



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.

[Begin New Employee Onboarding Process](#)

Login

Returning Employee

Email

Password

Login

[Forgot your password?](#)

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

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

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

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

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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.



Logout and finish later

New Hire Onboarding

John Doe

Navigation

BASIC

ADDITIONAL

PHYSICIAN

OFFER

HOSPITALITY

ABSENTEEISM

INJURY

AUTHORIZATION

HARASSMENT

ARAMARK

GUIDANT

MARRIOTT

USC

KELLY

CONFIDENTIALITY

IMAGE

W4

SIGNATURE

Transportation *NA

Carpool: ☐ Rider ☐ Driver

Please select the uniforms you own:

☐ Bistro--Black
☐ Bistro--White
☐ Bistro--White NO Tie
☐ Black Pants & Black Polo
☐ Black Pants & White Polo
☐ Chef Knives
☐ Chef Whites
☐ Tuxedo w/Jacket

Are you fluent in any other languages

Please list

How did you hear about Acrobot?

Referred by *NA

Are you familiar with any POS systems?

Please list (Aloha, Micros, Squirrel, etc)

Additional Information

State Withholding (Federal withholding will be asked later)

State Exemptions 0

State Filing Status *Select One

Please select the areas in which you have at least one year of professional experience:

☐ Experience Corporate Kitchen ☐ Catering/Banquet
☐ Restaurant/Cafe ☐ Warehouse/Utility
☐ Food Demonstrator ☐ DW/Porter/Utility
☐ Fine Dining ☐ Conventions/Event
☐ Stadium/Arena ☐ Housekeeping
☐ Captain/Manager ☐ Office Help
☐ Brand Ambassador ☐ Direct Hire/MGMT

Self-Identification (these are optional)

Disabled: *Select One

Ethnicity: *Select One

Veteran Status: *Select One

Veteran Separation Date

Save

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”

HOSPITALITY SERVICES
TSC GROUP

Logout and finish later

New Hire Onboarding John Doe

Navigation

- BASIC ☒
- ADDITIONAL ☒
- PHYSICIAN ☐
- OFFER ☐
- HOSPITALITY ☐
- ABSENTEEISM ☐
- INJURY ☐
- AUTHORIZATION ☐
- HARASSMENT ☐
- ARAMARK ☐
- GUIDANT ☐
- MARRIOTT ☐
- USC ☐
- KELLY ☐
- CONFIDENTIALITY ☐
- IMAGE ☐
- W4 ☐
- SIGNATURE ☐

Designation of Personal Physician

I, John Doe, hereby inform my employer, The Service Companies, and its Workers' Compensation carrier, Integro USA Inc DBA Integro Insurance Brokers, of my intent to seek treatment from my designated person physician for all Workers' Compensation-related injuries or illnesses.

My designated personal physician for treatment of Workers' Compensation-related claims is:

Name:

Practice Group, if any:

Address:

City/State/Zip:

Telephone:

☐ I do not wish to designate a physician

This designation remains in effect until I execute and deliver a new designation or revocation in accordance with the policies of my employer and its Workers' Compensation carrier.

I understand that my signature on the last page represents a legal acceptance of the above. ☐

Not Saved Save 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