

Onboarding Form Guidance

It is important that the Onboarding Form is completed correctly to enable the HRSS team to produce and issue the correct Contract of Employment and Offer Letter, set up the new starter under the correct entity and ensures that Terms and Conditions are in line with the new organisational structure.

We expect all fields to be completed prior to the Onboarding form being sent to the HRSS to process. The below prompts can be used to ensure all mandatory fields are completed. Your form may be rejected if the below criteria is not met, and a new one will need to be submitted.

HRSS will reject the case if the following is missing:

- ATR number
- Unique Role ID if a Management and Support role
- Business Area
- Start date
- End of FTC date
- Role Profile
- Department code
- Function
- Sub function
- Site/cost

Onboarding Form



Complete for salaried new starters only. (Only agreed role profiles will be processed).

Please submit this form to – talent.acquisitionteam@greencore.com

You should only complete this form using **Adobe Reader** otherwise the drop-down information provided may not be visible to the recipient.

TA Specialist:	
ATR Number:	
Is the offer within ATR? <u>Unique Role No:</u>	
Recruitment Source:	
Name of Referrer: (if app)	
Agency: (if app)	

The ATR number is required so we are aware the role has been approved

The Unique role number required to enable us to maintain the new Organisation Structure

CANDIDATE DETAILS:

Name:	
Known as:	
Address:	
Email Address:	
Telephone Number:	

ELIGIBILITY TO WORK:

Proof of ID: (passport, birth cert, visa etc. plus passport proven)			
<input type="checkbox"/> Proof of ID	<input type="checkbox"/> Proof of NI	<input type="checkbox"/> ETW Checklist	<input type="checkbox"/> Passport Proven
Notes:			

CHECKLIST FOR HR SHARED SERVICES:

Payroll Number:	
HRSS Coordinator:	
Date sent to Payroll:	

Form

Signed Contract:	<input type="checkbox"/>	Payroll New Starter Form:	<input type="checkbox"/>
WTD Form / Update OHR:	<input type="checkbox"/>	Expression of Wish Form:	<input type="checkbox"/>
GDPR Fair Processing Notice:	<input type="checkbox"/>	Reference Form:	<input type="checkbox"/>
Induction arranged: <i>(SLT for Senior Colleagues)</i>	<input type="checkbox"/>	New Starter email sent to manager:	<input type="checkbox"/>
Car Options Form: <i>(Update OHR and Send to Fleet)</i>	<input type="checkbox"/>	OpenHR record / E-File Set Up:	<input type="checkbox"/>

The start date and end FTC date (if applicable) are required to ensure the colleague is paid correctly and for the right period.

The Business Area is required to set up the new starter under the correct entity/ T&C's

OFFER & JOB DETAILS:

Business Area:			
Contract Type/Cost Type (Est):			
Start Date:		FTC End Date:	
Job Title:			
Role Profile: <i>(STANDARD LIST ONLY - Salaried)</i>			
Salary:			
Career Band:			
Department Code:			
Function /Sub Function:			
Site: <i>(Cost)</i>			
Unit / Location: <i>(Physical base)</i>			
Manager Name & Job Title:			
Probation Period:		Notice period:	
Holidays:		Bank Holidays:	
Hours per Week:		Breaks:	
Shift Pattern/Working Days:			

The cost type and department code are required to ensure the colleagues salary is costed to the correct department

Role profile is required to ensure this is an approved role within the organisational structure

The Function/ Sub function is required to enable us to maintain the new Organisation Structure

BENEFITS:

Car Allowance:	
Private Healthcare:	
Bonus:	
Performance Share Plan:	
Notes:	