

# 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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