

Back Office Staffing Solutions  
**boss.**

# Employee Welcome Kit

Everything you need to get started with  
BOSS as your Employer Of Record.



## Welcome to our Team!

### **BOSS will be your new Employer of Record.**

Back Office Staffing Solutions (BOSS) has partnered with your recruiting firm to become your new legal "Employer of Record" (EOR). BOSS is a national back office firm dedicated exclusively to the staffing and recruiting industry. BOSS will employ you for your temporary positions presented to you by your recruiting firm. In order to focus on finding you exciting work opportunities, your recruiting firm has made the strategic decision to outsource this function, giving you more resources and a better overall working experience.

### **What is an Employer of Record?**

An Employer of Record ("EOR") is the legal entity who employs you. They are responsible for onboarding you, paying you, providing your employee benefits, providing your Workers' Compensation Insurances and taking on all of traditional employer responsibilities.



## APP Setup

Your recruiter will submit your basic information to our app. Once completed, you will receive an email link to enroll and create your app account. Keep a look out for that email from [support@backofficenow.com](mailto:support@backofficenow.com). If the email does not arrive please check your spam folder.

## Online Onboarding

You will be onboarded during the enrollment process. This will include having you review and agree to the employee handbook and provide us with set-up documents. Additionally, BOSS will provide you with optional employee benefits & more. The app is mobile-friendly

## Time Submission

You should enter your time each week in the app, although we suggest that you do it daily. Our work week is Sunday to Saturday. Time must be submitted no later than Sunday at 11:59 PM, EST, for the previous week's time. The client will approve by Tuesday at Noon. You can also view all of your previous timecards, payroll and work history.

## Payday

You will be paid via the method that you chose during your onboarding. It will help if you have your bank login information handy for your onboarding. Payday will be each Friday for the previous work week.



The graphic features the BOSS logo (Back Office Staffing Solutions) in a yellow box on the left. To its right, the text 'Associate Payroll Schedule' is displayed in white on a dark grey background. Below this, a list of key dates and events is presented on a dark grey background with yellow icons and horizontal lines separating items:

- Work week is Sunday through Saturday** (Icon: calendar)
- Sunday:** Timecards are due by Sunday at 11:59 PM (Icon: document)
- Tuesday:** Client timecard approvals are due by Tuesday at Noon (Icon: calendar with checkmark)
- Wednesday:** Payroll is processed, and bank file prepared (Icon: envelope)
- Friday:** Payday for the previous week's work, deposit received by close of business (Icon: calendar with dollar sign)



## IMPORTANT:

Time must be submitted no later than Sunday at 11:59 PM Eastern Time.



## New Hire Onboarding

*Please make sure you complete all of these important tasks, including...*

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- Confirm receipt of offer letter
- Complete I-9 Form
- Complete W-4 Form  
**NOTE:** *If you are claiming EXEMPT status, then you must put the word “EXEMPT” in Box 4C of the W-4.*
- Complete employee information form
- Choose or opt out of benefits
- Agree to background checks
- Complete drug testing, if applicable.
- Complete Safety Skills training, if applicable.



# Employee Eligibility

## U.S. Form I-9

It is imperative that we receive a signed and completed I-9 Form before you begin your assignment. In the case that an exception is made, the law requires that we receive this no later than 3 days after your assignment start date or you will need to be terminated from your assignment. The I-9 Form is legally required by the US Department of Homeland Security for all employment in order to verify that you are legally eligible to work in the United States. You will submit this electronically and will need to have an authorized representative present in order to complete Part 2 for you.



Employment Eligibility Verification  
Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9  
OMB No. 1615-0047  
Expires 10/31/2022

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identify. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/>	1. A citizen of the United States
<input type="checkbox"/>	2. A noncitizen national of the United States (See instructions)
<input type="checkbox"/>	3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____
<input type="checkbox"/>	4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. (See instructions)

## Welcome Boss Employee!

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You are eligible for benefits on the first of the month following 30 days of employment. Enrollment must be completed within the first 30 days of employment. If this window is missed, you must wait until the annual open enrollment period in May. To qualify for benefits, you must work a minimum of 30 hours per week.

To view our full benefit packet, please visit:

[www.backofficenow.com/benefits](http://www.backofficenow.com/benefits).

**To enroll, follow the steps below:**

1. Visit [gowellenroll.com](http://gowellenroll.com)
2. Click "Create Account"
3. Select "Employee"
4. Enter your Company Code: BACK1
5. Enter your email address
6. Create a password and get started
7. Enter your personal information and add dependents
8. Select your benefit offerings (you can view plan details and costs for each option)
9. Review, sign, and submit your enrollment

Questions, feel free to call Go Well at 866-346-9355 or email [info@gowellbenefits.com](mailto:info@gowellbenefits.com).



## HOW DO I CLAIM "EXEMPT" STATUS ON MY W-4?

If you are claiming EXEMPT status, then you must put the words "EXEMPT" in Box 4C of the W-4.

## HOW DO I KNOW IF MY TAX WITHHOLDINGS ARE CORRECT?

If you'd like to review your W-4, log into your contractor portal, select "Profile", select "Documents."

## HOW DO I CHANGE MY TAX WITHHOLDINGS?

Contact [Support@backofficenow.com](mailto:Support@backofficenow.com) and we will provide a new State or Federal w-4 for you to complete and sign.

## WHEN ARE TIMESHEETS DUE?

Our workweek is Sunday to Saturday. Timesheets are due Sunday night at 11:59 PM EST for the previous week's work.

## WHERE CAN I VIEW MY PAY STUBS?

Your paystubs can be viewed in your Associate Portal under the "Pay History" tab.

## WHEN DO I RECEIVE MY PAYCHECK?

Associates receive payment each Friday for the previous week's work. In the case where a holiday is held on Friday, employees receive payment on Thursday. Payments should be deposited in the early morning hours, but due to various banking procedures and processes, it is possible that your payment won't appear in your account until 5pm.





## **HOW DO I CHANGE MY PAYROLL BANK ACCOUNT?**

Log into your portal, select "Profile" then select "Direct Deposit", then select "Add account".

## **HOW LONG DO BACKGROUND CHECKS AND DRUG TESTS TAKE?**

Background checks usually take 1-3 days. Drug tests usually take 2-5 days for results from the day that the associate takes the test. Both can be done simultaneously.

## **HOW WILL I KNOW IF I PASSED MY BACKGROUND TEST OR DRUG TESTS?**

Your recruiter will notify you if there are any problems, or if for some reason you are denied a job because of these, you will be notified with a "Pre-Adverse Action Notice" as per FCRA laws.

## **WILL YOU SHARE MY DETAILED BACKGROUND TESTS AND DRUG TESTS WITH ANYONE?**

No. According to the Fair Credit and Reporting Act, only BOSS will have access to your reports. Your recruiter and client will receive a pass/fail notification, based upon the standards that they set forth. In the event that the reports are requested by the recruiter and/or client, you will be asked to sign an additional release giving us permission to do so.

## **HOW DO I UPDATE MY EMAIL OR PHONE NUMBER?**

You can update your email or phone in the "Settings" page which is at the top right of your dashboard.



Good luck  
and enjoy  
the journey!

*Back Office Staffing Solutions*  
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**Questions?**

Email us at [Support@backofficenow.com](mailto:Support@backofficenow.com)

Phone (855) 508-BOSS