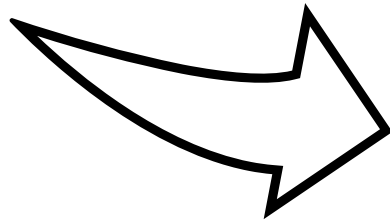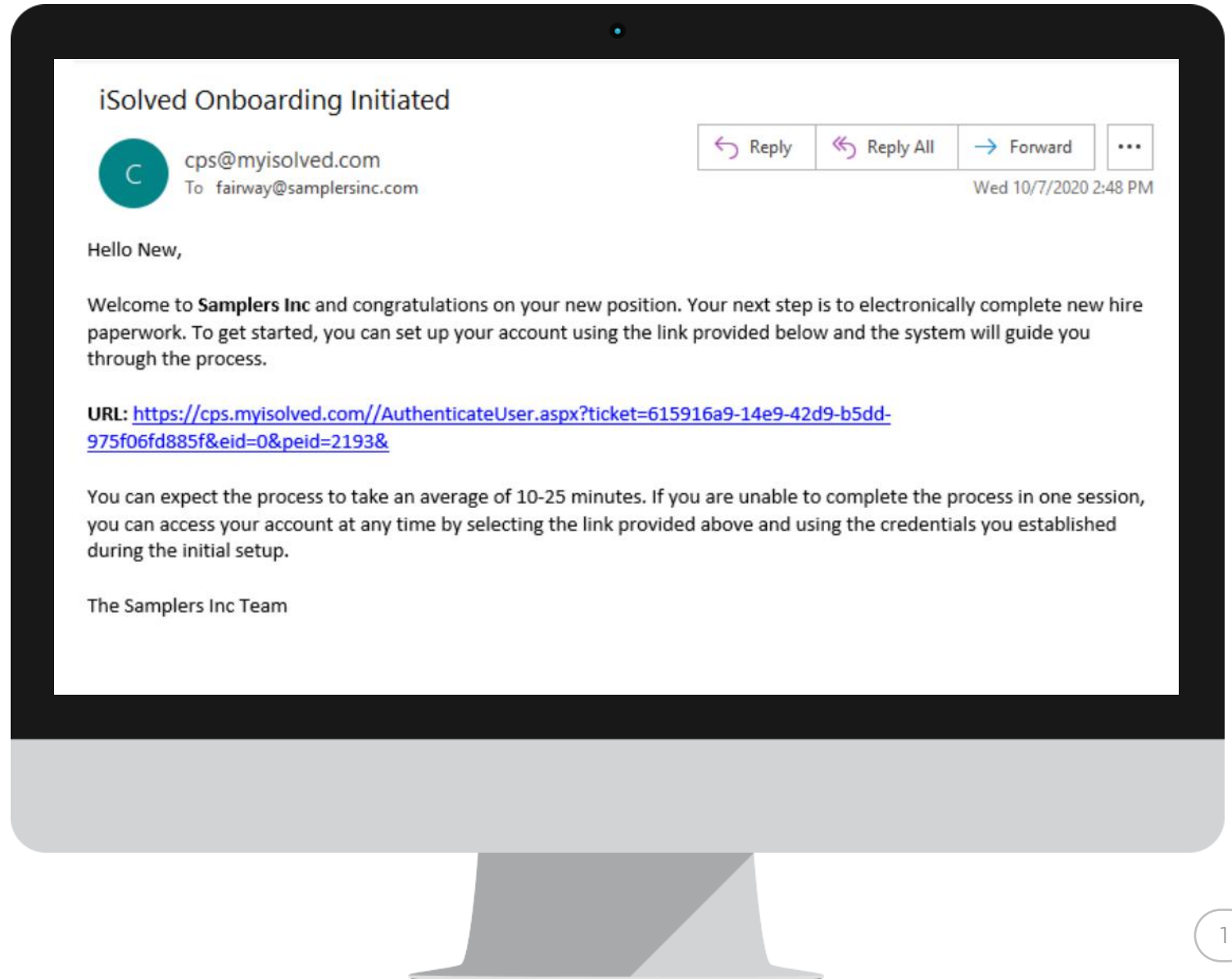# Initial Email from Samplers Inc.'s Payroll Company

Item 1

You will receive an email from our payroll company to the e-mail address you used to sign up with Samplers Inc. Click on the link in the email to begin the hiring process. This is what the email will look like.

NOTE: it's easiest to complete the new hire documents at a computer or laptop.

iSolved Onboarding Initiated

↩ Reply   ↩ Reply All   → Forward   ⋯

C   cps@myisolved.com
To   fairway@samplersinc.com

Wed 10/7/2020 2:48 PM

Hello New,

Welcome to **Samplers Inc** and congratulations on your new position. Your next step is to electronically complete new hire paperwork. To get started, you can set up your account using the link provided below and the system will guide you through the process.

URL: https://cps.myisolved.com//AuthenticateUser.aspx?ticket=615916a9-14e9-42d9-b5dd-975f06fd885f&eid=0&peid=2193&

You can expect the process to take an average of 10-25 minutes. If you are unable to complete the process in one session, you can access your account at any time by selecting the link provided above and using the credentials you established during the initial setup.

The Samplers Inc Team

Creating Login for iSolved Payroll System

Item 2

The iSolved link will open in your web browser. The first screen will allow you to set a password for the system. The default username is your full email address. Once you fill out the required fields, click **Continue**.

Note: you cannot change any of the fields in gray. Please be sure to set a password you can remember. Samplers Inc. does not have access to passwords

Accepting Terms & Conditions and Electronic Signature

Item 3

You will then be directed to the Terms and Conditions page. Please review and click **I Accept** to proceed.

Item 4

Next, you'll be directed to the onboarding documents. You will receive a popup regarding electronic signatures. Please review and then click **I Accept** to be able to electronically sign the new hire documents.
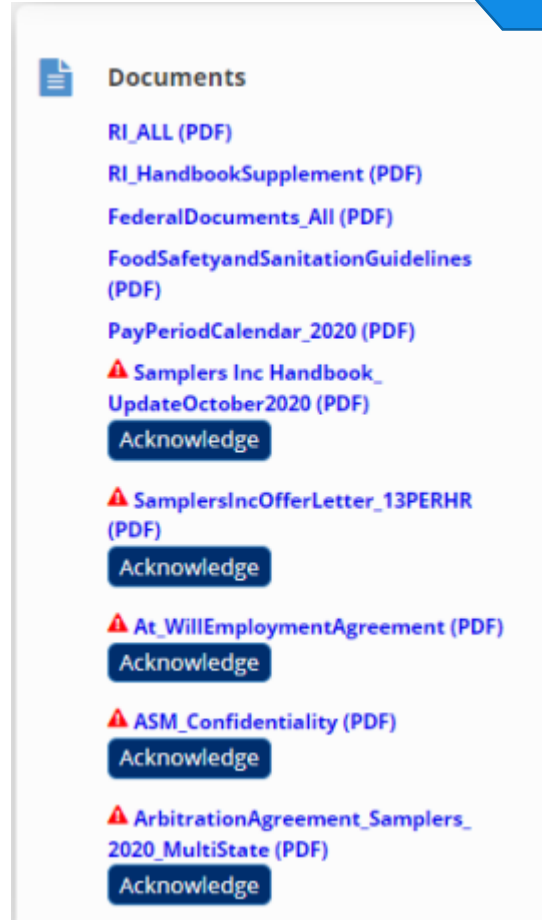
Important Documents & Samplers Inc. Handbook + Acknowledgements
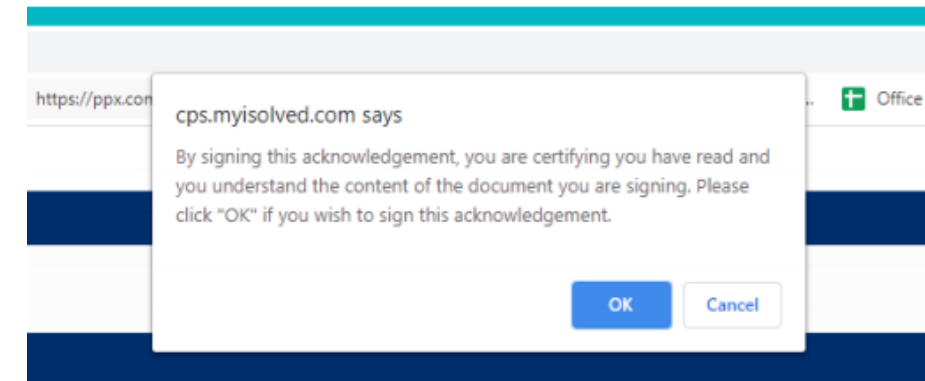
Item 5

The display message will be relevant to the state you live in and will give notice of all the required items.

- Click on the document name to download the PDF.
- The documents with **red warning triangles** must be downloaded and read before you can acknowledge them.

Documents

RI_ALL (PDF)

RI_HandbookSupplement (PDF)

FederalDocuments_All (PDF)

FoodSafetyandSanitationGuidelines (PDF)

PayPeriodCalendar_2020 (PDF)

⚠ Samplers Inc Handbook_ UpdateOctober2020 (PDF)
[Acknowledge]

⚠ SamplersIncOfferLetter_13PERHR (PDF)
[Acknowledge]

⚠ At_WillEmploymentAgreement (PDF)
[Acknowledge]

⚠ ASM_Confidentiality (PDF)
[Acknowledge]

⚠ ArbitrationAgreement_Samplers_ 2020_MultiState (PDF)
[Acknowledge]

Item 6

When you click on **Acknowledge** , the below pop-up with be displayed. Clicking **OK** is your electronic signature on the document.

https://ppx.com

cps.myisolved.com says

By signing this acknowledgement, you are certifying you have read and you understand the content of the document you are signing. Please click "OK" if you wish to sign this acknowledgement.
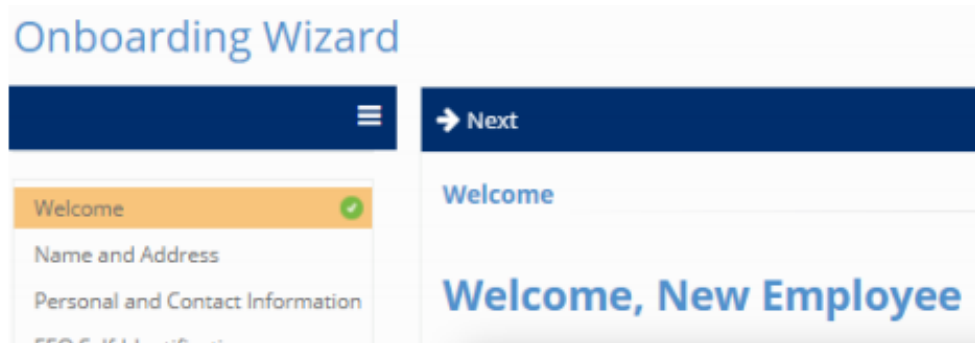
[OK] [Cancel]

Office

Submitted All Required Acknowledgements

Item 7

Once all documents have been read and acknowledged, the **Next** button will turn white. Click **Next** to proceed.

Complete Your Personal Information, Direct Deposit, Tax, and other Documents

Item 8

The next sections will gather your information for hiring. This includes:

- Name and Address
- Contact Information
- EEO Identification
- Form I-9 Certification
- Tax Information
    - Federal
    - State
- Emergency Contact Information
- Direct Deposit Data

You will also be asked to upload Supporting ID Documents (personal identification documents e.g. license, social security card, passport, etc.).

If any sections are incomplete, you will be able to review them by clicking Confirmation Statement. If at any time you need to stop the process, you can log back in and finish where you left off by using the username and password you set up in Step 2.

You're Done!

Item 9

All sections must be completed for you to be hired. When complete, you will be this screen. Your information will be sent to Samplers HR to approve for hire. If HR has any questions, they will reach out to you directly via email. If you have questions about onboarding, please contact hr@samplersinc.com.