

## CCC Maker Career Catalyst Onboarding

### Start Outreach

1. **Recruit employers through visits and outreach activities**
2. **Confirm employer host site \***
  - ✓ Complete worksite evaluation (Submit electronic version or scan paper version)
  - ✓ Execute worksite agreement (Send executed version to FCC)
3. **Recruit student \***

### Day 0 - Completion of 4 and 5 Below

4. **Student completes the Foundation's online application \***
  - ✓ <https://goo.gl/GX0Ery>
5. **Notify the Foundation \***
  - ✓ Email the following information to [careercatalyst@foundationccc.org](mailto:careercatalyst@foundationccc.org)
    - Student name
    - Pay rate
    - Start date
    - End date \*\*
    - College Internship Coordinator (Timekeeper Supervisor)
    - Job description
    - Worksite agreement
    - Worksite evaluation

### Day 5-Completion of 6 through 10

6. **Student Verification**
  - ✓ Allow two business days for the student to be added to payroll
  - ✓ Once on payroll in *Paycom* system, the Foundation will email the student timekeeping instructions and the pay period calendar, copying the Internship Coordinator
7. **Student Paperwork**
  - ✓ Student completes all new hire paperwork in Paycom
  - ✓ Section 1 of the I9 form *must be completed no later than first day of employment*
8. **Automated Email from Paycom to Internship Coordinator (Timekeeper Supervisor)**
9. **Internship Coordinator Paperwork**
  - ✓ Student presents original copies of right-to-work documents. Internship Coordinator reviews and completes Section 2 of the I9 form in their personal Paycom account *no later than first day of employment*
    - i. Paycom > Human Resources > Document and Task Management > Task Management Dashboard
    - ii. Click on employee's name
    - iii. Click green start button next to I9 task
    - iv. Insert document information
    - v. Select "1" for Location
    - vi. Sign and click green "Update" button
10. **Schedule**

- ✓ Student and Internship coordinator agree on tentative internship schedule and set end date and exit interview
- ✓ Enter into Paycom and place 1hr for exit interview
- ✓ Enter reminder 4 days for XXXX

## **Internship Starts!**

### **11. Student begins work**

- ✓ Complete timesheet every other week. If internship is two-weeks or less, complete timesheet in first week of internship for all hours, projecting future hours

## **4 Days before End of internship**

### **12. Submit in Paycom final date and approve**

### **13. Foundation mails check**

- ✓ Direct deposit is only available if internship is longer than two weeks

## **Last Scheduled day**

### **14. Exit Interview**

- ✓ Links to potential questions

### **15. Student Received check**

\*Steps 1-4 may be completed prior to a fully executed contract between the college and Foundation

\*\*If you do not know the exact end date, please provide an estimate