



## On Boarding Event Time Line

Event Title	Time Allotted*	Responsibility
1. Application is completed and submitted to TASC.	1 day	Provider/Client
2. TASC receives application, reviews, enters into TASC, and assigns TASC ID. PayPath enters Client and sets up account to obtain payroll ID.	1-2 days	TASC
3. TASC sends a welcome email with legal forms to be completed and signed, and option dates for first onboarding.	1-2 days	TASC
4. TASC contacts Client with first onboarding appointment to start to collect payroll data and inform Client on what data is needed to set up payroll account.	2-3+ days	TASC/Client
5. TASC enters data into Salesforce to submit online enrollment.	3+ days	TASC
6. TASC collects all data. All data must be collected 7 days before first check date.	5-7 days	TASC/Client
7. TASC starts implementation process to build new payroll account specific to Client needs.	6-8 days	TASC
8. Onboarding Specialist sets up training with Client to be trained with Online Employer.	7-9 days	TASC/Client
9. Client is trained with Onboarding Specialist to enter first payroll data and be trained with Online Employer, and submit first payroll.	8-10 days	TASC/Client
10. Payroll processed.	10-12 days	TASC
11. Second Online Employer training.	Varies	TASC/Client
12. Third Online Employer training, if needed.	Varies	TASC/Client

\*Onboarding event time line does vary, pending dates of many different scenarios; date application submitted and received, first pay date, and cooperation of client submitting data. The above time line is based on a 15 business day start date.

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