

Onboarding – Quick Reference Checklist

✓ 1. Before the Show (Pre-Show)

Download QR Code / Onboarding Report

- Open **Show** in OASIS
 - Click **"Onboarding Report"** → saves a show-specific QR code
 - Verify **GC COS** is correctly assigned in the show record
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✓ 2. When New Hire Arrives (Show Site)

Give the New Hire Packet

- Hand packet to new hire (QR code included or displayed at table)

Review Their Packet

- Make sure all fields are filled out on:
 - New Hire Form
 - Guidelines
 - W-4
 - I-9
 - Direct Deposit (optional)

Collect I-9 Credentials

- Review and record credentials for E-Verify

Have New Hire Upload Documents

- Instruct them to scan QR code and upload photos of all forms + required credentials
- If they cannot upload → YOU may scan and upload for them

Collect Paper Packet

- Store completed packets in **locked cage** for return to warehouse
 - Packets must be kept for **4 years**
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✓ 3. Onboarding Site – Upload Requirements

Required Form Uploads

- New Hire Form
- New Hire Guidelines
- W-4
- I-9

- Direct Deposit (optional)

Supporting Documents (I-9)

- **List A** *or*
- **List B + List C**
(Both required if using List B/C combination)

Direct Deposit Supporting (optional but encouraged if Direct Deposit Form was completed)

- Voided check or direct deposit letter
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✓ 4. Validate Documents (GC COS)

Access Submissions

- Click link in notification email
OR go to onboarding.fernexpo.com/approver/#/login

Check for:

- Completion
 - Appropriate Credentials
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✗ 5A. Reject if Needed

Reject if any required fields or IDs are missing/incorrect:

- Click **Reject**
 - Write **clear reason**
 - Send email to new hire
 - Keep them on your list until corrected
 - Corrected documents **must be reuploaded** to the site
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✓ 5B. Approve When Complete

Before approving:

- Enter them in **OASIS** (or reactivate previous record)
Then:
 - Approve documents
 - Enter **Union affiliation + classification** when prompted
 - Approval automatically sends documents to **Payroll + Fern Support**
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🔒 6. Store Packet Securely

- Onsite → locked cage
 - Post-show → locked file cabinet (organized by year)
 - Retain for **4 years**
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