American Legion Auxiliary
Department of South Dakota
Onboarding and Exit Policy

Adopted By:	Adopted Date:
Approving Body:	
Reviewing Body (ies):	Next Review Date:

Purpose

This policy establishes the onboarding procedure to ensure employees are set up for success by giving them access to essential information, training and resources

Policy Statement

The policy applies to all employees joining the organization, including full-time and part-time

Procedure

1. **Complete documentation:**
   To be completed by current Department President or designee (appointed by DEC)

   I-9 form: Verify an employee's identity and eligibility to work in the United States. The form must be completed within three (3) business days of hire.

   W-4 form: Determines the amount of Federal income tax to withhold from an employee's wages.

   New Hire Reporting Form: The South Dakota Department of Labor requires this form which must be completed within 20 days of hire. This is completed online.

   Confidentiality, Code of Conduct, Conflict of Interest: Review and sign

2. **Orientation Session:** To be completed by current Department President or designee (appointed by DEC)

   An orientation session covering the American Legion Auxiliary Department of South Dakota's mission, vision, values and culture.

   Employee Handbook: Review and sign

   Constitution and Bylaws, Standing Rules and Policies

3. **Employee Access:**

   Set-up workstation (laptop, phone)
   Software and programs access
   Office building access

Banking access (updating names on accounts), as required

4. **Documentation Reporting Process:**

New Hire Form: Form is available from the South Dakota Dept. Of Labor & Regulation. New Hire Reporting - Forms. Complete online, print and then it can be faxed or mailed

Fax: 1-888-835-8659 (toll-free)
1-605-626-2842 (Aberdeen South Dakota office)

Mail: New Hire Reporting Center
P.O. Box 4700
Aberdeen, SD 57402-4700

I-9 form: Form and instructions are available online from the USCIS, U.S. Citizenship and Immigration Services Employment Eligibility Verification | USCIS (www.uscus.gov/i-9). This form will be kept in the employee file.

W-4 form: Form and instructions are available online from IRS, Form W-4, Employee's Withholding Certificate | Internal Revenue Service, (www.irs.gov/forms-pubs/about-form-w-4). This form will be kept in the employee file.

5. **Exit Process-**

To be completed by current Department President or designee (appointed by DEC)
Submit Resignation to DEC
Confirm the last day working
Complete handover of all organization equipment and passwords
Finalize the employees' total hours for the current pay period.
Complete Exit Interview

References:

South Dakota Department of Labor and Regulation
Phone number**:** 1-888-827-6078
Website: South Dakota Department of Labor and Regulation (https://dlr.sd.gov)

Date Received	Description of Revision	Approved by