Onboarding Form

INFORMATION BELOW TO BE FILLED OUT BY MANAGER

Mr./Ms. _____
First **Middle** **Last**

Job Title: _____

Hire Date: _____

Pay Rate: _____ **Hourly or Salary:** _____

Reports To (Real Time Supervisor): _____

Time & Attendance Supervisor (Who will approve hours in ADP)**:** _____

Manager Signature: _____

TO BE COMPLETED BY HR

Business Unit: _____

Location: _____

Department: _____