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In order to have your new hires in Firefly or Timeclock so that they can record time starting on day one, please allow for a minimum of two weeks. Below is an example timeline, which includes if the position requires a background check.

Steps	Action	Responsible Party	Timeline	Date Example
1	-Make a verbal offer to the new hire, contingent on a clear background check. -Send the appropriate background check link.	Hiring manager	Immediately	Monday, October 3 rd
2	-Receive an email Human Resources regarding the status of the background check.	Human Resources	Up to three business days	Thursday, October 6 th
3	-With a cleared background check, send the new hire	Hiring manager		