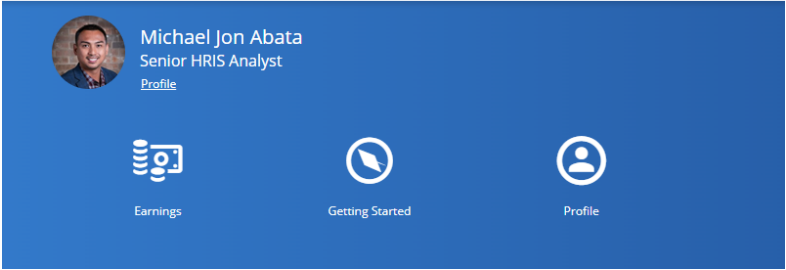
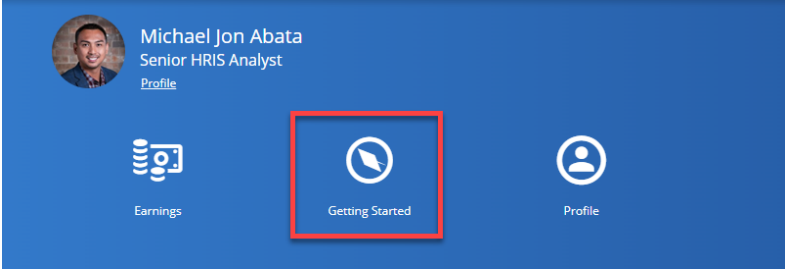





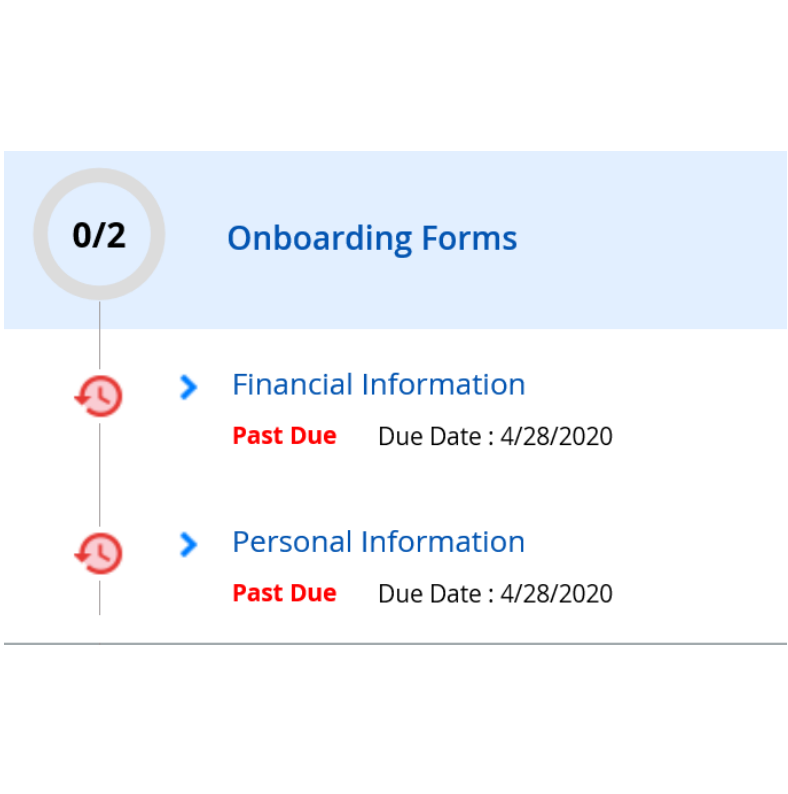
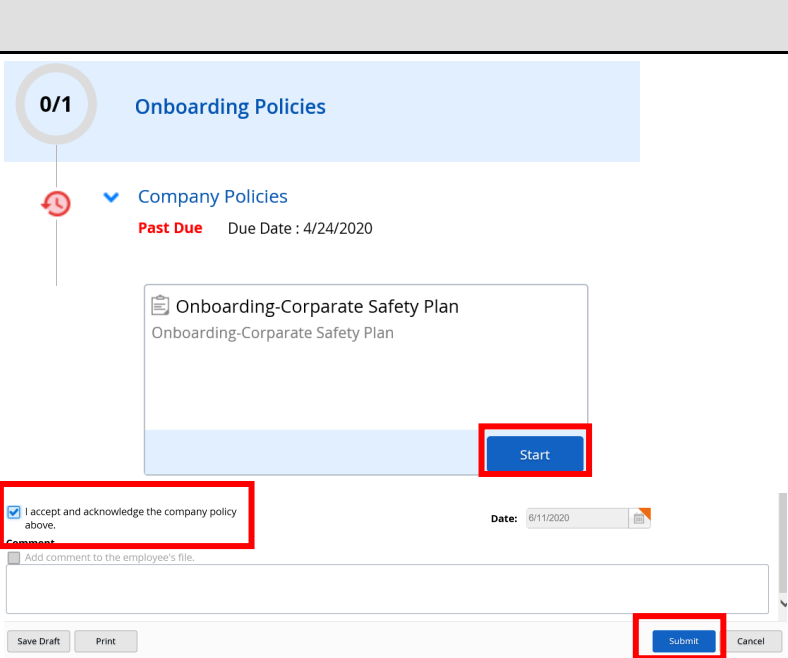


How To	Onboard in Dayforce – Employee Job Aid
<p>The Getting Started feature helps you become familiar with Ben E. Keith, the people, and culture. It also lets you complete onboarding related activities such as submitting forms and provides immediate access to important resources such as guides and training 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>	




How To	Onboard in Dayforce – Employee Job Aid
<h3 data-bbox="235 367 539 409">Welcome Message</h3> <p data-bbox="228 520 643 726">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="776 552 886 646">Gordon Crow Chief Financial Officer & Trea- 704000 Salary & Comm_Pkg Sales</p> <p data-bbox="750 714 1052 741">Welcome to Ben E. Keith!</p> <p data-bbox="750 768 902 791">Dear Spencer James ,</p>
<h3 data-bbox="235 877 526 957">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>	 <p data-bbox="891 1098 1053 1121">Pending Employee</p> <p data-bbox="891 1138 1330 1163">Form I-9, Employment Eligibility Verification</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'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>0/2 Onboarding Forms</p> <ul style="list-style-type: none">Financial Information Past Due Due Date : 4/28/2020Personal Information Past Due Due Date : 4/28/2020
<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>0/1 Onboarding Policies</p> <ul style="list-style-type: none">Company Policies Past Due Due Date : 4/24/2020 <p>Onboarding-Corporate Safety Plan Onboarding-Corporate Safety Plan</p> <p>Start</p> <p><input checked="" type="checkbox"/> I accept and acknowledge the company policy above. Date: 6/11/2020</p> <p><small>Comment</small> <input type="checkbox"/> Add comment to the employee's file.</p> <p>Save Draft Print Submit Cancel</p>



<p>How To</p>	<p>Onboard in Dayforce – Employee Job Aid</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>Meet Your Guide</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="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <div style="display: flex; align-items: center; margin-bottom: 5px;">  <div> <p>Gannon Lynn Implementation Consultant Jersey City, New Jersey</p> <p>View TeamRelate</p> </div> </div> <div style="background-color: #0056b3; color: white; 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>Click here 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>Your Team</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>Click Close.</p>	
<p>Benefits Enrollment</p> <p>You will be able to enroll in Benefits on your first day of employment.</p>	<p>Benefits Enrollment</p> <p>No Enrollments are available at this time</p>
<p>This concludes the Onboarding overview</p>	