ACTION BEHAVIOR CENTERS

New Teammate Checklist

Welcome to the team!

Please review and follow the specific steps below to avoid any disruptions or delay in your benefits and/or hire date. We also want to ensure that you experience a smooth onboarding process. **Please read it carefully and reach out to your Office Manager if you have any questions!**



Before your first day!

Paycor (Payroll system)

Trouble registering for Paycor? Find more information below under "Paycor Registration"

- ☐ **Onboarding** - entering direct deposit, SSN, tax information, address (please be sure this is your mailing address in order to receive your insurance cards)

IMPORTANT: Check to ensure first and last name is correct in Paycor. This must match the name as it shows on your current social security card.

- ☐ **If it does NOT**, stop and email HR@actionbehavior.com. Your name must be corrected by HR before proceeding.

- ☐ Review all other information for accuracy (address, phone number etc)

- ☐ Complete the assigned background check (Sterling) **prior to your first day in center.**
  - ☐ Background checks will be sent to your personal email address (email used for offer letter) and will be sent from Sterling.

Note: If you are in SC, IN, IL, CO, or PA, please follow instructions for abuse registry check.
- If you are in PA, please follow the instructions for FBI Fingerprint Clearance.

  - ☐ You will be prompted to create an account, login and complete the background check process

- ☐ Log into Paycor to complete onboarding & download mobile apps.

Note: Accessing on a laptop/browser is necessary to complete onboarding

  - ☐ 2 forms of identification are required **listed here**, along with proof of highest education and date of completion, RBT cert, etc
    - ☐ Proof of Masters/Bachelors degree must include **the date** and **type of degree** awarded
    - ☐ A high school diploma from an accredited institution is required for employment at Action Behavior Centers; GED and equivalency credentials **do not** fulfill this requirement

  - ☐ Use the Paycor app to clock in and out
    - ☐ Do not update or change your home department code.
    - ☐ ONLY clock in under "in-home pay" when working in an approved, at-home patient session
    - ☐ Choose training as the "Task" during the first weeks of training

- [ ] Add a photo
- [ ] Ensure pay rate matches offer letter
- [ ] Input direct deposit information into Paycor (otherwise, you will not be paid on time)
- [ ] Review company documents and sign / attest accordingly
    - [ ] Electronically sign media consent form
    - [ ] Electronically sign ABC Compliance Program
    - [ ] Electronically sign All Teammate Non-Disclosure Agreement

Your paycor account may be unavailable after onboarding due to review, but will be ready to use on your first day, pending everything has been completed.

Find more information on ABC's dress code and our code of Ethics here.

On your first day!

Enroll in Health Benefits - New teammates will have **30 days from their start date** to select which benefits they would like to enroll in within Paycor. **Benefits will be effective the first of the month following a 60 day waiting period from your start date.** *Refer to benefit information below.*



- [ ] Bring required documents to validate work authorization. See the list of acceptable I-9 Documents
- [ ] Ensure completion of and provide proof of your completed background check (through Sterling)
- [ ] Complete HIPAA & corporate compliance (if applicable) training sent to our work email

Access and review Teammate Handbook

- [ ] Review Cross Center Coverage Expectations

- [ ] Complete mandatory training **within your first 30 days** within the Paycor Learning module.
    - [ ] Active Shooter Training
    - [ ] Mandatory Reporting Training
    - [ ] Incident Reporting Training 101

Logistics / Procedures:

As a new teammate, there can be lots of information to digest! In your first few days, sit down with your Operations Manager to review the following:

- ☐ PTO Request Process
- ☐ RBT certification and expectations
- ☐ Mileage Reimbursement:
  - ☐ Airbase Walkthrough Video
  - ☐ Airbase Therapist Training Mileage walkthrough
  - ☐ Out of Pocket - Reimbursement Policy
    - ☐ Reach out to Airbase ticket system for any help
- ☐ ABC attendance policy by state
- ☐ Expectations for Cross center coverage
- ☐ Email set up and G-chat functionality
- ☐ Core Values - What they mean and how they show up
- ☐ Cell phone policy
- ☐ RBT Elevate tier structure / responsibilities
- ☐ Floater checklist and center logistics (e.g. door codes)
- ☐ Dress code
- ☐ Monthly All Team meetings
- ☐ iPad / Central Reach set up
- ☐ Employment Verification Process: Action Behavior Centers has partnered with Work Number for all employment verifications. Teammates can access directly
  - ☐ Visit www.theworknumber.com to learn more. **The Employer code is 4487077**

IMPORTANT: You will receive an email from Empower with instructions on how to enroll in our retirement plan 30 days prior to being eligible.

- ☐ This is **not available until 60 days after your employment.** More details are located in the handbook

- ☐ **Colorado Teammates Only:** Please review your rights under the Colorado FAMLI program. For more information, refer to the Colorado Addendum of the Employee Handbook, FAMLI posters in your center, or ask your Operations Manager for ABC's leave resources. For more details, visit famli.colorado.gov.
- ☐ **Minnesota Teammates Only:** Please review your rights under the Minnesota MPMFL program. For more information, refer to the Minnesota Addendum of the Employee Handbook, MPMFL posters in your center, or ask your Operations Manager for ABC's leave resources. For more details, visit https://paidleave.mn.gov/.

- [ ] Be sure to chat with your Operations Manager to learn more about:

Perks / Incentives

- [ ] **Complimentary Calm Health subscription** - it may take up to a week for your account to be activated
- [ ]  **Free food fridays**
- [ ] **ABC Action week**
- [ ]  **Core value pin recognition and submission process**
- [ ] **Referral bonus eligibility criteria and submission process here**
- [ ] **ABC Foundations (SoFi Student Loan Repayment Program). Enroll here.**
- [ ] **Branch Insurance (our partnership + benefits)**
- [ ]  **Happy hour and team building budgets per center**
- [ ] **DoorDash Dash Pass**
- [ ] **Themed days and schedule**
- [ ]  **ABC t-shirts**
- [ ] **Elevate - check-ins (performance reviews) and tier structure (compensation increases)**
- [ ] **Maternity / Paternity Benefit for working parents**
- [ ] **University Partnerships found here**
- [ ] **Anniversary gift via Snappy**
- [ ] Dailypay - *If you want to verify your direct deposit information, please register for DailyPay as this service provides an automatic pre-note to verify your routing and account number.*

Heath Care Benefits

NOTE: Please watch benefit here.

IMPORTANT: you only have **30 days from your start date to elect your benefits.** If you fail to meet this deadline, you will not be able to elect benefits until open enrollment or a qualifying life event (QLE)

- ☐ Benefits are effective the first day of the month, following a 60 day waiting period.
- ☐ Start date = start date as listed on offer letter; 1st day at the center and/or in training

Note: This 30 day window is not an ABC policy, it is a federal requirement. No exceptions will be made. Before your 30 days is up, double check to ensure that you have enrolled and save a copy/screenshot your enrollments

- ☐ Benefit Guide can be found here
- ☐ **To enroll: In Paycor, go to ME/Benefits**. This will take you to BSwift and your open enrollment banner will display at the top of the page.

Please note: If you are covering a dependent, all supporting documentation will need to be uploaded into paycor benefits under your employee file within your 30 day enrollment period.

- ☐ For teammates who may experience a Qualifying Life Event and need to make adjustments to their benefit selections, more information can be found here
- ☐ Once benefits are elected, please allow up to 5 business days after the first day of the following month to receive insurance cards. You may be able to obtain temporary insurance cards after the first of the month by logging into the following portals:
  - ☐ BCBS Medical Portal
  - ☐ First Stop Health - Use the 'Find My Account' feature
  - ☐ BCBS EyeMed Vision - Policy # F025686
  - ☐ BCBS Ancillary-Life, STD

Note: You will need your BCBS Medical ID number to register. **This can only be done after you receive your cards.** More details Here

- ☐ **ABC HMO** account #: 320091
- ☐ **ABC PPO** & HPN - Policy #: 344738

Please Note: If you select the **HMO** plan (TX only) you will need to enter your PCP name and ID number in before hitting submit. This is a requirement. **If you do not, one will be assigned to you. If you see a different PCP than what is on file with BCBS, they will not cover your claims.**

- ☐ Set up account after you receive your Medical ID card BAM portal Instructions
- ☐ Helpful resources pertaining to providers/benefits can be found in **Bswift under Content Library**
- ☐ Pet insurance info: Here
- ☐ Ticket System Knowledge Base with lots of resources: here

- ☐ Benefit plan documents and resources can be found within the benefit advisor portal under Content Library.
- ☐ Additional benefit resources can be found in the Learning Management System.
  - ☐ In Paycor, navigate to your Profile > Learning Management Module >Content Library > Choose ‘ ABC Benefits Guide ‘