


Mammoth Holdings			
	STANDARD OPERATING PROCEDURE	Document Number	SOP-HR-001
		Effective Date	01/01/2023
		Revision Number	02
		Revision Date	10/05/2022
New Team Member Onboarding Procedure			

I. OBJECTIVE

To detail the process for requesting, recruiting, and onboarding a new team member.

II. SCOPE


This SOP is applicable for processes and systems utilized by employment candidates, operatives, talent acquisition, human resources, training and development, safety, and benefits.

III. PROCEDURE

1.0 Pre-Hire Procedure:

- 1.1 The hiring manager will submit a requisition request as detailed in SOP-TRT-001 or SOP-TRT-002.
- 1.2 The hiring Manager will ensure their Calendly is updated weekly to provide availability for interviews to be scheduled.
- 1.3 TRT will begin pre-screening and scheduling interviews for the Hiring Manager.
- 1.4 The hiring Manager will communicate employment offers or rejections/w reasons to TRT via their respective team chat groups.
 - 1.4.1 The hiring manager will make an employment offer to the candidate using the Offer Letter Template in Paylocity while following the process detailed in the Job Offer Standard Operating Procedure (SOP-TRT-005).
 - The offer will automatically prompt TRT for approval. TRT has 24 business hours to approve the offer and initiate the onboarding packet to the candidate. At this time, TRT will also initiate the background check process for the position of Supervisor and above.
 - The hire date indicated on the New Hire Form must be the team member's first day on the job site and must be at least 4 business days from the offer date to account for the 24-hour processing time with TRT and a 3 day processing time for the candidate and HR to complete the required documents. For Supervisor positions and above, the Hiring Manager should also factor in 7 day wait time for background check processing.
 - Candidates who fail to start or complete the Onboarding Packet within 3 business days of the designated hire date, will be deleted from the onboarding portal. Therefore, any issues that delay hiring should be communicated to the local HR Business Partner by the Hiring Manager so the hire date can be revised.

	Written by:	Reviewed by:	Approved by:
Name	Hassie Campbell	Mark Hidle	Mark Hidle
Designation	HRBP	CPO	CPO
Signature / Date	10/05/2022	10/05/2022	10/05/2022

Mammoth Holdings			
	STANDARD OPERATING PROCEDURE	Document Number	SOP-HR-001
		Effective Date	01/01/2023
		Revision Number	02
		Revision Date	10/05/2022
New Team Member Onboarding Procedure			

- Once the onboarding packet has been completed by the candidate, the site manager will confirm and coordinate the final start date. For questions about the pre-hire procedure please contact careers@mammothholdings.com.

2.0 Post-Offer Procedure:

- 2.1 The HR Team completes I9/E-Verify process and all remaining onboarding steps.
- 2.2 On or before start date, the site manager must review the I9 documents in person.
- 2.3 At this time, the onboarding packet populates the HRIS and Scheduling modules of Paylocity and the candidate is effectively hired and ready to begin work. For questions about I9s and onboarding please contact hr@mammothholdings.com.


3.0 New Team Member Orientation:

- 3.1 Upon 24 hours of being onboarded in Paylocity, new team members will receive an email from Paylocity notifying them that they have New Hire Orientation and Safety Orientation to complete in the Paylocity Learning Management System.
- 3.2 Upon arriving for their first day of work, the site manager will provide time for the team member to complete their orientation modules. All team members must complete these modules within their first week (7days) of employment with the company. For questions regarding training please contact destiny.b@mammothholdings.com.

4.0 New Team Member Benefit Enrollment:

- 3.2 Upon 24hrs of being onboarded into Paylocity, all eligible team members will receive an email notification from B-Swift prompting them to enroll in the company benefit offerings.
 - 3.2.1 Salaried team members- will elect medical benefits in the B-Swift module.
 - 3.2.2 Hourly team members- will receive an additional email from Bavvy, the ICRA Marketplace, and must make medical elections in the Bavvy portal.
- 3.3 All eligible team members are responsible for making their elections in BSwift and/or Bavvy in their first 14 days of employment to ensure benefit premiums are deducted timely beginning on the benefit effective date. However, changes can be made to team member benefits within the first 30 days of employment. Any premiums missed due to late enrollment will be deducted from the team member's paycheck until the balance

	Written by:	Reviewed by:	Approved by:
Name	Hassie Campbell	Mark Hidle	Mark Hidle
Designation	HRBP	CPO	CPO
Signature / Date	10/05/2022	10/05/2022	10/05/2022

Mammoth Holdings			
	STANDARD OPERATING PROCEDURE	Document Number	SOP-HR-001
		Effective Date	01/01/2023
		Revision Number	02
		Revision Date	10/05/2022
New Team Member Onboarding Procedure			

has been paid. For questions about company benefits please contact hr@mammothholdings.com.

4 ASSOCIATED DOCUMENTS

5 [LINKS]

6 VERSION

SOP No.	Effective Date	Reason for revision
SOP-HR-001	06/01/2022	Added benefits and new hire orientation sections.

	Written by:	Reviewed by:	Approved by:
Name	Hassie Campbell	Mark Hidle	Mark Hidle
Designation	HRBP	CPO	CPO
Signature / Date	10/05/2022	10/05/2022	10/05/2022