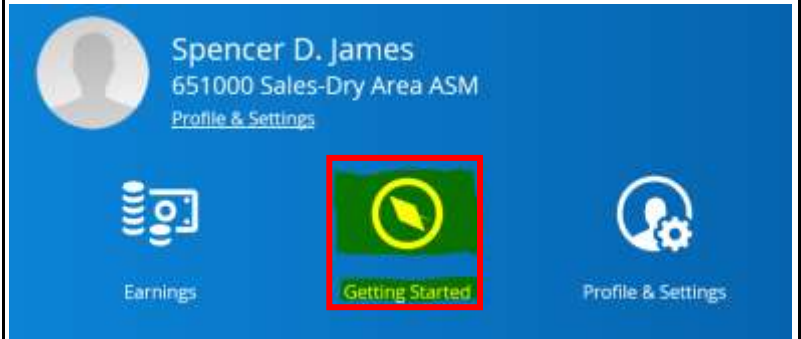

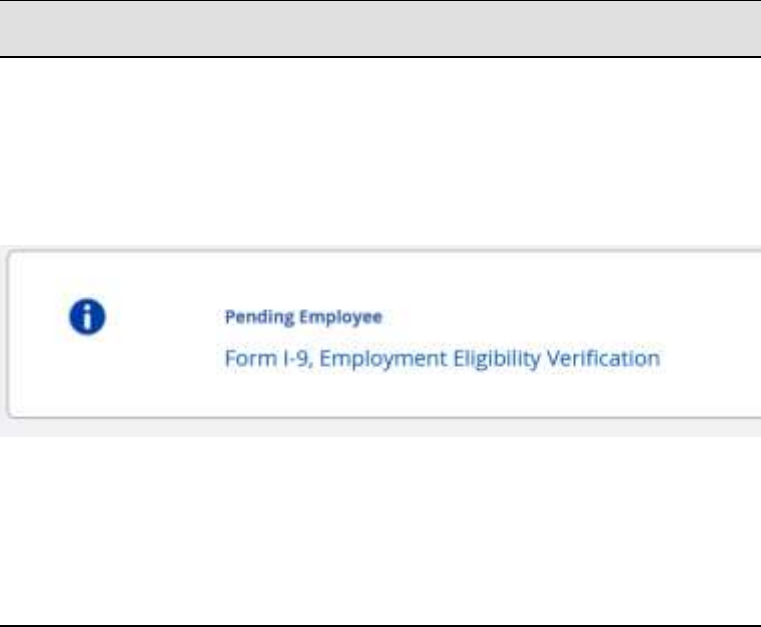
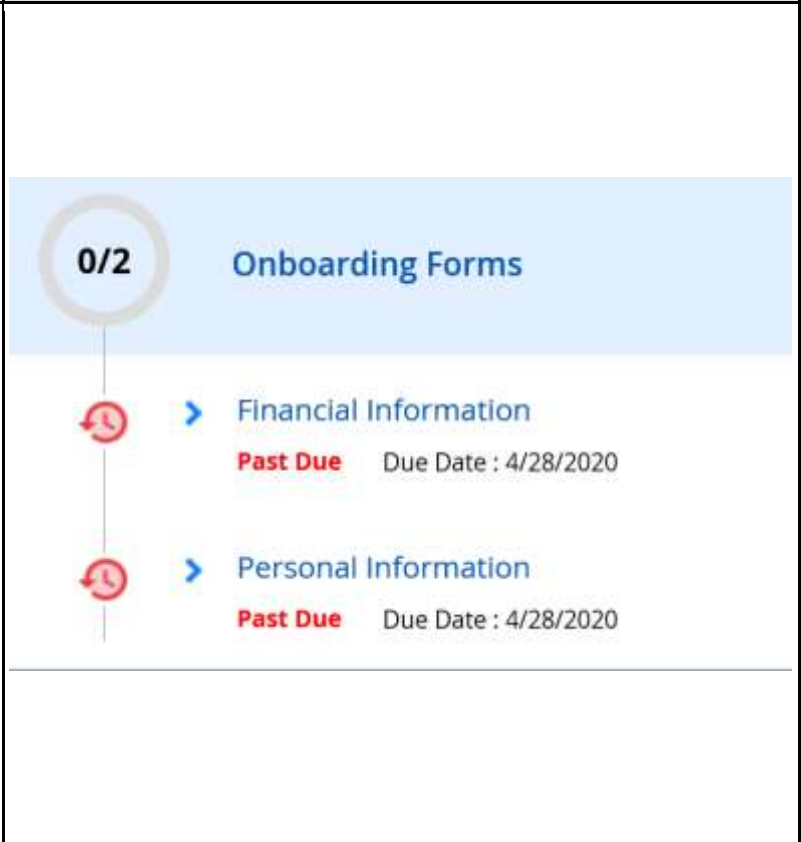
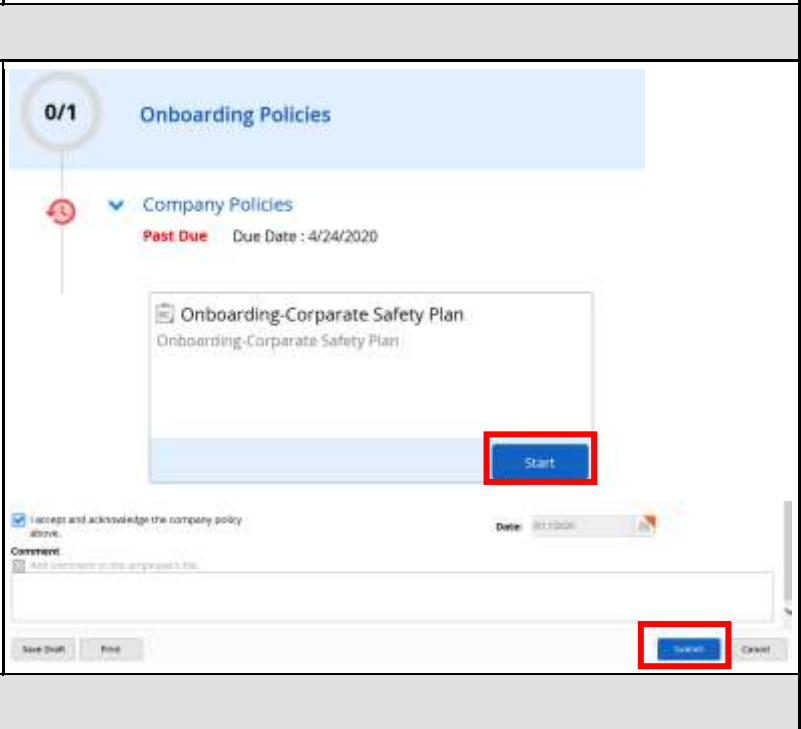








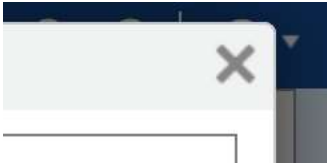
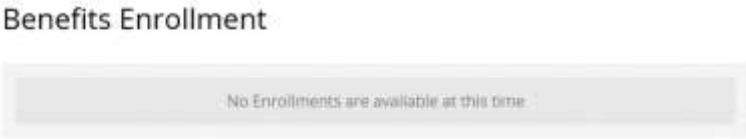


How To	Onboard in Dayforce – Employee Job Aid
<p>Getting Started</p> <p>The Getting Started feature helps you become familiar with Ben E. Keith, the people, and culture. It also lets you complete onboarding related activities.</p> <p>Here is where you can access anything related to your onboarding.</p> <p>It is a single place to access everything you need to get started at your new job.</p>	

How To	Onboard in Dayforce – Employee Job Aid
<p>Welcome Message</p> <p>The Welcome message provides you a better understanding of Ben E. Keith's vision, culture, and values. It can include messages from your CEO, video, or links to additional information.</p>	
<p>Onboarding Checklist</p> <p>Here you will find all the forms and signoffs you will need to complete before and during your first couple days of work.</p> <p>The I-9, Employment Eligibility Verification is the first task to complete.</p>	

How To	Onboard in Dayforce – Employee Job Aid
<p>Forms to complete before your first day of work</p> <p>According to the Onboarding checklist, you will want to complete your personal information, provide banking information, and fill out your tax forms before your first day of work.</p> <p>Clicking on one of these items will bring you through a guided process to complete the forms.</p>	 <p>The screenshot shows the 'Onboarding Forms' section with a progress indicator '0/2'. Two items are listed: 'Financial Information' and 'Personal Information', both marked as 'Past Due' with a due date of 4/28/2020. Each item has a red clock icon and a blue arrow pointing right.</p>
<p>Onboarding Policies</p> <p>Next you will go through and sign each company policy. Click Start to review and sign each one.</p>	 <p>The screenshot shows the 'Onboarding Policies' section with a progress indicator '0/1'. A 'Company Policies' item is listed as 'Past Due' with a due date of 4/24/2020. Below it is a card for 'Onboarding-Corporate Safety Plan' with a 'Start' button highlighted in a red box. At the bottom of the page, there is a 'Save Draft' button, a 'File' button, and a 'Submit' button highlighted in a red box.</p>

How To	Onboard in Dayforce – Employee Job Aid
<h3 data-bbox="235 367 516 405">Meet Your Guide</h3> <p data-bbox="228 520 634 619">If you have a guide assigned to you on your first day of work, you will see them in Your Guide.</p> <p data-bbox="228 661 634 798">Your Guide lets you connect with your assigned guide and ask them any question you might have about your new job.</p>	<div data-bbox="656 394 1437 447" style="background-color: #0056b3; color: white; text-align: center; padding: 5px;">Your Guide</div> <div data-bbox="732 514 1344 940" style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <div data-bbox="748 531 873 655" style="float: left; margin-right: 10px;">  </div> <div data-bbox="906 535 1161 655"> <p>Gannon Lynn Implementation Consultant Jersey City, New Jersey View TeamRelate</p> </div> <div data-bbox="743 682 1344 726" style="background-color: #0072bc; color: white; padding: 5px; margin-top: 10px;">Get to know Gannon Lynn</div> <div data-bbox="743 751 1344 892" style="padding: 10px; margin-top: 10px;"> <p>My interests include solving technical problems, creative pursuits that conjures riotous color, narrative grit and harmonic minors. Designing high-quality goods that are cost-efficient is something I learned to master over the years gaining insights from various people I worked with.</p> </div> </div>
<h3 data-bbox="235 1165 418 1203">Your Team</h3> <p data-bbox="228 1281 584 1348">This section allows you to see your team in an org chart.</p> <p data-bbox="228 1390 634 1488">Alfonso's manager is Forrest Tyler and he has 7 other employees on his team.</p>	<div data-bbox="656 1050 1437 1780" style="background-color: #f0f0f0; padding: 10px; margin-top: 10px;"> <div data-bbox="722 1060 836 1165" style="text-align: center;">  Forrest Tyler </div> <div data-bbox="673 1113 885 1375" style="border: 1px solid #ccc; margin: 5px; padding: 5px; text-align: center;"> 8 </div> <div data-bbox="656 1459 1421 1780" style="display: flex; justify-content: space-around; margin-top: 10px;"> <div data-bbox="656 1459 771 1606" style="text-align: center;">  / Cabrera </div> <div data-bbox="787 1459 982 1606" style="text-align: center;">  Colt Hudson </div> <div data-bbox="998 1459 1209 1780" style="text-align: center;">  Alfonso Boyd Facilitator-Director </div> <div data-bbox="1226 1459 1421 1606" style="text-align: center;">  Isaac Hines </div> </div> </div>

How To	Onboard in Dayforce – Employee Job Aid
Click Close .	
<p>Benefits Enrollment You will be able to enroll in Benefits on your first day of employment.</p>	
<p>This concludes the Onboarding overview</p>	