



COMPLETECARE

On-Boarding

To all employees:

With the change in ownership, all employees will need to see the Benefit Representatives to complete the Onboarding paperwork. It will take approximately 15-20 minutes per employee to finish the onboarding process.

Please Bring The Following Documentation With You

1. Valid Passport Or Drivers License
2. Social Security Card
3. Last Pay Stub
4. Dependent SSN for Medical Benefits if applicable

Documentation needed to be signed

- Signed Welcome Letter
- Signed employee Handbook and Benefit Guide
- W4
- Background Check Waiver
- Direct Deposit (if applicable)
- I9 – See attached list of required documentation.

Employees who are not working that day, must make sure to come in during these times.

Please make sure to have all necessary documents at that time.

To set up **Direct Deposit**, please make sure to bring a voided check with name imprinted.

All employees must have valid identification.

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.



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LISTS OF ACCEPTABLE DOCUMENTS All documents must be UNEXPIRED

<p style="text-align: center;">LIST A</p> <p style="text-align: center;">Documents that Establish Both Identity and Employment Authorization</p>	<p style="text-align: center;">OR</p> <p style="text-align: center;">LIST B</p> <p style="text-align: center;">Documents that Establish Identity</p>	<p style="text-align: center;">AND</p> <p style="text-align: center;">LIST C</p> <p style="text-align: center;">Documents that Establish Employment Authorization</p>
<p>1. U.S. Passport or U.S. Passport Card</p>	<p>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</p>	<p>1. A Social Security Account Number card, unless the card includes one of the following restrictions:</p> <ul style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
<p>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</p>	<p>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</p>	<p>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</p>
<p>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</p>	<p>3. School ID card with a photograph</p>	<p>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</p>
<p>4. Employment Authorization Document that contains a photograph (Form I-766)</p>	<p>4. Voter's registration card</p>	<p>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</p>
<p>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</p> <ul style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ul style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 	<p>5. U.S. Military card or draft record</p>	<p>5. Native American tribal document</p>
<p>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</p>	<p>6. Military dependent's ID card</p>	<p>6. U.S. Citizen ID Card (Form I-197)</p>
	<p>7. U.S. Coast Guard Merchant Mariner Card</p>	<p>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</p>
	<p>8. Native American tribal document</p> <p>For persons under age 18 who are unable to present a document listed above:</p>	<p>8. Employment authorization document issued by the Department of Homeland Security</p>
	<p>9. Driver's license issued by a Canadian government authority</p>	
	<p>10. School record or report card</p>	
	<p>11. Clinic, doctor, or hospital record</p>	
	<p>12. Day-care or nursery school record</p>	