



## Team Member Information



Team Member Name \_\_\_\_\_

Phone \_\_\_\_\_

Allergies - - - - -



Emergency Contact Name: \_\_\_\_\_

Emergency Contact Phone \_\_\_\_\_



Freddyversary (Hire Date) \_\_\_\_\_

Birthday \_\_\_\_\_

## *My Favorite Things...*

Color \_\_\_\_\_

Snack - - - - -

Drink \_\_\_\_\_

Candy \_\_\_\_\_

Restaurant \_\_\_\_\_

Place to shop \_\_\_\_\_

Is there anything else we should know?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there anything you would prefer not to receive?

## UPON ARRIVAL

- Introduce yourself and offer them a beverage.
- Give Employee the Form 1A and 1B to fill out and ask for the last 4 of their social to create their Aloha Profile. This same form is in the onboarding process. Paper or electronic or both is fine.
- On Brink POS-create employee profile. Start with Configuration than settings editor. Hit the Employees tab and then add a new employee. Make sure to enter their First Name, Last Name, display name is full name. Hit the "change" to add the Last 4 of Social (this will be their clock in). Make sure to override job login function then select "can login with pin." On the "jobs" tab you will be able to select their position and security level and pay rate. On the locations tab, select your store location. After this is completed hit ok. Make sure to "publish" this to save changes.

## BUILDING THEIR R365 PROFILE

- Add Team Member into R365 (See R365 Tutorial)

## LOGGING INTO R365

- Have the employee check their email / text for their temporary password to login to their account.
- Once they are logged in it will prompt them to change their password.
- Go through the R365 app with them explaining the following
  - Dashboard Page
  - The importance of announcements and where to find them
  - How to view their schedule putting emphasis on that our weeks are Thurs-Wed not Mon-Sun.
  - Show them how to see the restaurant schedule so they can see who works when they need a replacement.
  - Show them how to update their availability.
  - Show them how to request time off. *When showing them how to request off make sure to explain if they only need part of the day off, they can do that and do not only need to take the entire day off.* You can also submit a practice RO or a real one if they have something coming up.

This section is good^

## PAYLOCITY ONBOARDING DOCS

- Have the team members open their email to get their Initial Paylocity Password.
  - The company code is **11256**
  - Their username is the first 2 letters of their first name then their last name. **Example: John Doe would be johdoe.** *If someone else already has that username Theresa will tell you what the different one will be.*
- Verify if they are 16 years or older or if they need to fill out a work permit.
  - If they are under 16, we need the signed work permit on file before they can start.
  - If a work permit is required, make sure to scan and email it to Theresa.
- Next fill out the 1-9 Verification form. **This is where they will need their 2 forms of ID**
- Enter Direct Deposit Information.
- Emergency Contact Information.
- Enter Home Contact Information.
- Complete Tax Forms.



## ASSOCIATE HANDBOOK AND WELCOME PACKET

A lot of information is in both packets and copies are sent to the team member's email for them to look at whenever they would like, however it is very important to go over the following during the process.

- Teamwork
- Professionalism
- Uniforms and Appearance
- Hair and Personal Appearance
- Parking and Transportation
- Management Team
- Scheduling
- Tardiness and Absenteeism
- Break Policy
- Age Restrictions - *If it applies to them*
- Payday - *give them a copy of the Pay Schedule*
- Meals and Discount Policy
- General Workplace Behavior Policy
- Harassment/Discrimination
- Cell Phones - Need to be left in vehicle or stored in locker

## THE SCOOP

- Create their scoop account **(See Scoop Tutorial)**
- Send the *Welcome Email*
- Have them watch the following videos
  - Welcome to Freddy's
  - Food Safety

## WHILE THEY ARE WATCHING VIDEOS

- Create and enter their schedule in R365
- Grab them their uniforms
- Enter uniforms in Payroll Deduction Sheet

## BEFORE THEY GO

- Conduct Store Tour
- Make sure they have their uniforms, all the documents they came with, know and can view their schedule, and don't have any questions.
- Have the Manage clock out or begin Day 1

<b>Freddy's 2023 Payroll Schedule</b>			
	<b>Pay Period Begin date</b>	<b>Pay Period End date</b>	<b>PAY DAY</b>
1	12/22/2022	1/4/2023	1/13/2023
2	1/5/2023	1/18/2023	1/27/2023
3	1/19/2023	2/1/2023	2/10/2023
4	2/2/2023	2/15/2023	2/24/2023
5	2/16/2023	3/1/2023	3/10/2023
6	3/2/2023	3/15/2023	3/24/2023
7	3/16/2023	3/29/2023	4/7/2023
8	3/30/2023	4/12/2023	4/21/2023
9	4/13/2023	4/26/2023	5/5/2023
10	4/27/2023	5/10/2023	5/19/2023
11	5/11/2023	5/24/2023	6/2/2023
12	5/25/2023	6/7/2023	6/16/2023
13	6/8/2023	6/21/2023	6/30/2023
14	6/22/2023	7/5/2023	7/14/2023
15	7/6/2023	7/19/2023	7/28/2023
16	7/20/2023	8/2/2023	8/11/2023
17	8/3/2023	8/16/2023	8/25/2023
18	8/17/2023	8/30/2023	9/8/2023
19	8/31/2023	9/13/2023	9/22/2023
20	9/14/2023	9/27/2023	10/6/2023
21	9/28/2023	10/11/2023	10/20/2023
22	10/12/2023	10/25/2023	11/3/2023
23	10/26/2023	11/8/2023	11/17/2023
24	11/9/2023	11/22/2023	12/1/2023
25	11/23/2023	12/6/2023	12/15/2023
26	12/7/2023	12/20/2023	12/29/2023

# Iowa Child Labor Permit

## Iowa Division of Labor Child Labor

150 Des Moines Street  
Des Moines, IA 50309-1836  
Phone: 515-725-5622  
Fax: 515-725-7957  
[iachildlabor@iwd.iowa.gov](mailto:iachildlabor@iwd.iowa.gov)  
[www.iowachildlabor.gov](http://www.iowachildlabor.gov)

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_

Received by:  Email  
 Fax  
 US Mail

This form serves as both the application and the permit. The employer must submit a copy of the completed permit by mail, email or fax within 3 days of the minor's start date. Retain this original permit with a copy of the minor's proof of age at the location where the minor will be working. Do not send a copy of the minor's proof of age with the permit.

### Minor – 14 and 15 year olds (16 and 17 year olds are not required to fill out a permit)

Last name		First name			Middle initial
Last school grade completed	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Age	Date of birth	Place of birth (city and state)	
Address		City	State	Zip	
Minor's signature		Date	Phone number		

### Parent/Guardian/Custodian/Head of a Migrant Family

Last name	First name		Email		
Address		City	State	Zip	
Parent's signature		Date	Phone number		

### Employer

Business name	Type of business	Phone number	Fax number	
Address where minor will be working		City	State	Zip
Mailing address (if different than where minor is working)		City	State	Zip

### Employer Representative

Name		Title		
Phone number	Email		Minor's start date	

### Check the proof of minor's age provided

- Driver's Instruction Permit       Certified Birth Certificate       Federal ID such as a Green Card, Visa, I-99 or Passport  
 Certified Baptismal Record       Physician's Certification (form located at [www.iowachildlabor.gov](http://www.iowachildlabor.gov))

By signing below, I agree that I have examined the proof of minor's age, retained a copy of the minor's proof of age and the original work permit and certify that the information on this form is true and accurate to the best of my knowledge. The employer shall comply with child labor law.

\_\_\_\_\_  
Employer Representative's Signature

\_\_\_\_\_  
Date

**Any form submitted incomplete, inaccurate or illegible is invalid.**

