook
 - Acknowledgement for Defend Trade Secrets Act of 2016
 - Acknowledgement for Non-Harassment Policy
 - Code of Conduct

- **Page 9-10: I9 Documents:**
 - I9 provided documents as explained on page 11 of the onboarding packet.
 - One document from column A or One each from column B & C
 - Verify the name matches provided information.
 - The [Social Security Card](#) is the most important document as it states the legal name along with a unique 9 digit number identifier.
 - Check expiration date if applicable (Needs to Be Current Documentation)
 - **OPTIONAL:** Covid Vaccination Card will be attached
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- **Missing / Incomplete Forms & Documentation or Information:**
 - If there is missing documentation or information on a form you will text the employee in the texting app using the clarification template to let them know what you need corrected, completed or what documentation they need to clarify or email you. A “clarification email or text” will suffice for things such as two statuses marked as yes. They can just clarify which is correct. You will save that email and add to their employee file that you create in the Contractor shared drive. This is where you will also put the onboarding packet once you are done auditing whether fully good or not.
 - If you are waiting for something from the staff member, note it in their Ubeya profile next to their name until it is returned.