

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: onboarding@bridgelocations.com
 - Call/Text: 385-270-8414
- ☐ 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](#).