



Menu of Items

Included in Package

- Onboarding Checklist / Workflow
- Offer Letter template
- Background Check & Fingerprinting / Live Scan info
- Email set-up / Document Management & Storage System info
- I-9 Form and info
- W4 Form and info
- Working Remotely Policy & Procedure
- Holiday Observance template
- Time-Off Request Form template
- Confidentiality Agreement
- HIPAA Security Form and info (Training course)
- Non-Compete Agreement template
- Employee Technology Use Agreement template
- In Case of Emergency template
- Offboarding Workflow
- Employee Exit Checklist
- Employee Exit Interview Questionnaire
- Notice to Employee as to Change of Relationship