



RedCarpet New Hire Portal

Quick Links

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Task List

-  [Initiate Pre-Employment Drug Screening](#)
Due: 4/15/2009
-  [Sign Confidentiality Agreement](#)
Due: 4/15/2009
-  [Complete Benefits Form](#)
Due: 4/16/2009
-  [Review Sexual Harassment Policy](#)
Due: 4/19/2009
-  [Standards of Ethics Agreement](#)
Due: 4/19/2009
-  [Enroll in Direct Deposit](#)
Due: 4/22/2009
-  [Fill out W-4 Form](#)
Due: 4/25/2009

Events

◀ March 2009

April 2009

May 2009 ▶▶

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 Benefits Overview	21	22	23	24	25
26	27	28	29 401(k) Changes	30		

The Event calendar can be used to show a new employee any upcoming events or activities they have as part of the onboarding process.

Instructions

Please read instructions carefully before completing this form. The instructions must be available during completion of this form.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.

Print Name: Last Philips	First Taylor	Middle Initial 	Maiden Name
Address (Street Name and Number) 120 Crane Dr	Apt. # 	Date of Birth 10/02/1986	
City Aloha	State Hi	Zip Code 05125	Social Security # 123-45-6789

I am aware that the 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):

- A citizen or national of the United States
- A Lawful Permanent Resident Alien No. A
- An alien authorized to work until

(Alien # or Admission #)

Employee's signature
Taylor Philips

Preparer and/or Translator Certification. (To be completed by employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that the information is true and correct.

Preparer's/Translator's Signature
Address (Street name and Number, City, State, Zip Code)

Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List B and one from List C, as listed on the reverse of this form, and

Document title: List A OR

Forms in RedCarpet can either be static (for review only) or fielded which would allow for input. All forms are ready to print in a pdf version.

Please read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.

Print Name: Last Philips	First Taylor	Middle Initial 	Maiden Name
Address (Street Name and Number) 120 Crane Dr	Apt. # 	Date of Birth (month/day/year) 10/02/1986	
City Aloha	State Hi	Zip Code 05125	Social Security # 123-45-6789

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):

- A citizen or national of the United States
- A lawful permanent resident (Alien #) A
- An alien authorized to work until

(Alien # or Admission #)

Employee's Signature
Taylor Philips
Date (month/day/year)
05/04/2009

Preparer and/or Translator Certification. (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature
Print Name
Address (Street Name and Number, City, State, Zip Code)
Date (month/day/year)

Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR



RedCarpet Dashboard

Search

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- Employees
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 Show Events for

Status ▼	Name	Event	% Tasks Complete	Effective Date
●	Roberts, Madison	Onboarding	<div style="width: 14%;"><div style="background-color: blue; height: 10px;"></div></div> 14%	4/15/2009
●	Philips, Taylor	Onboarding	<div style="width: 4%;"><div style="background-color: blue; height: 10px;"></div></div> 4%	4/22/2009
●	Henderson, Mackenzie	Onboarding	<div style="width: 18%;"><div style="background-color: blue; height: 10px;"></div></div> 18%	4/23/2009
●	Henderson, Mackenzie	I-9 Reverification	<div style="width: 0%;"><div style="background-color: blue; height: 10px;"></div></div> 0%	1/12/2009
●	Williams, Hope	Transfer	<div style="width: 35%;"><div style="background-color: blue; height: 10px;"></div></div> 35%	5/10/2009
●	Coesette, Alexander	Transfer	<div style="width: 35%;"><div style="background-color: blue; height: 10px;"></div></div> 35%	5/10/2009
●	Thompson, Jay	Seasonal	<div style="width: 0%;"><div style="background-color: blue; height: 10px;"></div></div> 0%	4/24/2009
●	Gilbery, Lisa	Hourly	<div style="width: 0%;"><div style="background-color: blue; height: 10px;"></div></div> 0%	4/29/2009
●	Green, Eric	Merger and Acquisition	<div style="width: 0%;"><div style="background-color: blue; height: 10px;"></div></div> 0%	4/10/2009
●	Pourroy, Kevin	Seasonal	<div style="width: 75%;"><div style="background-color: blue; height: 10px;"></div></div> 75%	1/18/2009
●	Gonzalez, Luis	Offboarding	<div style="width: 13%;"><div style="background-color: blue; height: 10px;"></div></div> 13%	
●	Smith, Berry	Hourly	<div style="width: 68%;"><div style="background-color: blue; height: 10px;"></div></div> 68%	
●	Lewis, Aaron	Offer Letter	<div style="width: 0%;"><div style="background-color: blue; height: 10px;"></div></div> 0%	
●	Jefferson, Lydia	Offboarding	<div style="width: 0%;"><div style="background-color: blue; height: 10px;"></div></div> 0%	

Onboarding Managers receive this view when they login instead of the portal (which they can easily access via the left-side menu). This provides an overview into new hires, internal assignees and their own pending tasks.



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[Home](#) \ Employee Task List

Taylor Philips

Event: Onboarding

[See Details](#) 

Task Summary

Overdue: 1	Incomplete: 23	Complete: 1
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[Add a Task](#)

Incomplete

Status ▾	Task Title	Due Date	Assignee	Team	Action
	Approve Computer Requisition	3 days late 6/9/2008		Managers	Claim Task Delete
	Fill out I-9 Form	due today 6/12/2008	Philips, Taylor		Claim Task Delete
	Sign Confidentiality Agreement	due today 6/12/2008	Philips, Taylor		Claim Task Delete
	Complete Benefits Form	1 day left 6/13/2008	Philips, Taylor		Claim Task Delete
	Initiate Pre-Employment Drug Screening	due today 6/12/2008	Philips, Taylor		Claim Task Delete
	Review Benefits	6 days left 6/18/2008	Philips, Taylor		Claim Task Delete
	Office/Workspace Preparation	4 days left 6/16/2008		Facilities	Claim Task Delete
	Review Sexual Harassment Policy	4 days left 6/16/2008	Philips, Taylor		Claim Task Delete
	Standards of Ethics Agreement	4 days left 6/16/2008	Philips, Taylor		Claim Task Delete
	Fill out W-4 Form	10 days left 6/22/2008	Philips, Taylor		Claim Task Delete
	Enter New Hire information to Payroll System	5 days left 6/17/2008		Payroll	Claim Task Delete
	Attend Orientation - Day 1	8 days left 6/20/2008	Philips, Taylor		Claim Task Delete
	30-Day Survey	38 days left 7/20/2008	Philips, Taylor		Claim Task Delete
	Attend Orientation - Day 2	9 days left 6/21/2008	Philips, Taylor		Claim Task Delete

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Task Summary

Status: Incomplete **Due Date:**  6/9/2008 **Assigned To:** [Unassigned] [Assign](#) [Claim](#)

Task Title
Approve Computer Requisition

Instruction



Approve Computer Requisition.

Event Details

Job Type: [Customer Service Rep I](#) Location: [Hawaii](#) Department: [Corporate HQ](#)
HR Coordinator: [Susan Harris](#) Manager: [Michael Baxter](#)
Start: [6/19/2008](#)

Notes

Send E-mails



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I-9 Dashboard

 [Advanced Search](#)

 Incomplete I-9s	 Complete I-9s	 Purged	 e-Verify Status
New Hires 0	Requires Re-verification 1	I-9s to be purged in 30 days 0	Appeal Pending Count 0
Task 1 Past Due - Task Late 1	Complete 2	I-9s purged in the last 30 days 0	Action Required Count 0
Task 1 Overdue - over 3 days 0		Total I-9s Purged 0	DHS in Progress 0
Task 2 Past Due - Task Late 1			
Task 2 Overdue - over 3 days 1			





Managing the RedCarpet Portal

Quick Links

[Message From Our CEO](#)[Values](#)[Our Culture](#)

Task List

You have no tasks

Upcoming Events



Welcome to WorldCo

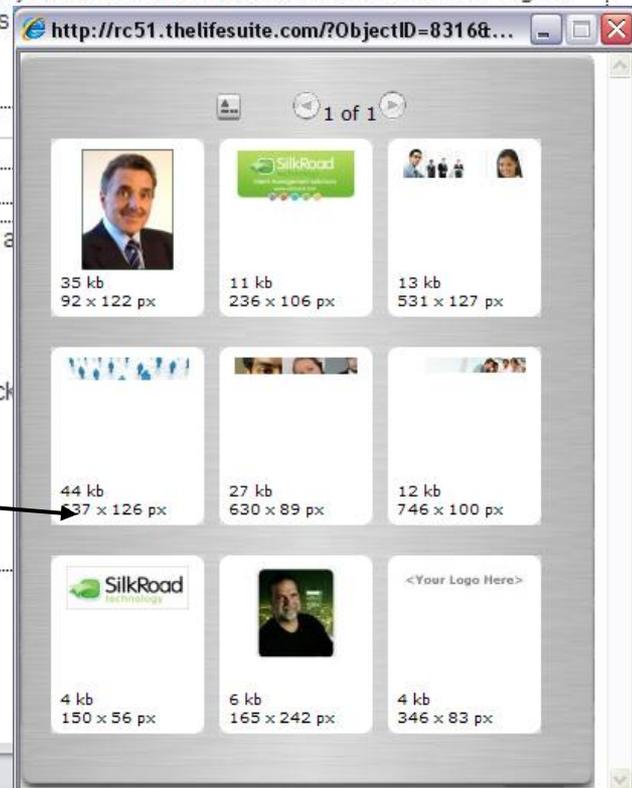
We hope your first days and weeks here are informative and allow you to transition into your new job smoothly. The material contained within this site is meant to help you learn about our organization. As a new employee, you will want to visit this New Employee Portal often to learn more about how to navigate the organizational procedures during your first days.

Good luck and welcome!

Important Tasks

Throughout the New Employee portal, you will find a series of tasks displayed on the left. This lists important tasks you must complete. Please make sure you complete them by the specified date. As you date through the onboarding process, additional tasks might be added to be sure to check periodically for new tasks. Note: you will also receive an email notification when a new task is added to you.

By clicking on "Edit with ReadyEdit," business users can *instantaneously* make site changes. Here we clicked on the banner photo and it brings up the image browser.



Task List

You have no tasks

Our document library contains helpful materials including, but not limited to, benefits, general policies, and travel information.

Documents**Benefits**  

- [Medical Benefits Overview.doc](#) *Posted on 03/03/2009*
- [Medical Benefits Enrollment Form.doc](#) *Posted on 03/03/2009*
- [Dental Claim Form.pdf](#) *Posted on 03/03/2009*
- [Dental Benefits Overview.doc](#) *Posted on 03/03/2009*
- [Dental Benefits Enrollment Form.doc](#) *Posted on 03/03/2009*

Policies and Guidelines  

- [Associate Guide revised 02-28-2008.doc](#) *Posted on 03/03/2009*
- [Confidentiality Agreement.doc](#) *Posted on 03/03/2009*

[+ Add New Category](#)

This is RedCarpet's easy-to-use Document *Management* functionality.

Documents can be dragged directly into the New Hire Portal – right from within a Web browser!