

deluxe®

Before You Start

For New Employees



Welcome. We're excited you're joining Deluxe.

At Deluxe, we are driven by a shared goal to help our customers thrive. We know the company's success is directly related to the success of our employees.

As you approach your start date, please reference this document of tools and resources to ensure a seamless onboarding experience and a successful start to your career at Deluxe.

Workday

Workday is the one-stop shop Human Resources portal for employees. Throughout your onboarding, you will receive notifications to complete various Workday tasks including your information, acknowledging required forms and eventually, creating and maintaining your employee profile.

TIP: Be sure to refresh your screen often. When you complete one task, a new task may populate.



I-9 Completion (U.S. Employees)

You will be required to complete an I-9 Form to verify your eligibility to work in the U.S. This process needs to be completed on or before your third day of employment.

Section 1: You have been assigned Section 1 of your I-9. You can find it in your Workday inbox.

Remote Workers: After completing Section 1 within Workday, Section 2 will be completed with an HR Service Center member. Review and reply to the email invitation with a copy of the front and back of the acceptable document(s) of your choice before the meeting. During the meeting, cameras are mandatory to be on so the document(s) can be reviewed.

On-Site Workers: You will need to show your acceptable I-9 documents on your first day. An HR representative or Authorized agent will review your documents to verify your employment eligibility.

Additional Items

» If you are a remote worker, your equipment will arrive with set-up instructions. Our Help Desk can assist with any troubleshooting needs. Reach the Help Desk: **1.800.328.9500.**

» A representative will contact you before your start date with details on your schedule, first-day activities, and any site-specific information. If reporting to a Deluxe location, please be prepared to have your photo taken for your work badge.

If you have questions prior to your start date, please don't hesitate to reach out to your manager or our HR Service Center at: **1.800.332.2544.** We take pride in continuing the legacy of our great company culture.

For more than 100 years, our expertise and passion for human ingenuity have fueled fearless individuals and influential organizations at the heart of the economy, as well as impactful careers. We're at our best when we work together to champion business so communities thrive.

Welcome to Deluxe!

-Deluxe Human Resources