

New Wayfinder Checklist

By the end of your first week, you should have the following items completed. If you are having trouble, reach out to hr@onesource.net, and we will assist you!

Week 1

Log in to ADP

- If you have not received or cannot locate the activation email, send a message to Michelle Korzec-Walker.
- **Hourly Employees** - Once this is completed, have your supervisor adjust any missed punches.

Change your Password

- Instructions provided during Orientation

Benefits Selection

- You will receive an email from **Employee Navigator** to make your individual elections.
- If you have specific questions, please reach out to Michelle Korzec-Walker.

Intelisys Cloud Services University Activation

- This will come from Aisha Addison at ScanSource.

Turn in or email I9 Documents

- **Greenville** - Madison Morning will collect and make copies
- **Raleigh or Remote** - Email to hr@onesource.net

KnowBe4 Security Awareness Training

- Complete Information Security Training
- Complete any outstanding REQUIRED trainings in your dashboard

Complete all Team Introduction Sessions*

- Human Resources and Technology Setup (Monday, 9:00am)
- Customer Overview and Account Management (Monday, 2:00pm)
- Service Delivery (Tuesday, 9:00am)
- Account Support (Tuesday, 2:00pm)
- Service Assurance (Wednesday, 9:00am)
- IT and Security (Wednesday, 10:00am)
- Billing Services (Thursday, 9:00am)
- Accounting (Thursday, 10:00am)
- Revenue and Strategic Partnerships (Thursday, 11:00am)

**Times subject to change. Please see calendar invites for up-to-date information*



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By the end of your first 90 days, you should be performing the duties of your role with minimal oversight. Your leader will be helping you track your progress through 1:1 meetings. Below are some additional items that should be completed during that time.

First 90 Days

- New Employee Check-ins with Michelle Korzec**
 - 4 weeks
 - 8 weeks
- 401K Enrollment**
 - Be on the lookout for an email around 75 days into your employment.
- Progress Check-Up**
 - This will take place during your 1:1 meetings with your supervisor.