	Title:	ADP ONBOARDING EMPLOYEE EXPERIENCE	Doc. No:	HR-SOP-0008
	Revision Date:	04 OCTOBER 2023	Version No:	001
	Document Owner:	HR SERVICES REPRESENTATIVE	Retention:	3 Y

## ADP Onboarding Employee Experience

All new hires and rehires must complete their Onboarding Experience by their start date. The Onboarding Experience is assigned by the individual processing the new hire or rehire.

**This experience must be completed by their first day of employment, as it contains the electronic I-9 form. There are no changes to the I-9 rules and regulations. Section 2 of the electronic I-9 will need to be completed the third day after their hire or rehire date.**

The experience contains the following fields the employees must complete. Detailed steps begin on the next page.

- |                                                                              |                                                     |
|------------------------------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Protected Veteran Status                            | <input type="checkbox"/> Form Review and Sign       |
| <input type="checkbox"/> Section 503 Disability Status                       | <input type="checkbox"/> Job Description            |
| <input type="checkbox"/> T-Shirt Size                                        | <input type="checkbox"/> Attendance Policy          |
| <input type="checkbox"/> Sweatshirt Size                                     | <input type="checkbox"/> Company Employee Manual    |
| <input type="checkbox"/> Form I-9 (Section 1)                                | <input type="checkbox"/> Photo Release Form         |
| <input type="checkbox"/> Tax Withholding (Federal and [if applicable] State) | <input type="checkbox"/> Bragg Group Code of Ethics |
| <input type="checkbox"/> Direct Deposit                                      | <input type="checkbox"/> Uniform Policy             |
| <input type="checkbox"/> Emergency Contact                                   |                                                     |


## Onboarding Experience Troubleshooting

If the employee did not receive an email from ADP, please go to Process→HR→Hire/Rehire→Dashboard and send them a reminder. This will trigger another email to the employee. You can also assign the experience here if you forgot to assign it during the new hire template or rehire processing.

The employee's registration code is located in the onboarding experience email.

The employee must register for and log into ADP and click Complete Now to begin their onboarding experience. This banner will remain at the top of their ADP homepage until they complete the experience.

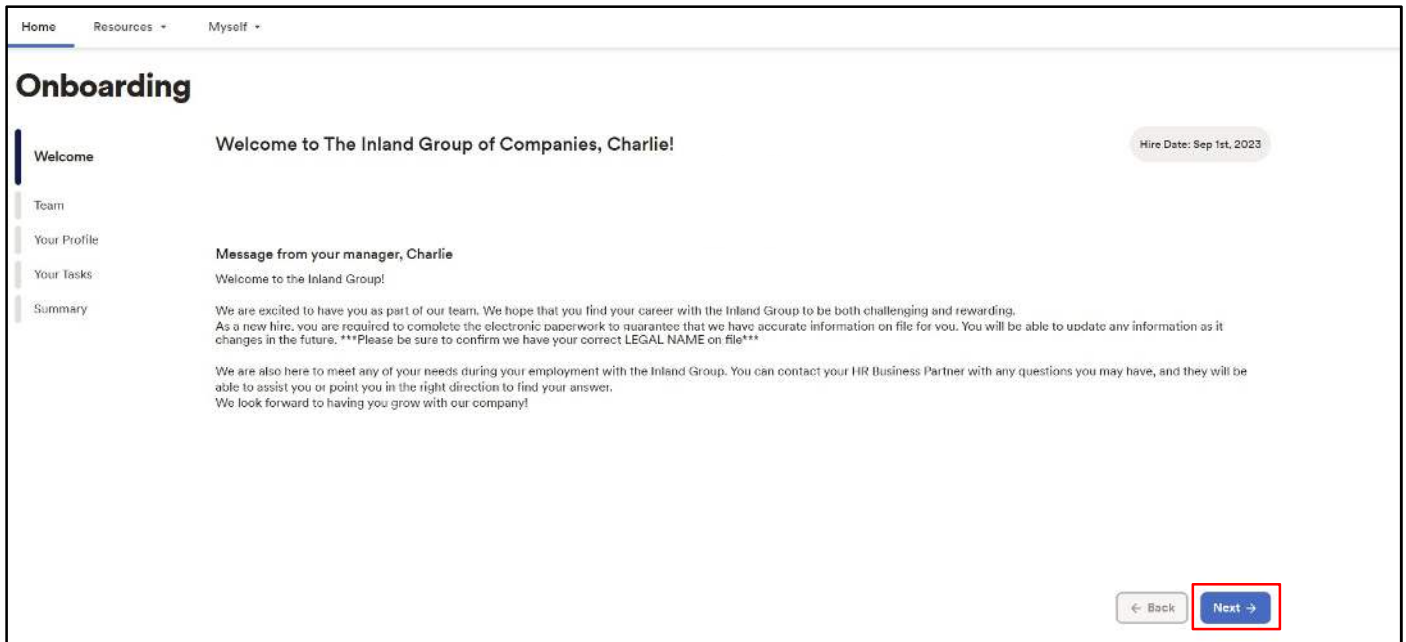
If the employee continues to have trouble registering for or logging into ADP, or completing their onboarding experience, please contact Aide Rodriguez at [arodriguez@idsllc.aero](mailto:arodriguez@idsllc.aero).




	Title:	ADP ONBOARDING EMPLOYEE EXPERIENCE	Doc. No:	HR-SOP-0008	
	Revision Date:	04 OCTOBER 2023		Version No:	001
	Document Owner:	HR SERVICES REPRESENTATIVE		Retention:	3 Y

1. Once the employee's new hire template is complete, they will receive an email asking them to register and log into ADP Workforce Now (WFN). The email will contain their **ADP Registration Code** as well.
2. The first time that they log into ADP WFN, they will see a welcome banner across the top of their homepage. They will click **Get Started** to begin their onboarding experience:

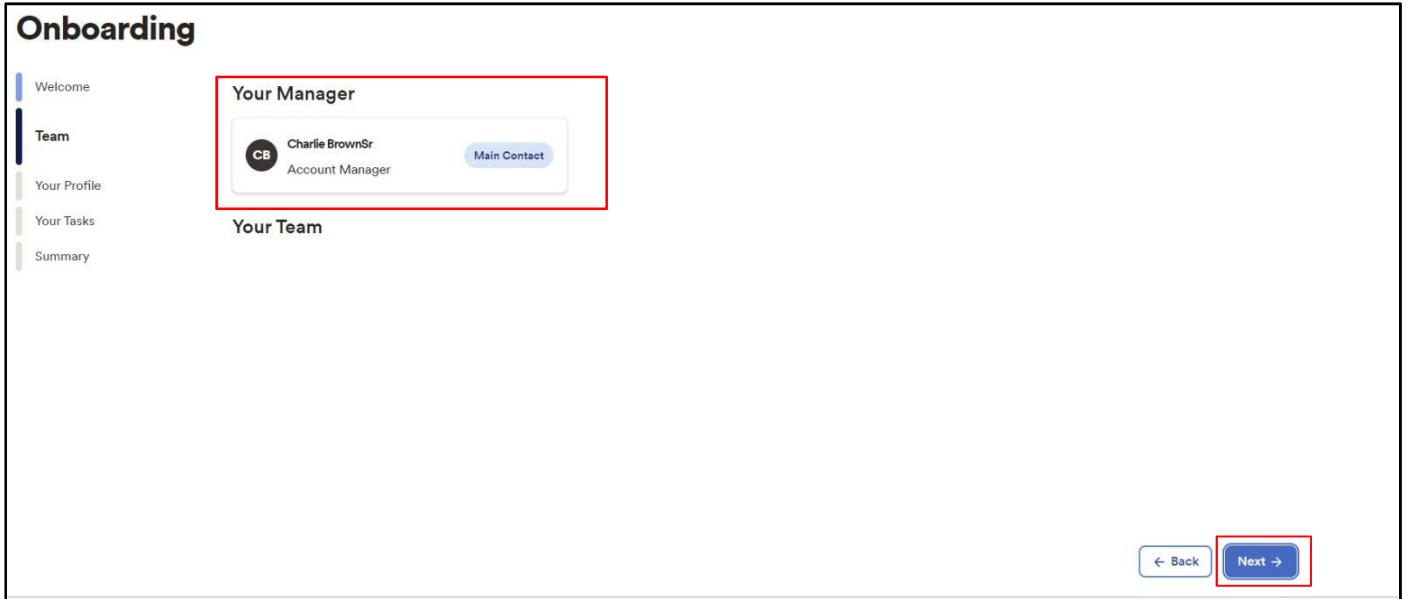


3. They will be taken to the **Welcome** page of their experience. They can navigate through the experience by clicking **Next**.



  	Title:	ADP ONBOARDING EMPLOYEE EXPERIENCE	Doc. No:	HR-SOP-0008	
	Revision Date:	04 OCTOBER 2023		Version No:	001
	Document Owner:	HR SERVICES REPRESENTATIVE		Retention:	3 Y


4. The **Team** page will show the employee who their manager is:



**Onboarding**

- Welcome
- Team**
- Your Profile
- Your Tasks
- Summary

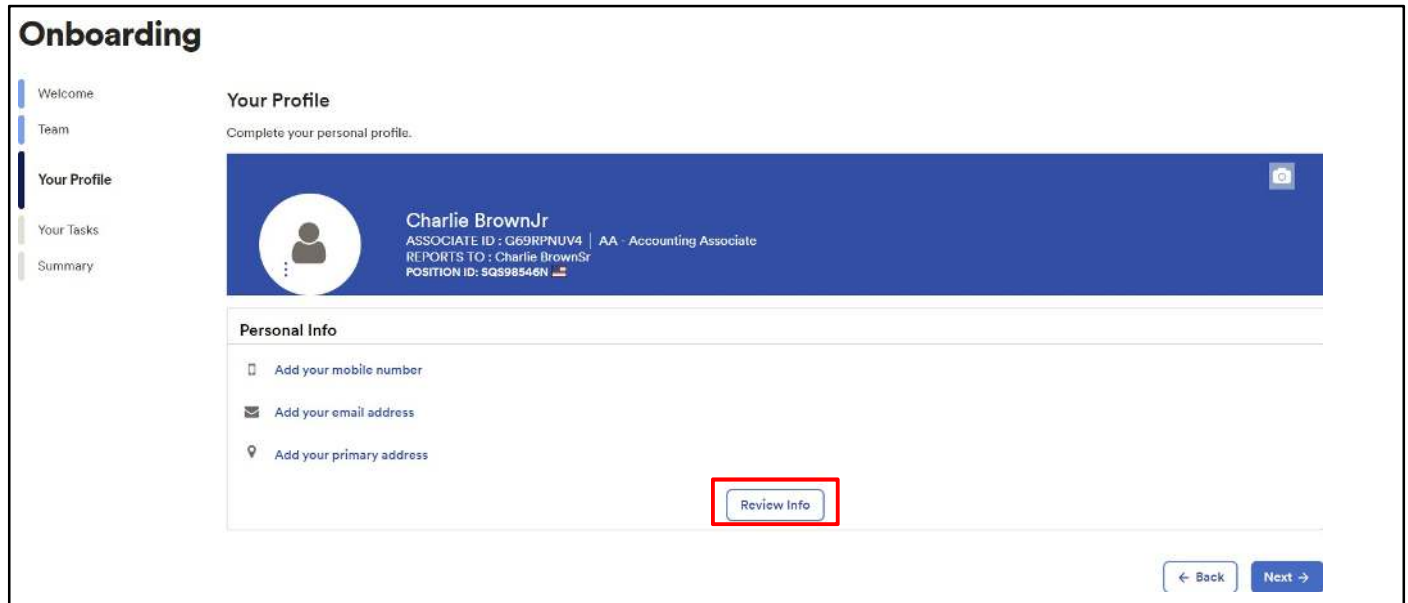
**Your Manager**


**Charlie BrownSr**  
 Account Manager
 Main Contact

**Your Team**

← Back
Next →

5. The **Your Profile** page contains all of the employee’s personal information. The employee will need to click **Review Info** to get started and enter their Personal Information. **\*Important: Employee will need to scroll to the very bottom of the page to enter their Bio (Gender, Race, Ethnicity), Status Information (Disability, Protected Veteran Status, Marital Status) and Additional Information. This is needed for the end of year Affirmative Action Planning.**




**Onboarding**




- Welcome
- Team
- Your Profile**
- Your Tasks
- Summary

**Your Profile**

Complete your personal profile.





**Charlie BrownJr**  
 ASSOCIATE ID: G69RPNUV4 | AA - Accounting Associate  
 REPORTS TO: Charlie BrownSr  
 POSITION ID: SCS98546N

**Personal Info**

-  Add your mobile number
-  Add your email address
-  Add your primary address

Review Info

← Back
Next →

  	Title:	ADP ONBOARDING EMPLOYEE EXPERIENCE	Doc. No:	HR-SOP-0008	
	Revision Date:	04 OCTOBER 2023		Version No:	001
	Document Owner:	HR SERVICES REPRESENTATIVE		Retention:	3 Y

### Personal Information (cont.)

← Back **Personal Info**

**Name**

**Legal Name**  
Enter the name that appears on your government-issued identification.

Legal First Name \*  Legal Middle Name  Legal Last Name \*

**Preferred or Chosen Name**  
If you call yourself by a name that's different from your legal name, you can check the box and enter it. As you type, the Display My Name As field shows you the name ADP will use to identify you.

I use a name that's different from my legal name

**Payroll Name**  
We'll display this name on your pay statements (your legal name, as required by law).

**Last Name \***

← Back **Personal Info**

**Address**

Address Line 1, City, State/Province and Zip Code/Postal Code are required when the country is the U.S. or Canada.

**LEGAL ADDRESS**

Country:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State / Territory:

Zip Code:

County:

**Contact**

Phone Number:

Click here to verify your phone number

It's OK to send me alerts about my account, including via automated calls/texts. I understand that message and data rates may apply and that I can opt out at any time.\*

Yes (Recommended)  No

**Important: Employee Must Complete**

EMAIL:

Bio(Gender, Race, Ethnicity)  
 Status Information(Disability, Protected Veteran, Marital Status)  
 Additional Information

**Save**

### Ethnicity and Race Description

**Bio(Gender, Race, Ethnicity)**

**Demographics**

Ethnicity:

Race:

EEO "Workplace Discrimination is Illegal" poster  
Why do we collect this information?

Add Tobacco User  
 ADD MEDICARE  
 ADD MEDICAID  
 Education Level  
 CORRESPONDENCE LANGUAGE

Birth Date \* 09/01/2000    Years 23    Months 1

Gender --

### Disability and Veteran Status

**Status Information(Disability, Protected Veteran, Marital Status)**

**Disability Status**

I have read the Voluntary Self-Identification of Disability document/form

Disability:

Voluntary Self-Identification of Disability--Form CC-305

**Protected Veteran**

Military Status:

What is a Protected Veteran?  
Why do we collect this information?

**Marital Status**

Marital Status: --

Marital Effective Date: --




### T-Shirt and Sweatshirt Size

**Additional Information**

T-Shirt Size:

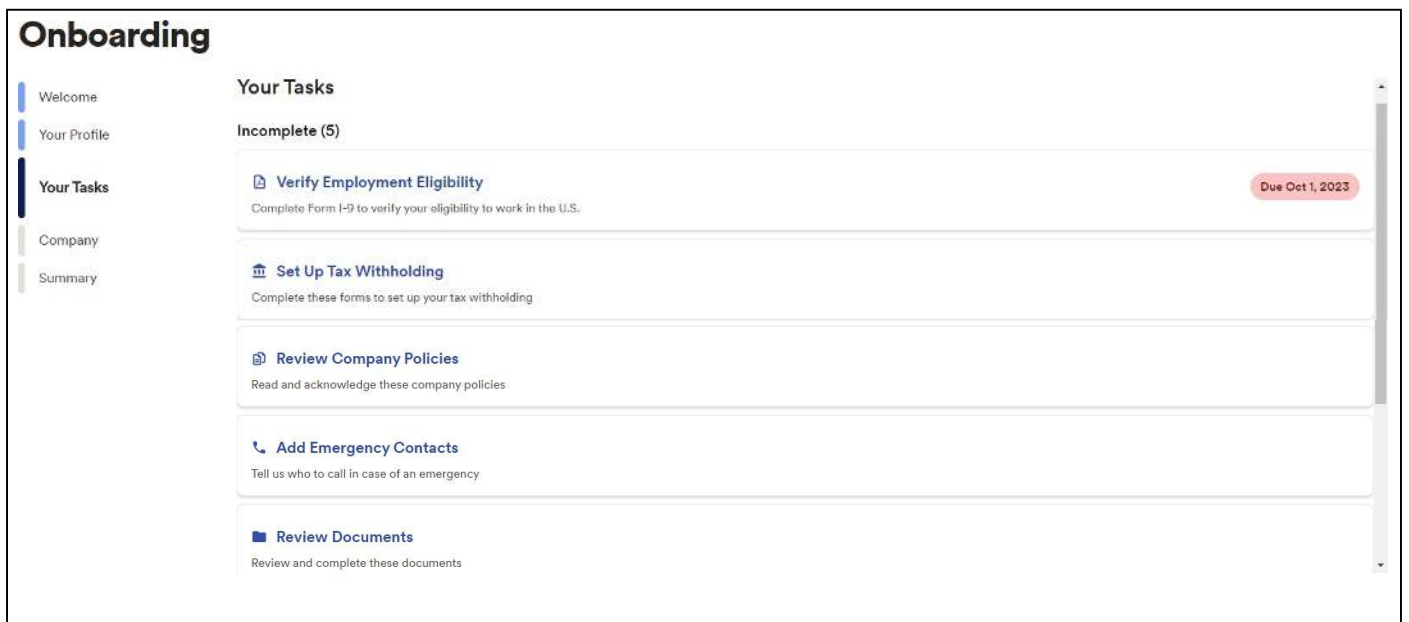
Sweatshirt Size:

**Save**

  	Title:	ADP ONBOARDING EMPLOYEE EXPERIENCE	Doc. No:	HR-SOP-0008	
	Revision Date:	04 OCTOBER 2023		Version No:	001
	Document Owner:	HR SERVICES REPRESENTATIVE		Retention:	3 Y

6. Next, the employee will be brought to the “**Your Tasks**” page. This section contains the following sub-sections. Each sub-section will need to be completed before the employee can complete the experience:

- a. Verify Employment Eligibility (Form I-9)
- b. Set Up Tax Withholding
- c. Review Company Policies
- d. Add Emergency Contacts
- e. Review Documents
- f. Select Payment Options
- g. Upload Documents (Optional)



**Onboarding**

Welcome

Your Profile

**Your Tasks**

Company

Summary

**Your Tasks**

Incomplete (5)

**Verify Employment Eligibility** Due Oct 1, 2023  
Complete Form I-9 to verify your eligibility to work in the U.S.

**Set Up Tax Withholding**  
Complete these forms to set up your tax withholding

**Review Company Policies**  
Read and acknowledge these company policies

**Add Emergency Contacts**  
Tell us who to call in case of an emergency




**Review Documents**  
Review and complete these documents



**Select Payment Options**  
Get fast deposits to the accounts of your choice.

**Upload Documents**  
Upload a copy of these documents

← Back
Next →

  	Title:	ADP ONBOARDING EMPLOYEE EXPERIENCE	Doc. No:	HR-SOP-0008	
	Revision Date:	04 OCTOBER 2023		Version No:	001
	Document Owner:	HR SERVICES REPRESENTATIVE		Retention:	3 Y

### Verify Employment Eligibility

- Once employee clicks **Verify Employment Eligibility** under the **Your Tasks** section, they will need to walk through Section 1 of the I-9 by clicking **Start**:

Form I-9

**Section 1**  
⌚ 5-8 min to complete

Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States.

1

**Personal Information**

Enter your employee information

2

**Social Security Number**

Verify your identity

3

**Work Authorization**

Prove eligibility to work in US

4

**Preparer / Translator**

Enter details if anyone helped you to complete Form I-9

Start

- Employee will need to fill in all required fields on **Personal Information**. Click **Next** once complete:

← Back **Form I-9**

Personal Information
Social Security Number
Work Authorization
Preparer / Translator
Review & Submit

🔔 If you cannot complete an optional field, leave it blank and it will be saved with a value of N/A or Unknown.

**First Name \***

**Initial**

**Last Name \***

**Other Last Names Used**

**Address \***

**Apt Number**

**City Or Town \***

**State \***




**Zip Code \***

**Date of Birth \***

**Email**

**Phone Number**

Next

  	Title:	ADP ONBOARDING EMPLOYEE EXPERIENCE	Doc. No:	HR-SOP-0008	
	Revision Date:	04 OCTOBER 2023		Version No:	001
	Document Owner:	HR SERVICES REPRESENTATIVE		Retention:	3 Y

3. Employee will need to fill in their **Social Security Number** on **Social Security Number**. Click **Next** once complete:

← Back **Form I-9**

Personal Information    Social Security Number    Work Authorization    Preparer / Translator    Review & Submit

**Social Security Number \***

.....

What if I do not have a Social Security number or do not wish to provide it here?

4. Employee will need to attest to their **Work Authorization** and click **Next** once complete:

← Back **Form I-9**

Personal Information    Social Security Number    Work Authorization    Preparer / Translator    Review & Submit

I attest, under penalty, that I am:

- A citizen of the United States
- A non-citizen national of the United States
- A lawful permanent resident
- An alien authorized to work

Can you provide documentation proving your identity and citizenship status? [See document list](#)

- Yes
- No

**Not sure which applies to you?**

**A citizen of the US.**  
You are a citizen of the United States.

**Noncitizen National of the United States**  
You are a noncitizen national of the United States if you were born in American Samoa.

[Read more](#)




5. Employee will need to answer whether they did or did not use a **Preparer/Translator**:

← Back **Form I-9**

Personal Information    Social Security Number    Work Authorization    Preparer / Translator    Review & Submit

Did a preparer / translator help you complete this form? \* ?

- Yes
- No

  	Title:	ADP ONBOARDING EMPLOYEE EXPERIENCE	Doc. No:	HR-SOP-0008	
	Revision Date:	04 OCTOBER 2023		Version No:	001
	Document Owner:	HR SERVICES REPRESENTATIVE		Retention:	3 Y

6. Employee will then need to Acknowledge, Review, and Submit Section 1 of their I-9 by checking off the acknowledgement button, and entering their **Last Name** and **Last four digits of SSN**:

I acknowledge that I have carefully read and reviewed Section 1 of my Form I-9. I confirm that all of the information is accurate and I electronically sign Section 1 of Form I-9.


First Name \*

Last Name \*

Last four digits of your SSN \*

7. Employee will receive a confirmation message informing that Section 1 of the Form I-9 has been completed. Select **“Back”** to go back to the onboarding experience.


**Form I-9**



You have submitted Section 1 of your Form I-9. Your confirmation number is BRO824847346

Remember to show your documentation to your manager or HR representative so they can verify your identity and work authorization.

[See document list](#)

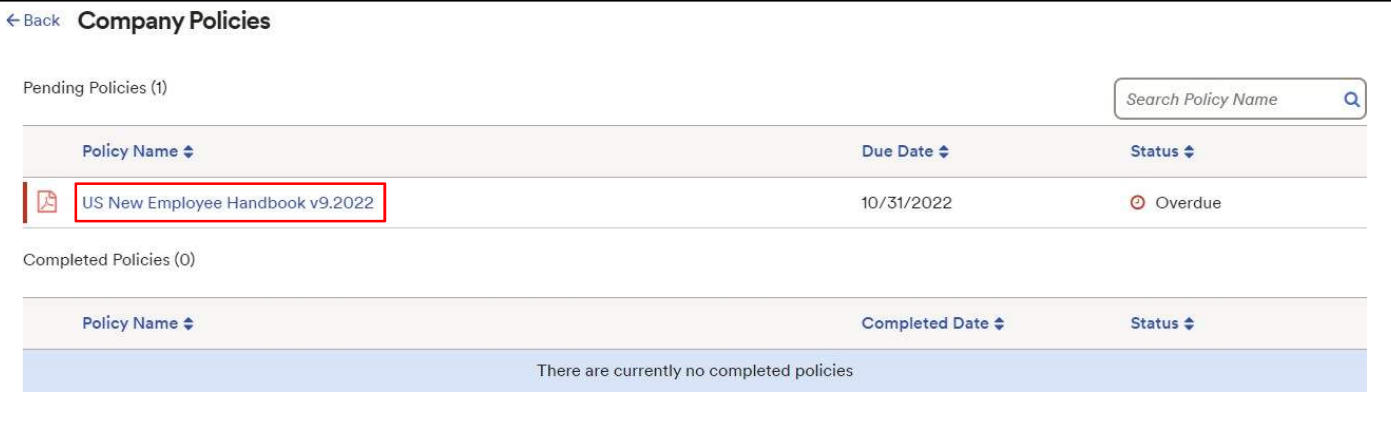
	Title:	ADP ONBOARDING EMPLOYEE EXPERIENCE	Doc. No:	HR-SOP-0008	
	Revision Date:	04 OCTOBER 2023		Version No:	001
	Document Owner:	HR SERVICES REPRESENTATIVE	Retention:	3 Y	

### Setup Tax Withholding

1. Tax Withholding: employee will need to click Fill Out, and Start on the federal portion, as well as the state and local portions (if applicable). If not applicable, the boxes will not have the option to update tax withholdings.


### Review Company Policies

1. Once employee clicks **Review Company Policies** under the **Your Tasks** section, they will need to electronically acknowledge the **Company Handbook**. Select the handbook, review, and select **“Acknowledge”**



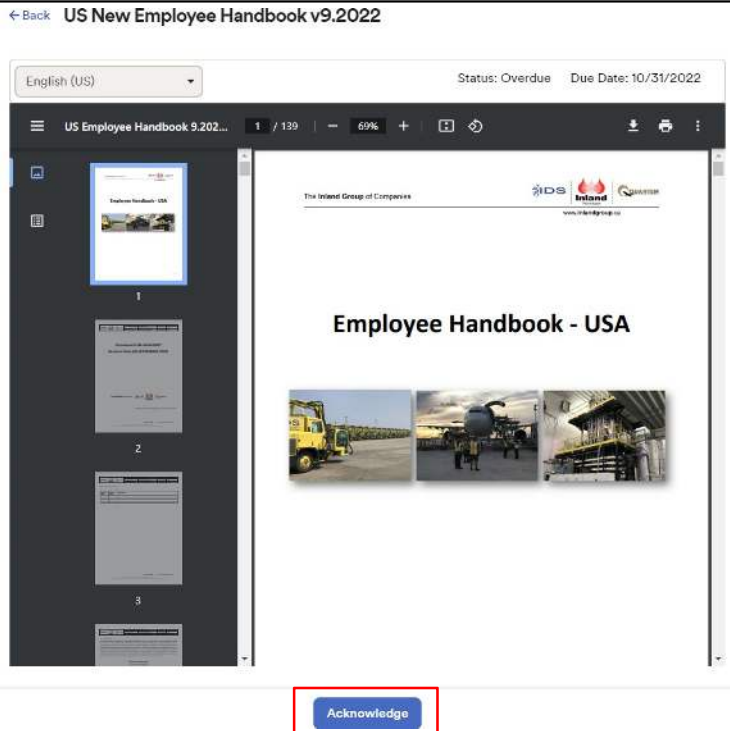
← Back **Company Policies**

Pending Policies (1) Search Policy Name

Policy Name	Due Date	Status
 US New Employee Handbook v9.2022	10/31/2022	<span style="color: red;">⌚</span> Overdue

Completed Policies (0)


Policy Name	Completed Date	Status
There are currently no completed policies		






← Back **US New Employee Handbook v9.2022**

English (US) Status: Overdue Due Date: 10/31/2022

US Employee Handbook 9.202... 1 / 139 69%

The Inland Group of Companies  [www.inlandgroup.co](http://www.inlandgroup.co)

## Employee Handbook - USA




**Acknowledge**



**US New Employee Handbook v9.2022** ✕

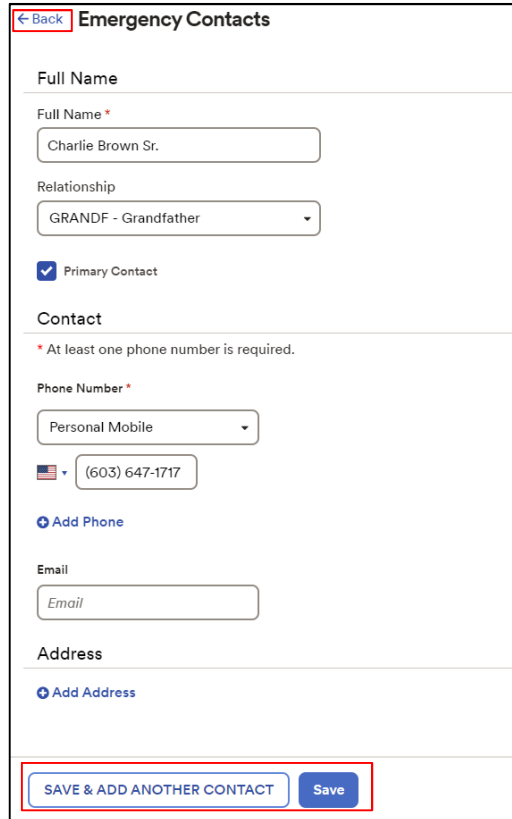
"I acknowledge that I have reviewed the Inland Group of Companies Employee Handbook. I understand I am also responsible for familiarizing myself with its contents and abiding by its rules, policies, and standards."

**Acknowledge**

  	Title:	ADP ONBOARDING EMPLOYEE EXPERIENCE	Doc. No:	HR-SOP-0008	
	Revision Date:	04 OCTOBER 2023		Version No:	001
	Document Owner:	HR SERVICES REPRESENTATIVE		Retention:	3 Y

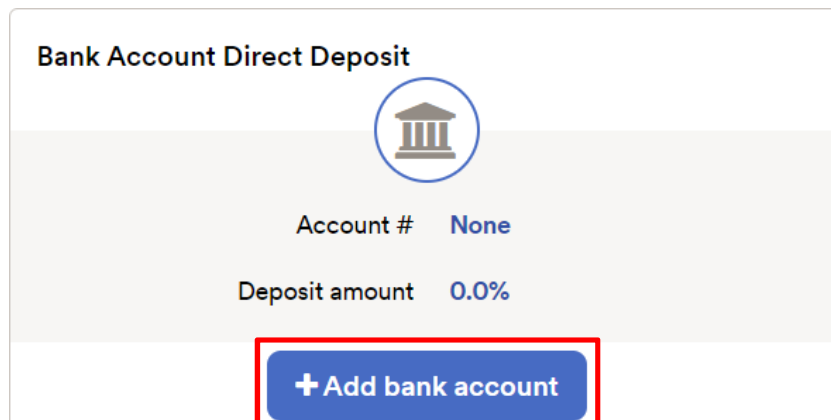
### Add Emergency Contacts


- The employee will need to click **Add Contact** and fill in the Full Name, Relationship, check off Primary Contact, and enter the Phone Number to complete this portion. Employees can add more than one emergency contact. Select “Back” once completed.



### Select Payment Options

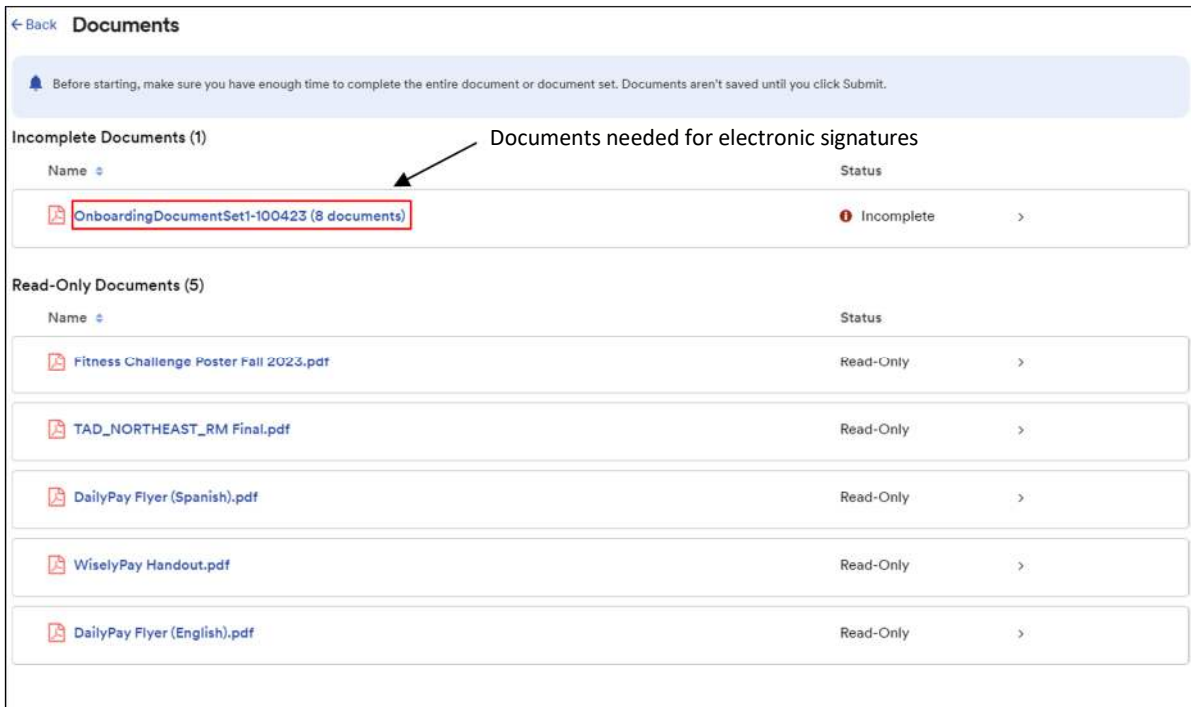
- The employee will need to click **View Options** and **Add Bank Account** to add their direct deposit bank account information. Employees can add more than one banking account.



	Title:	ADP ONBOARDING EMPLOYEE EXPERIENCE	Doc. No:	HR-SOP-0008
	Revision Date:	04 OCTOBER 2023	Version No:	001
	Document Owner:	HR SERVICES REPRESENTATIVE	Retention:	3 Y

### Review Documents

1. The employee will need to select each document and follow the prompts to electronically sign acknowledgement of forms received and reviewed.
2. The employee can select the **“Start”** button on the left side of each document to prompt the signature process. Select **“Next”** to move to the next document. Continue the process for all documents that need electronic signatures.



← Back Documents

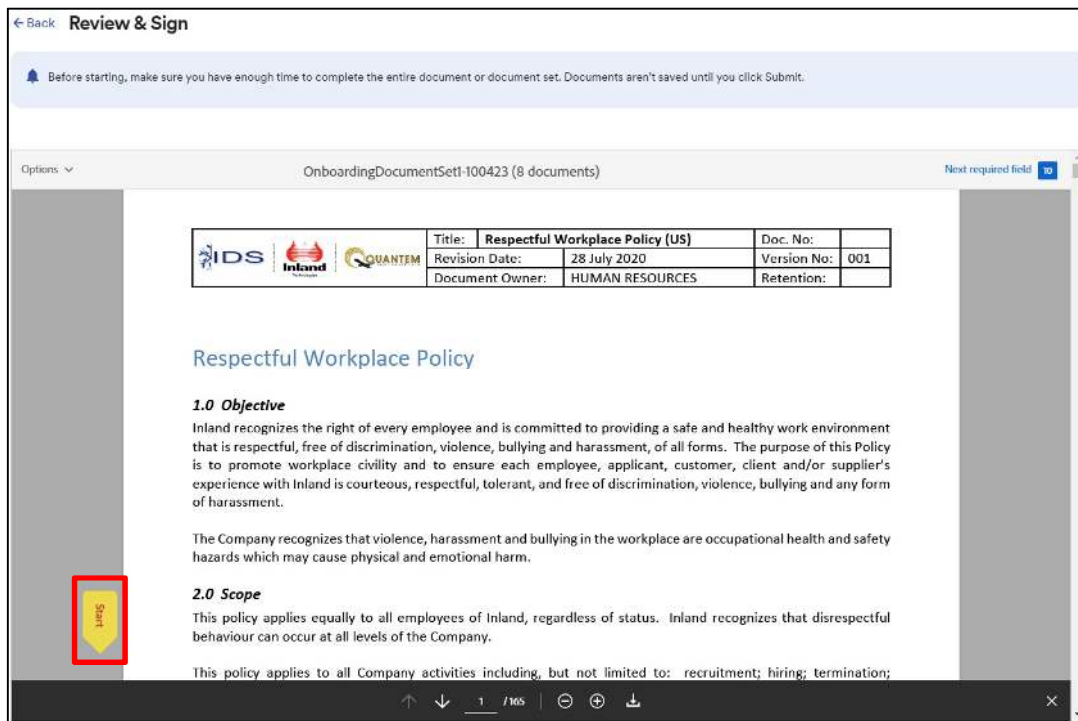
Before starting, make sure you have enough time to complete the entire document or document set. Documents aren't saved until you click Submit.

**Incomplete Documents (1)**

Name	Status
OnboardingDocumentSet1-100423 (8 documents)	Incomplete

**Read-Only Documents (5)**


Name	Status
Fitness Challenge Poster Fall 2023.pdf	Read-Only
TAD_NORTHEAST_RM Final.pdf	Read-Only
DailyPay Flyer (Spanish).pdf	Read-Only
WiselyPay Handout.pdf	Read-Only
DailyPay Flyer (English).pdf	Read-Only



← Back Review & Sign

Before starting, make sure you have enough time to complete the entire document or document set. Documents aren't saved until you click Submit.

Options OnboardingDocumentSet1-100423 (8 documents) Next required field

	Title:	Respectful Workplace Policy (US)	Doc. No:	
	Revision Date:	28 July 2020	Version No:	001
	Document Owner:	HUMAN RESOURCES	Retention:	

### Respectful Workplace Policy

**1.0 Objective**

Inland recognizes the right of every employee and is committed to providing a safe and healthy work environment that is respectful, free of discrimination, violence, bullying and harassment, of all forms. The purpose of this Policy is to promote workplace civility and to ensure each employee, applicant, customer, client and/or supplier's experience with Inland is courteous, respectful, tolerant, and free of discrimination, violence, bullying and any form of harassment.




The Company recognizes that violence, harassment and bullying in the workplace are occupational health and safety hazards which may cause physical and emotional harm.

**2.0 Scope**

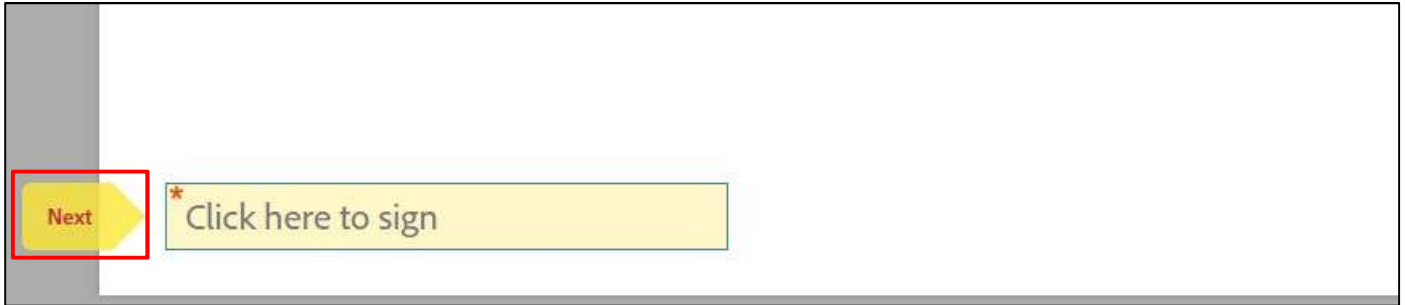
This policy applies equally to all employees of Inland, regardless of status. Inland recognizes that disrespectful behaviour can occur at all levels of the Company.

This policy applies to all Company activities including, but not limited to: recruitment; hiring; termination;

1 / 165

  	Title:	ADP ONBOARDING EMPLOYEE EXPERIENCE	Doc. No:	HR-SOP-0008
	Revision Date:	04 OCTOBER 2023	Version No:	001
	Document Owner:	HR SERVICES REPRESENTATIVE	Retention:	3 Y

Review Documents (cont.)



7. The **Company Tab** goes over the Company Mission Statement

## Onboarding

- Welcome
- Your Profile
- Your Tasks
- Company
- Summary

### About Us

We are proud of our Companies Mission:

We will endeavor to provide the highest level of customer satisfaction.  
 We will strive to be the leader in our industry by setting new standards and by demanding more of ourselves than our clients do.  
 We will not rest on our accomplishments but build on them in an effort to be the best we can. We will do this by focusing on safety, continuous process improvement, teamwork and innovation, all while maintaining the highest level of integrity.  
 This is our commitment, this is our way.

8. The **Summary** page will show any incomplete sections. The employee will not be able to complete the experience until they complete each section. Once they complete everything, they will receive a confirmation message.