Collect NE documents for employment

Documents include, but are not limited to:
(1) W4   (2) I9   (3) ID

Provide NE information about Payroll and Leave

Information includes:
Pay period, direct deposit set up, emp-center, sick/leave policies

Continue Overall Process

Key:
Customer Value Activity = CV
Business Value Activity = BV
Non Value Activity = NV
Rework = R
Bureaucracy = B
Duplication = D