

Onboarding Manager Instructions:

1. Access the Employee Center:

- Website: <https://www.somethingdifferentgrill.com/employee-center>
- Password: ilove7up

2. Complete the Onboarding New Hire Form:

- Navigate to the Onboarding New Hire Form.
- Ensure all relevant information is filled out accurately.
- Note: Most fields are required for submission.
- Address must match an option from the dropdown box, including apartment number or letter.

Example: 4007 75th street Apt 1, Lubbock TX 79423, USA

- Under "Job Title and Wages," select all applicable jobs and ensure the wage is accurate.
- It is crucial to select all relevant jobs and wages as employees cannot be scheduled or clocked in for jobs not listed.
- If a job title is not selected, input "0" (zero) in the wage box next to that job.

3. Submit the Form: Click the "Submit" button to complete the onboarding process.

Notes:

1. The New Hire Form must be completed at least 24 hours before the employee's first shift.
2. If the new hire is scheduled to start on a Friday, their first shift should be on Tuesday.
3. If the shift starts within less than 24 hours, immediately contact Brandy at brandy@somethingdifferentgrill.com or via phone is required.
4. Employees cannot clock in until the onboarding form is submitted and processed.
5. After the first shift, employees have 3 days to complete all onboarding tasks, including submitting required documentation for their I-9 to be visually inspected by a manager. Additionally, they must submit their Serve Safe and Food Handlers card within 3 days, which must be uploaded to 7-shifts.
6. Failure to submit documentation within the specified timeframe will render the employee ineligible to work for Something Different Grill.

Next Steps:

The HR department will proceed with onboarding the employee into Proliant (ReadyPay), Toast, and 7-shifts. Once completed, the employee will be able to clock in and view their schedule.