

On-boarding: Manager & Admin Tools

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Onboarding at a Glance



Prepare Workspace and Tools

Ensure the new hire has
all equipment, accounts,
and workspace ready
before their first day.



Complete Paperwork

Guide them through
Paycom onboarding forms
and required HR
documentation.



First Day

Provide a warm
introduction to the team
and share the onboarding
schedule.



Training and Shadowing

Ensure they have hands-on time with systems, workflows, and mentors.



Check-ins

Review progress, offer feedback, and address any questions or concerns.

