Onboarding Remote Employees – Your HR Checklist

The pandemic has practically forced people to adopt a work from home staffing model in the States.

The coronavirus has forced economic shut-downs forcing brick and mortar practices to shutter and those left with what meager resources they have left to adopt to the new normal.

Remote Staffing is not going away any time soon. In fact, ecommerce has already been gradually replacing brick and mortar businesses. The question is not when you're going to start growing your global team, **it's how you go about staffing the right way.**

If you were to hire remote staff or physical office staff in the States, here are just some of the things you need to take care of:

And these are a LOT of admin chores to take care of!

1. Job Offer Letter and employment agreement:

   o Job offer sent and signed

- o Background check completed.
- o Employment contract signed.
- o Drug screenings where applicable.

2. Employment details.

- o Contact information
- o Tax Identification Number
- o W-4 Federal Tax Withholding Form
- o W-4 State Tax Withholding Forms
- o Employee I-9 form (complete with a worker's eligibility to work in the US if he is a foreigner)
- o Verification documents may include:
- o Unexpired U.S. Passport or passport card
- o Unexpired temporary resident card
- o Unexpired employment authorization card
- o Unexpired temporary resident card
- o Equal Opportunity Data Form (if your company has 100 or more employees)
- o Direct deposit form
- o Employee benefits enrollment forms
- o Employee handbook review
- o Policy documents
- o Provide them with remote desktops so they can communicate with your IT staff and personnel in case them have requests.
- o Give them Zoom or Slack and any platform you prefer for virtual meetings!

What if we told you that iSuporta Remote Staffing takes care of the whole process of Hiring and Onboarding Remote Employees?

Now, does all of this sound like a hassle? It probably does. But you don't have to go through all of this, if you Outsource Remote Employees the smart way.

iSuporta is the Next Gen in Outsource Staffing. Our model of Outsourcing is called Managed Operations.

Managed Operations is remote staffing where we provide the Employees and the Equipment but you get to keep Full Operational Control. You call the shots, but you get all of the perks of an Outsourcing Office.

iSuporta Managed Operations is Outsourcing without the Middle Man

Call Center Management has a lot of middle-men and red tape. To think of it, some of them charge you high, but they pay employees low. This naturally results in low quality

output and a high attrition rate. With iSuporta, you get Call Center Staffing to the next level.

Because of the low cost of living in the Philippines, we are able to pay our employees twice the national average and all of them are happy. We want you to get highly paid, highly motivated employees, who are college graduates and in and of themselves are experts in their field.

Managed Operations is Next Gen Outsourcing

And the best part is? You don't have to worry about admin affairs and the compensation and benefits of your employees. iSuporta is Remote Staffing with the complete package.

And we offer Full Cost Transparency so you know your payments are going to your remote employees and you can even set up bonuses if you'd like and we'll show you the payslips and transactions to make sure that you know your remittances are going where they should.

Contact us if you're ready to get started.