my FrankCrum™
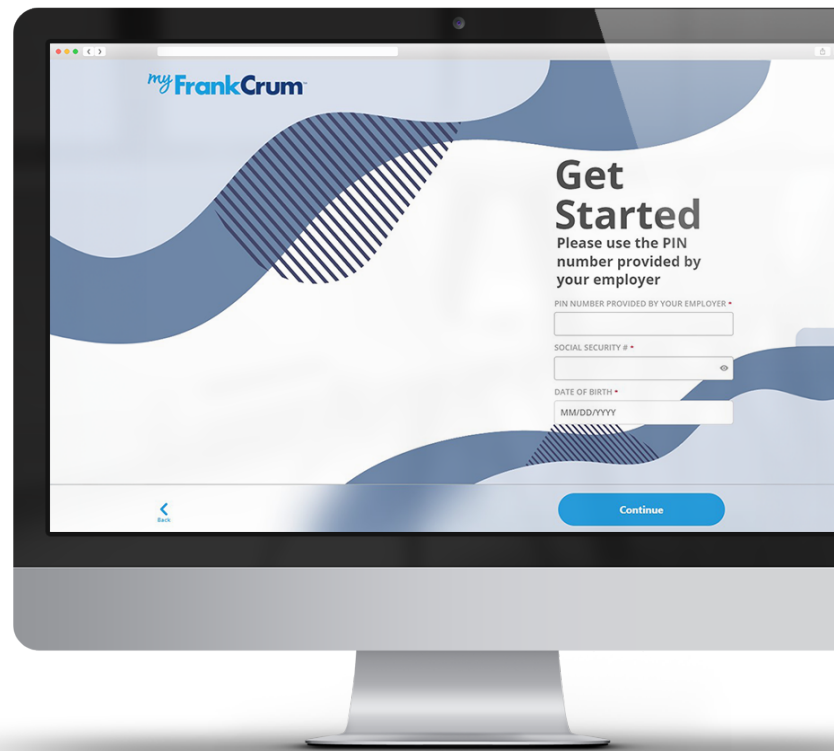
ONBOARD YOUR EMPLOYEES USING MYFRANKCRUM

Hiring employees with FrankCrum is easy from any device using our Onboarding Platform in MyFrankCrum.

FrankCrum will consult with you to customize your onboarding set-up in MyFrankCrum. The system workflow will facilitate the collection of the information you want to standardize for your company as you hire employees. This custom configuration is unlocked via a unique PIN, which FrankCrum will provide you as the company administrator, and which your employees will enter as part of their login requirement for onboarding.

THE COLLECTION OF THE FOLLOWING INFORMATION IS STANDARD FOR EVERY ONBOARDING CONFIGURATION SUCH AS:

- ✓ **The I-9 form for employment eligibility verification** *(unless you want to opt out of collecting this through FrankCrum)*

- ✓ **W-4 employee withholding certificate**

- ✓ **State withholding certificates applicable to each employee**

- ✓ **Direct deposit authorization**

- ✓ **Personal information**

- ✓ **Voluntary EEO**

OTHER INFORMATION IS OPTIONAL FOR YOUR UNIQUE CONFIGURATION:

- ✓ **Education and skills**

- ✓ **Form I-9, Employment Eligibility Verification – USCIS**

- ✓ **Payroll payment options**

- ✓ **Direct deposit**

- ✓ **Pay card** *(New Enrollments)*

- ✓ **Custom forms that you provide FrankCrum**
  $295 annual fee to enable custom elements *(ex: a social media policy for employees to sign or a culture survey)*

TO GET EMPLOYEES STARTED IN MYFRANKCRUM ONBOARDING, FOLLOW THESE SIMPLE STEPS:

1. **Provide your company's unique PIN to each employee you wish to onboard**

2. **Instruct them to login to https://newhire.frankcrum.com using any device: laptop, tablet, or cell phone**

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