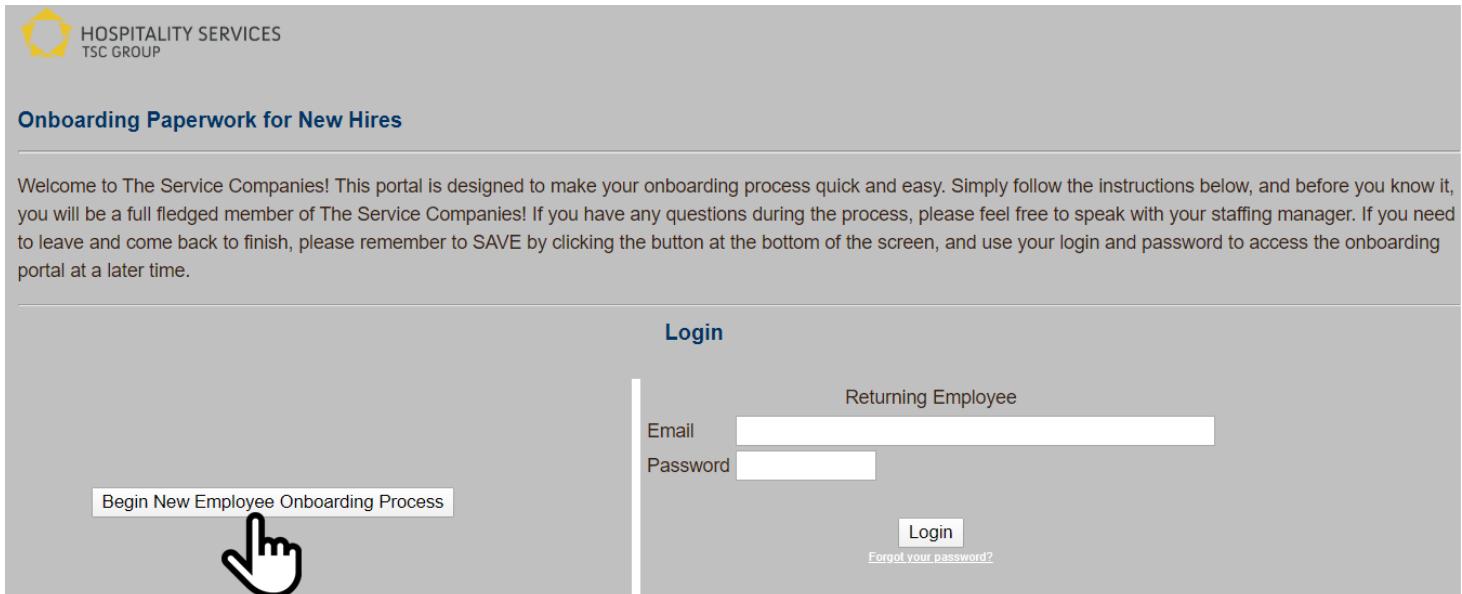




THE SERVICE
COMPANIES

New Employee Remote Onboarding Process

Begin visiting: <https://taborca.net/onboarding.aspx> and clicking on “Begin New Employee”



HOSPITALITY SERVICES
TSC GROUP

Onboarding Paperwork for New Hires

Welcome to The Service Companies! This portal is designed to make your onboarding process quick and easy. Simply follow the instructions below, and before you know it, you will be a full fledged member of The Service Companies! If you have any questions during the process, please feel free to speak with your staffing manager. If you need to leave and come back to finish, please remember to **SAVE** by clicking the button at the bottom of the screen, and use your login and password to access the onboarding portal at a later time.

Login

Returning Employee

Email

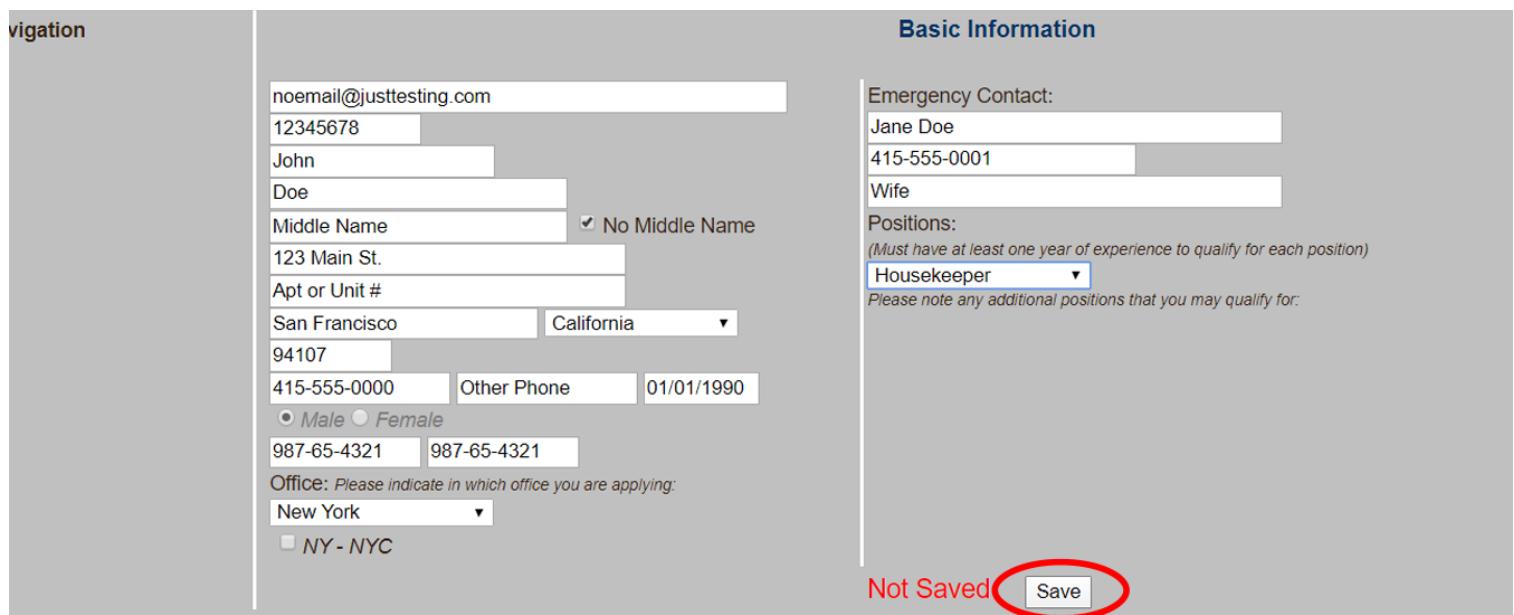
Password

Begin New Employee Onboarding Process



Login
[Forgot your password?](#)

You must completely fill out your basic information form before clicking the “Save” button to proceed.



Basic Information

Emergency Contact:

Jane Doe
415-555-0001
Wife

Positions:
(Must have at least one year of experience to qualify for each position)
Housekeeper

Please note any additional positions that you may qualify for:

Not Saved **Save**

Navigation

noemail@justtesting.com
12345678
John
Doe
Middle Name No Middle Name
123 Main St.
Apt or Unit #
San Francisco California
94107
415-555-0000 Other Phone 01/01/1990
 Male Female
987-65-4321 987-65-4321
Office: Please indicate in which office you are applying:
New York
 NY - NYC

Once successfully saved, the page will refresh and you will see a notification indicating your record has been created. Click the “Next” button to complete all remaining forms.

Your new employee record has been created. Please Navigate to and complete all remaining pages.

Navigation		Basic Information	
noemail@justtesting.com	12345678	Emergency Contact:	Jane Doe
John	Doe	415-555-0001	Wife
Middle Name	<input checked="" type="checkbox"/> No Middle Name	Positions:	(Must have at least one year of experience to qualify for each position)
123 Main St.		Housekeeper	<input type="button" value="▼"/>
Apt or Unit #		Please note any additional positions that you may qualify for:	
San Francisco	California		
94107			
415-555-0000	Other Phone	01/01/1990	
<input checked="" type="radio"/> Male	<input type="radio"/> Female		
987-65-4321	987-65-4321		
Office: Please indicate in which office you are applying:			
New York			
<input checked="" type="checkbox"/> NY - NYC		Save	<input type="button" value="Next >"/>

Once here, you will see a navigation menu on the left-hand side listing all of the forms needing to be completed. Forms that are yet-to-be completed will have a red outline, while forms that have been successfully completed will show a green check-mark. You will need to complete all forms, beginning with the “Additional Information” form. Select an option for each field and then click “Save & Next” to continue.

HOSPITALITY SERVICES
TSC GROUP

Logout and finish later

New Hire Onboarding		John Doe
Navigation		Additional Information
<input checked="" type="checkbox"/> BASIC <input type="checkbox"/> ADDITIONAL <input type="checkbox"/> PHYSICIAN <input type="checkbox"/> OFFER <input type="checkbox"/> HOSPITALITY <input type="checkbox"/> ABSENTEEISM <input type="checkbox"/> INJURY <input type="checkbox"/> AUTHORIZATION <input type="checkbox"/> HARASSMENT <input type="checkbox"/> ARAMARK <input type="checkbox"/> GUIDANT <input type="checkbox"/> MARRIOTT <input type="checkbox"/> USC <input type="checkbox"/> KELLY <input type="checkbox"/> CONFIDENTIALITY <input type="checkbox"/> IMAGE <input type="checkbox"/> W4 <input type="checkbox"/> SIGNATURE		<p>Transportation: *NA</p> <p>Carpool: <input type="checkbox"/> Rider <input checked="" type="checkbox"/> Driver</p> <p>Please select the uniforms you own:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bistro-Black <input type="checkbox"/> Bistro-White <input type="checkbox"/> Bistro-White NO Tie <input type="checkbox"/> Black Pants & Black Polo <input type="checkbox"/> Black Pants & White Polo <input type="checkbox"/> Chef Knives <input type="checkbox"/> Chef Whites <input type="checkbox"/> Tuxedo w/Jacket <p>Are you fluent in any other languages Please list:</p> <p>How did you hear about Acrobat? Referred by: *NA</p> <p>Are you familiar with any POS systems? Please list (Aloha, Micros, Squirrel, etc.)</p> <p>State Withholding (Federal withholding will be asked later) State Exemptions: 0</p> <p>State Filing Status: *Select One</p> <p>Please select the areas in which you have at least one year of professional experience:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Experience Corporate Kitchen <input type="checkbox"/> Catering/Banquet <input type="checkbox"/> Restaurant/Cafe <input type="checkbox"/> Food Demonstrator <input type="checkbox"/> Fine Dining <input type="checkbox"/> Stadium/Arena <input type="checkbox"/> Captain/Manager <input type="checkbox"/> Brand Ambassador <input type="checkbox"/> Warehouse/Utility <input type="checkbox"/> DW/Porter/Utility <input type="checkbox"/> Conventions/Event <input type="checkbox"/> Housekeeping <input type="checkbox"/> Office Help <input type="checkbox"/> Direct Hire/MGMT <p>Self-Identification (these are optional)</p> <p>Disabled: *Select One</p> <p>Ethnicity: *Select One</p> <p>Veteran Status: *Select One</p> <p>Veteran Separation Date:</p>
		<input type="button" value="Save"/>
		<input type="button" value="Save & Next >"/>

On the “Designation of Personal Physician” page, you can either choose to list your personal physician to be contacted for Workers’ Compensation-related claims, or check the “I do not wish to designate a physician” box.

For either option, make sure to check the box that reads “I understand that my signature on the last page represents a legal acceptance of the above.” before clicking “Save & Next”

The screenshot shows the 'New Hire Onboarding' interface for 'John Doe'. On the left, a vertical list of forms is shown with checkboxes: 'BASIC' (checked), 'ADDITIONAL' (checked), 'PHYSICIAN' (unchecked, highlighted in grey), 'OFFER' (unchecked), 'HOSPITALITY' (unchecked), 'ABSENTEEISM' (unchecked), 'INJURY' (unchecked), 'AUTHORIZATION' (unchecked), 'HARASSMENT' (unchecked), 'ARAMARK' (unchecked), 'GUIDANT' (unchecked), 'MARRIOTT' (unchecked), 'USC' (unchecked), 'KELLY' (unchecked), 'CONFIDENTIALITY' (unchecked), 'IMAGE' (unchecked), 'W4' (unchecked), and 'SIGNATURE' (unchecked). The 'PHYSICIAN' form is currently selected. On the right, the 'Designation of Personal Physician' section contains a statement: 'I, John Doe, hereby inform my employer, The Service Companies, and its Workers' Compensation carrier, Integro USA Inc DBA Intergo Insurance Brokers, of my intent to seek treatment from my designated person physician for all Workers' Compensation-related injuries or illnesses.' Below this is a section for 'My designated personal physician for treatment of Workers' Compensation-related claims is:' with fields for Name, Practice Group, Address, City/State/Zip, and Telephone. At the bottom, there are two checkboxes: 'I do not wish to designate a physician' (unchecked) and 'I understand that my signature on the last page represents a legal acceptance of the above.' (checked). Red arrows point to both of these checkboxes. At the very bottom are buttons for 'Not Saved', 'Save', and 'Save & Next >'.

Here are some additional notes to keep in mind as you move forward through the rest of the onboarding process:

- The same, “I understand that my signature on the last page represents a legal acceptance of the above.” box will appear on all of the remaining forms, make sure to check it off on each page as you move forward.
- The “Offer Letter” form only requires your acknowledgement. (An official offer letter with your agreed upon rate will be emailed to you upon completion of the onboarding process).
- On the “Hospitality” form you must acknowledge you are eligible to enroll in the health plan offered.
- The “Absenteeism” and “Injury” forms are just policies for you to read and acknowledge.
- The “Authorization” form is a release form for your background check. Fill out the bottom section, if you do not have a drivers license put “N/A” in the number and expiration fields.
- The Harassment, Aramark, Guidant, Marriott, USC, Kelly, and Confidentiality forms are all policies to read and acknowledge. Note: on the “Kelly” form you must scroll down and accept the driving contingency.
- For the “Image” form, if you have a webcam, please take your picture here. If you do not, skip this step and please email your hiring manager a picture. You can click on “w4” to get to the next form.
- The W4 form is for your taxes, we cannot legally advise you on how to complete this form. Please use the instructions on the W4 to determine your withholdings.
- You will electronically sign all of these forms by entering your full name on the “Signature” page.
- All these forms including your offer letter will be emailed to you when you are done and your Manager has approved your profile