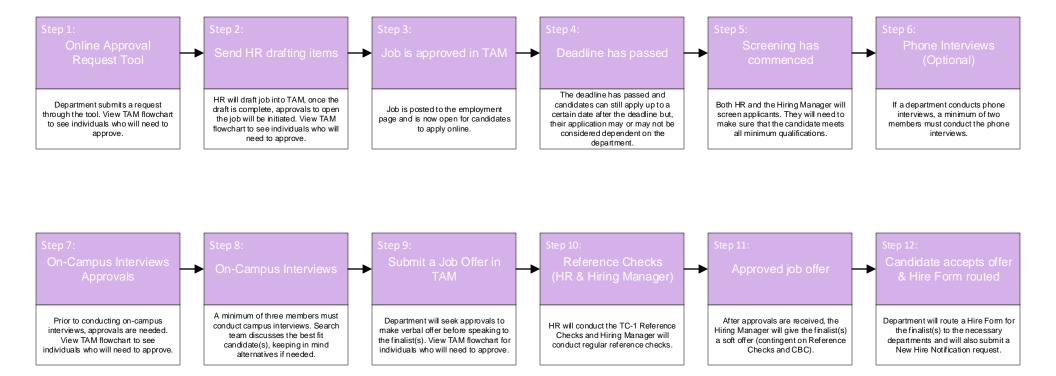
## TAM Hiring Process



Step 13: New Employee Paperwork/CBC	 Step 14: Submitted New Employee Paperwork and Hire Form	 Step 15: HR Assistants	 Step 16: Benefits/Payroll	 Step 17: Benefits Orientation/HR Orientation	Step 18: Front Desk
HR receives New Hire Notification and will send New Employee Paperwork/CBC. Paperwork will need to be completed prior to or on the start date.	HR will receive the Hire Form either before or after receiving the paperwork. Once HR receives both, the paperwork and hire form will be submitted to HR Assistants.	HR Assistants will add employee(s) into HRS and send the new employee(s) the following: the contract, new employee checklist, and username information. New employee(s) will submit the contract.	Benefits Specialist will review the benefits eligibility and will reach out to the employee(s) about Benefits Orientation. Payroll will enter W4/DD information.	HR Assistants and Benefits Specialist will conduct their orientation.	Paperwork will be brought up front for logging, scanning, and filing.