

B2W Onboarding Process

Purpose

This document outlines the required process for conducting and documenting Onboarding for newly hired participants within the Back 2 Work (B2W) program.

Onboarding Overview

Onboarding is conducted for newly hired participants to prepare them for program expectations, safety requirements, and work readiness. Onboardings are structured, billable activities that must follow B2W approval and documentation procedures.

Onboarding Requirements

- 1 Onboarding is for newly hired participants only.
- 2 Onboarding sessions are 8 hours in duration.
- 3 Onboarding activities are eligible for reimbursement when properly approved and documented.

Approval Process

- 1 Prior to conducting any Onboarding, approval must be requested from your assigned B2W Regional Manager.
- 2 Onboarding conducted without prior approval may result in denial of reimbursement.

Documentation Process

- 1 After approval is obtained, use the Onboarding Tool within the Backup Invoice Packet (Google Sheets).
- 2 Ensure all participant information and required fields are accurately entered.
- 3 Do not manually enter onboarding data outside of the Onboarding Tool.

Important Notes

- 1 Only approved Onboarding sessions will be considered for reimbursement.
- 2 Failure to follow the approval and documentation process may delay or prevent payment.
- 3 Ensure all entries are accurate and completed in a timely manner.

Closing

Following this process ensures compliance with B2W requirements and supports accurate reimbursement. If you have any questions or need assistance, please contact your B2W Regional Manager.