

## Welcome

- Meet the team
- Tour the store
- Manager resources:
  - [TOOL] [Meet The Team](#)
  - [TOOL] [Getting To Know You](#)

## Employee Setup

- Complete [SplashTrack](#) Onboarding Paperwork with your Manager
  - **MUST be completed on each employee's first day**
- Sign in to Replicon and clock in
- Manager resources:
  - [JOB AID] [Creating employees in SplashTrack](#)
  - [JOB AID] [Adding an Employee to SplashTrack](#)
  - [JOB AID] [Co-Signing Onboarding Documents](#)
  - [JOB AID] [Accessing Replicon](#)
  - [QRG] [Understanding Form I-9](#)
  - [QRG] [List of Approved I-9 Documents](#)
  - [QRG] [Ways To Contact Stratus HR](#)

## Microsoft Account

- Sign in to [Office 365](#)
  - [JOB AID] [Accessing Microsoft 365](#)
- Access Microsoft Outlook
- Access Microsoft Teams

## Join The ‘Virtual Onboarding’ Meeting

- Locate the calendar invite.
  - This can be found via Microsoft Outlook or Microsoft Teams
  - If you cannot locate the invite:
    - Email: [learning@bridgelocations.com](mailto:learning@bridgelocations.com)
- Sign in using the new employee’s Microsoft Account.
- Join 5-10 minutes before the scheduled start time.
- Hiring managers must verify that the camera and microphone are working.
  - If the camera/microphone are not working, submit a [Training Hardware Request](#).