

# ONBOARDING & OFFBOARDING SERVICES OFFERING

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*Let us create, update, or enhance your company's existing process.*

What we can do for you:

- Provide a personal touch as we welcome new employees to your company and serve as their primary point of contact during the onboarding process.
- If requested, create customized new hire orientation slide deck to represent company culture, pay information, benefits overview, policies, and important information for new hires on their first day of work.
- Follow up with your new hires throughout their first 30 days of employment.
- Craft job descriptions as needed.
- Provide custom offer letters, new hire documents, onboarding/offboarding checklists and access to templates.
- Ensure proper and timely new hire document completion (W-4, Wage Deduction Authorization, Direct Deposit if applicable, NDA, etc.), including I-9 document verification.
- Enter new hire and termination information into your payroll and/or HRIS system, timekeeping system, benefits platform, and others as applicable.
- Set up and maintain employee files.
- Process documentation for all onboarding and offboarding activities.
- Coordinate/schedule and facilitate new hire orientations.
- Compile exit interview information for dissemination to leadership; quarterly data analysis service available as well.
- Advise on federal/state compliance regarding on and offboarding.
- Prepare and provide weekly/monthly activity and deliverable updates.
- Work within your systems and server and behind the scenes for seamless HR support.

**Contact us today at**  
**[info@austinpeopleworks.com](mailto:info@austinpeopleworks.com)**