Onboarding / Offboarding

- [Onboarding / Offboarding process for Contractors 1099](#)

Onboarding / Offboarding process for Contractors 1099

Contractor Onboarding Process

- Contractors must be approved by HR and Finance
  - Determine role, rate, start date, and contract duration.
- HR will send new hire and contractor paperwork to the contractor.
- HR or the Contractor needs to fill out the [New Hire form](#). Please note that "Contractor" must be listed as part of the title and in the "Comments or Questions" section an estimated end date or contract period must be specified.
- Contractors can gain access to Slack by request by submitting a ticket to

  ithelp@revverdocs.com
  - By default, if a request is made for a contractor to have access to Slack, the contractor will be added as a Guest to the "General" Slack channel. This will allow them to post in the General channel and will also enable them to message anyone in that group.
  - If the contractor needs to be added to other Slack channels, the submitted ticket needs to specify the channels you would like the contractor to be added to.

Contractor Offboarding Process

- At the estimated termination date the new hire ticket will reopen and IT will contact HR to inquire of the contractor's status.
- HR will work with the contractors manager to coordinate the termination or renewal of the contractor's contract.
- If the contract should be renewed:
  - Approval from finance should be obtained.
  - Accounts payable and IT must be informed of the new estimated termination date and informed of any changes or additional information.
- If the contract should be terminated:

  - HR or the manager must submit a ticket to ithelp.efilecabinet.com to ensure we have a record of the exit. In the ticket the exit date must be specified along with other pertinent information (such as email forwarding or file transfers).
  - HR will inform Accounts payable and the finance team that the contract is ending.