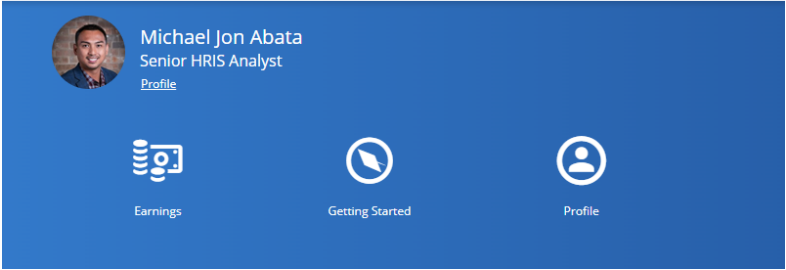
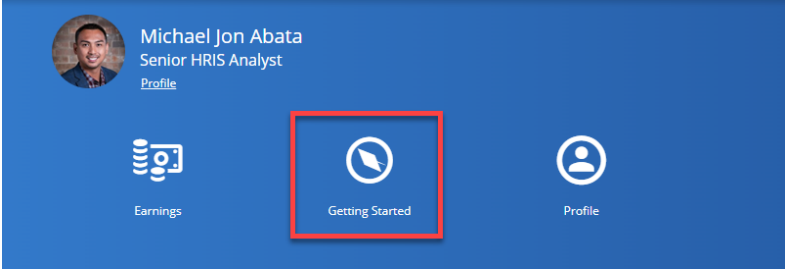





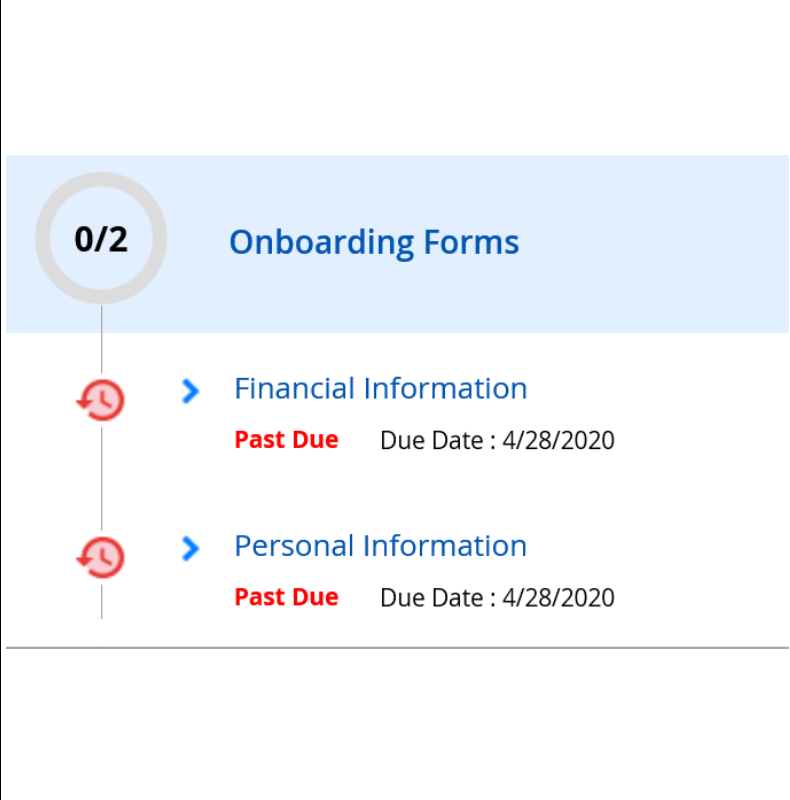
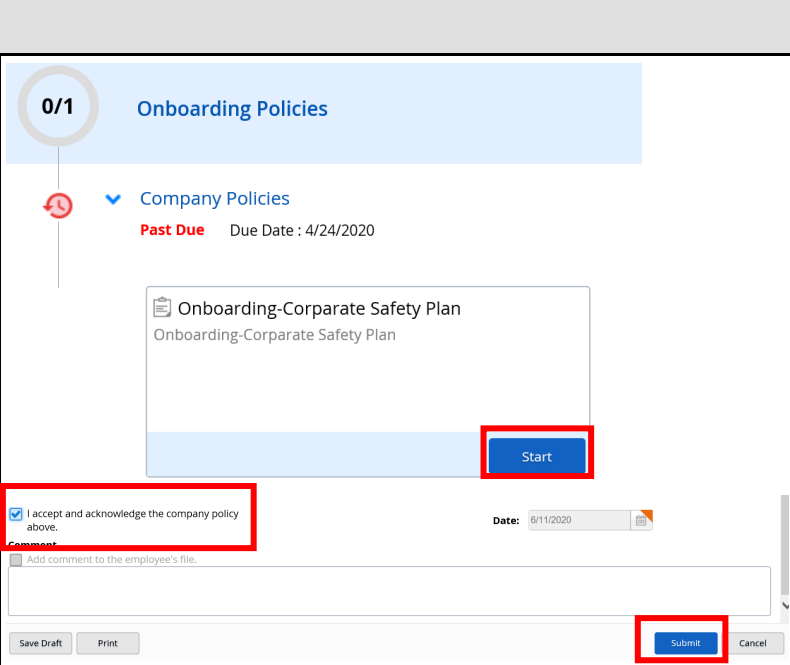


How To	Onboard in Dayforce – Employee Job Aid
<p>The Getting Started feature helps you become familiar with Ben E. Keith, the people, and culture. It also lets you complete onboarding related activities such as submitting forms and provides immediate access to important resources such as guides and training videos.</p>	
<h3>Getting Started</h3> <p>The Getting Started screen in Dayforce is where you can access anything related to your onboarding. It's a single place to access everything you need to get started at your new job.</p>	




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<h3 data-bbox="237 369 537 411">Welcome Message</h3> <p data-bbox="228 522 643 728">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 data-bbox="776 554 886 648"><b>Gordon Crow</b> Chief Financial Officer &amp; Trea- 704000 Salary &amp; Comm_Pkg Sales</p> <p data-bbox="750 716 1052 743">Welcome to Ben E. Keith!</p> <p data-bbox="750 770 902 791">Dear Spencer James ,</p>
<h3 data-bbox="228 877 526 957">Your Onboarding Checklist</h3> <p data-bbox="228 1079 643 1285">Here you'll find all the forms and signoffs you'll need to complete before and during your first couple days of work. The I-9, Employment Eligibility Verification is the first task to complete.</p>	<div data-bbox="678 1041 1430 1220" style="border: 1px solid #ccc; padding: 10px;"><p data-bbox="891 1098 1053 1121"><b>Pending Employee</b></p><p data-bbox="891 1138 1330 1163">Form I-9, Employment Eligibility Verification</p></div>



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'll 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><b>Onboarding Policies</b></p> <p>Next you will go through and sign each company policy. Click Start to review and sign each one.</p>	



<p><b>How To</b></p>	<p><b>Onboard in Dayforce – Employee Job Aid</b></p>
<p>Next, Let's look at the Meet your Guide section</p>	<p>Meet Your Guide</p>
<p style="background-color: #cccccc; height: 27px;"></p>	
<p><b>Meet Your Guide</b></p> <p>If you have a guide assigned to you on your first day of work, you'll see them here. Like the Meet Your Team section, Meet Your Guide lets you connect with your assigned guide and ask them any question you might have about your new job.</p> <p>Depending on Ben E. Keith, they might also be responsible for offering advice and guidance about the day-to-day aspects of working at Ben E. Keith or provide valuable tips and insights to help introduce you to Ben E. Keith's culture.</p>	<div style="background-color: #0056b3; color: white; text-align: center; padding: 5px; margin-bottom: 10px;"> <p>Your Guide</p> </div> <div style="background-color: #e1f5fe; padding: 10px; border-radius: 10px; margin-bottom: 10px;"> <div style="display: flex; align-items: center; margin-bottom: 5px;">  <div> <p><b>Gannon Lynn</b> Implementation Consultant Jersey City, New Jersey</p> <p><a href="#">View TeamRelate</a></p> </div> </div> <div style="background-color: #0070c0; color: white; text-align: center; padding: 5px; margin-bottom: 5px;"> <p>Get to know Gannon Lynn</p> </div> <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>
<p style="background-color: #cccccc; height: 27px;"></p>	
<p>Next, Let's look at the Meet your Team section</p>	<p><a href="#">Click here</a> to view your team as part of our organizational structure.</p>
<p style="background-color: #cccccc; height: 26px;"></p>	



How To	Onboard in Dayforce – Employee Job Aid
<p><b>Your Team</b></p> <p>Here you can see your team in an org chart. We can see Alfonso's manager is Forrest Tyler and he has 7 other employees on his team.</p> <p>You can view TeamRelate information about your team members here as well. We'll learn more about TeamRelate a little later.</p>	<p>The screenshot shows an organizational chart. At the top is Forrest Tyler. Below him is a box with the number '8' and an upward arrow. Underneath are four team members: y Cabrera, Colt Hudson, Alfonso Boyd (highlighted with a blue border and labeled 'Facilitator-Director'), and Isaac Hines.</p>
<p>Click <b>Close</b>.</p>	
<p><b>Benefits Enrollment</b> You will be able to enroll in Benefits on your first day of employment.</p>	<p><b>Benefits Enrollment</b></p> <p>No Enrollments are available at this time</p>
<p><b>This concludes the Onboarding overview</b></p>	<p>The navigation bar shows the user's name 'Spencer James' and title '651000 Sales-Dry Area ASM'. Below it are links for 'Welcome Message', 'Your Onboarding Forms', 'Meet Your Guide', 'Meet Your Team', and 'Benefits Enrollment'.</p>