Onboard Process

During the "in person" onboard meeting the following is done: a. Background check is completed ePAR is received in the Onboarding que b. 19 is completed c. Onboard documents (tax and direct deposit) are completed d. Social Security card is copied Email is sent to employee with The ePAR is approved/processed instructions on: a. Section 1 of the I9 (Please note if any of the items listed b. Background check release form above are not completed, the ePAR is c. Scheduling a time to come in to placed on hold until they are completed) complete other documents (tax and Emails are sent weekly as reminders to ePAR travels to next approver in routing schedule the Onboard Appointment (Emails mention that they will not receive JMU access immediately upon completing the Onboard session)