



BCF On-Boarding Process:

Once the prospective employee accepts the offer of employment (signed offer letter) the prospective employee will provide to Human Resources (HR) or designee their SSN and Date of Birth for the on-boarding system. The on-boarding system provides comprehensive information about policies and employee benefits. HR enters the new employee's information into the on-boarding system which will then send an automated email to the prospective new hire to register and electronically complete their new hire forms and select benefits.

- The on-boarding system collects the following employee information:
 1. Electronic Signature and Consent
 2. Contact information (Address, Telephone Number, Email)
 3. Dependent & Emergency Contact Information
 4. Payroll Information (Taxes, Direct Deposit)
 5. EEO information

- The following information is provided and acknowledged:
 1. Code of Ethics and Business Conduct Policy
 2. ERISA Consent
 3. Policies and Procedures Handbook
 4. Retirement Plan Information
 5. Welfare Benefits Plan
 6. Time Keeping Guidelines
 7. Confidentiality and Innovation Agreement
 8. Insurance Premium Recovery Authorization
 9. Sexual Harassment in the Workplace Training
 10. Quality Policy
 11. ISO Awareness Training
 12. PTO Carryover

- Form I-9 – After the employee accepts the offer of employment (signed offer letter), the form is completed by paper with another BCF employee or Authorized Representative.
 - Section 1: The prospective employee completes Section 1 no later than the first day of work and provides the acceptable I-9 document(s).
 - Section 2: The BCF employee or Authorized Representative completes Section 2 of the form no later than the 3rd business day the employee starts work. The completed form must be emailed to Human Resources in order to complete E-Verify within 3 days of the employees start date. The original form and color documents must be mailed to HR. The Form I-9 **cannot** have any mistakes, white-out, etc. or it must be re-done.

- The on-boarding system captures the employee's benefits such as health, dental, vision, group life, disability, FSA, Dependent Care, and voluntary life.
- Before the employee's first day of work, Human Resources notifies IT to establish a BCF email address.
- On or before the employees first day of work, Human Resources and Accounting will enter the new employee's information into Costpoint.
- Human Resources provides the new employee with the login information for their BCF email account and how to access the time keeping system.