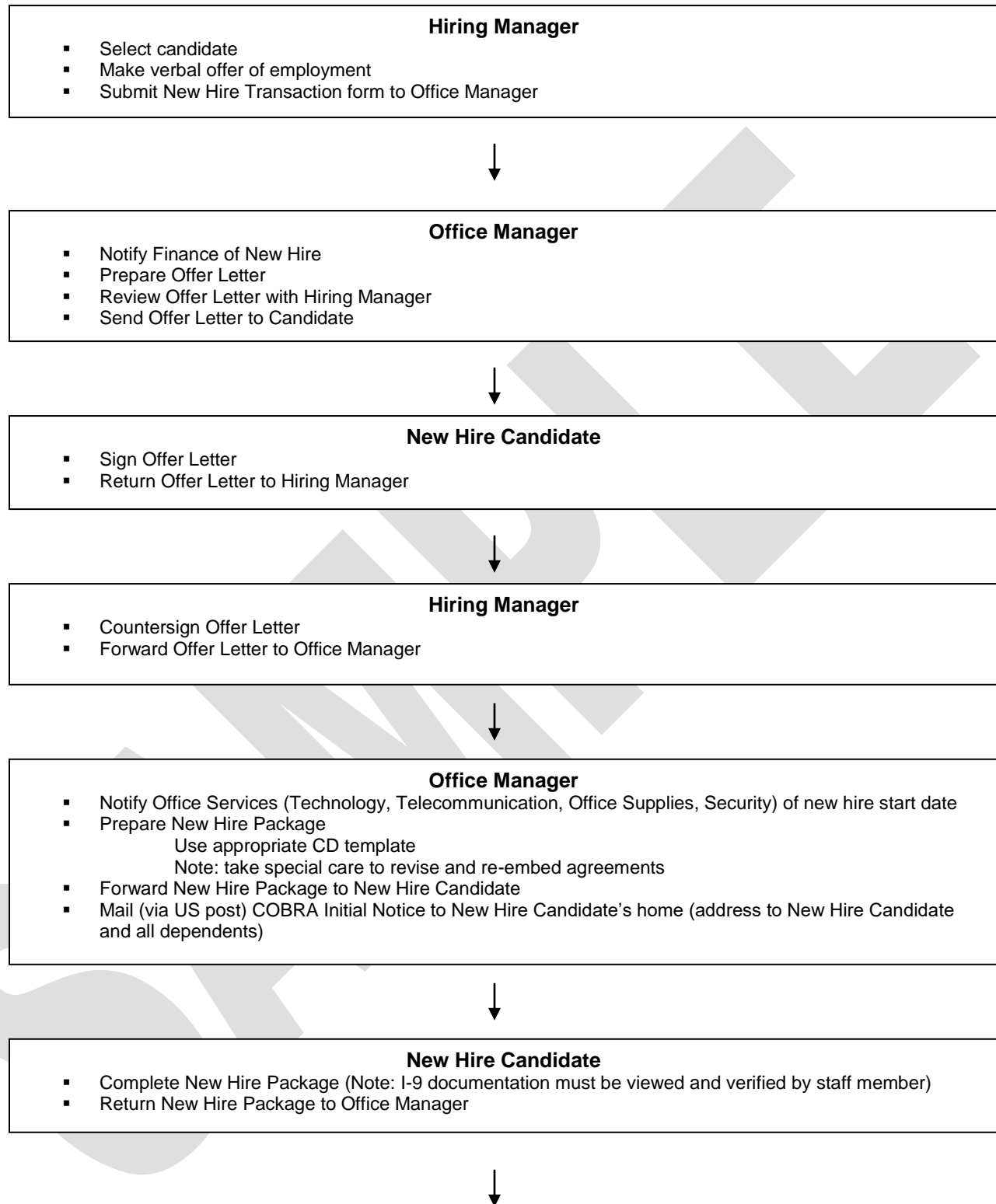


SOP NEW HIRE PACKAGE



Office Manager

- Set up New Hire Candidate in HR Information Systems
- Update Organization Chart
- Schedule New Hire Orientation
- Enroll New Hire Candidate in Benefit program(s)
- Distribute New Hire Package
 - Fully executed Offer Letter - original to New Hire Candidate, copy to Personnel file
 - I-9 - original to INS Authorization files
 - W-4 or W-9 (for Independent Contractors) - Copy to Payroll, original to Personnel file
 - State Withholding - copy to Payroll, original to Personnel file
 - Direct Deposit - copy to Payroll, original to Personnel file
 - Confidential Employee Profile - original to Personnel file
 - Benefits Enrollment Form - original to Medical Personnel file



CEO

- Countersign Agreements
- Return Agreements to Office Manager



Payroll

- Set up New Hire Candidate in payroll system



Office Manager

- Return original, fully executed agreements to New Hire Candidate
- Copy of fully executed agreements to Personnel file