



Onboarding Checklist

Use this checklist to help prepare for onboarding with Messiah Lifeways!

Step 1

By September 14, sign up for a timeslot at one of our upcoming onboarding events.

*Anticipate your appointment to last for *at least 1 hour.*

**Check out time saving tips 💡 in Step 3 to make your visit shorter!*

Onboarding Event Dates:

Friday, September 15

7:00 am - 8:00 pm in the Village Center Chapel
- OR -

Wednesday, September 20

7:00 am - 8:00 pm in the Village Center Chapel

Visit MessiahLifeways.org/DiningTeam to sign up for a date and time.

Step 2

Gather the following items to bring along to the onboarding event:

- Forms of ID - I9 Identification

One from the following list:

U.S. Passport, Permanent Resident Card or Form I-551, Employment Authorization Document Containing Photograph (Form I-766)

OR

Driver's license, State ID, U.S. Military Card, School ID Card with Photograph, Voter's Registration Card, **AND** Birth Certificate, original Social Security Card, or U.S. Citizen ID Card (Form I-197)

- COVID-19 Vaccine Card (**if vaccinated**)
- Work Permit (**if under 18 years old**)
- Direct deposit information for online onboarding
- Bring your cellphone (if you have one) for online onboarding and downloading team member apps

[Flip to page two →](#)

Step 3

Review what to expect at the Onboarding Event below. You can also find tips on what you can do in advance to help make your time at the Onboarding Event go more quickly.

- You will complete a simple application online
 - 💡 **Time saver tip!** *Scan the QR code, or visit the link at the bottom of this page to access the application and fill it out early.*
- You will get a physical, drug screen, and blood drawn for a Tuberculosis test
 - *If you are under 18 years old, you must have a parent or guardian present*
- A representative will make copies of your forms of ID (refer to the checklist on Page 1)
- You will review and sign employment documentation with an HR representative
- You will complete online onboarding documentation in Paycom, our payroll/HR system
 - *Make sure you have direct deposit information, know how to complete your W4, know how to log into your personal email account, and bring your cellphone!*
 - 💡 **Time saver tip!** *If you fill out your application ahead of time as mentioned above, we will email you a link from Paycom to complete the online documentation.*
- An HR representative will assist you with downloading the Paycom app, The Loop app, and the OnShift app
- You will sign the New Hire Orientation Checklist if you have watched the orientation video prior to your appointment. You **must** watch the orientation video **prior to your appointment** to sign the New Hire Orientation Checklist. It is a requirement for employment at Messiah Lifeways.
 - *Scan the QR code or visit the link at the bottom of this page to view the video*
 - You will receive an additional two (2) hours of paid time on your first Messiah Lifeways paycheck for participating in orientation
- Grab some Messiah Lifeways swag on your way out!

This information and the contents from the included letter can also be found on messiahlifeways.org/diningteam.

