

## **Standard Operating Procedure (SOP): New Employee Onboarding Email Submission**

### **Purpose:**

To ensure that all new employee information is accurately communicated and processed in a timely manner, allowing for the proper setup of payroll, email, and equipment, as well as alignment under the correct PDX Company.

### **Procedure**

#### **1. Eligibility for Submission**

Once a new employee candidate has:

- Completed the vetting process
- Passed the background screening
- Signed and returned the offer letter to HR

The Regional Manager responsible for overseeing the new employee must submit an onboarding email with the required details.

#### **2. Required Information**

The email must include the following details about the new employee:

- **Full name**
- **Start date**
- **Last 4 digits of SS#**
- **PDX Company** the employee will work under
- **City/State** of the employee's base location
- **List of customers** the employee will be responsible for
- **Home mailing address**

#### **3. Recipients of the Email**

Send the email to the following individuals to ensure appropriate setup and preparation:

- **Michelle McGowan:** Processing system & timeclock
- **Alyssa Barone:** Payroll and benefits
- **Amanda Demski:** iPad, email address, & Timero setup
- **Kaitlin Rooney:** Business cards & PDX apparel
- **Anthony Walburn:** Cell phone, fuel card, & EZPASS

#### **4. Submission Timeline**

The email must be sent at least **two weeks prior to the employee's start date** to allow sufficient time for setup and coordination.

#### **5. Subject Line Format**

The email subject line should follow this format for easy identification:

**"New Employee Onboarding: [Full Name] – [Start Date]"**

## Example Email Template

**Subject:** New Employee Onboarding: [John Doe] – [MM/DD/YYYY]

**Body:**

Dear Team,

Please find the details for a new employee joining our team below:

- **Full Name:** John Doe
- **Start Date:** MM/DD/YYYY
- **Last 4 Digits of SS#:** XXXX
- **PDX Company:** PDX Logistics
- **City/State:** Philadelphia, PA
- **Customers:** Customer A, Customer B, Customer C
- **Home Mailing Address:** 123 Main Street, Philadelphia, PA 19103

Please proceed with the necessary setups and preparations. Let me know if further information is required.

Thank you,  
[Regional Manager Name]