

# On-boarding: Manager & Admin Tools

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## Welcome to WellHaven Onboarding

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## Onboarding at a Glance



### Prepare Workspace and Tools

Ensure equipment, accounts, and workspace are ready before day one.



### Complete Paperwork

Guide completion of Paycom onboarding and HR forms.



### First Day

Warm welcome, introductions, and schedule overview.



### Training & Shadowing

Hands-on learning with systems, workflows, and mentors.



### Check-ins

Review progress, answer questions, and provide feedback.

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