Onboarding Checklist

US & Canada

_____

This checklist contains tasks to be completed during your onboarding period. Check the instructions of each stage in our [Onboarding Site](#) to ensure a smooth onboarding experience!

Pre-Onboarding Tasks - Checklist you must complete before your Start Date

☐ Complete your background check application using the link from Sterling.
   (*See the "Background Check" tab for more details*)

☐ Complete your Workday onboarding tasks prior to your start date.
   (*See the "Workday Onboarding" tab for more details*)

☐ Respond to the secure email you received from gtaonboarding@wexinc.com with the documents you want to use for employment authorization.
   (*See the "Employment Verification" tab for more Instructions*)

1st Day Onboarding Tasks - Checklist you must complete on your First Day

☐ Log into your laptop on your start date – Do not attempt to log in before
   (*See the Equipment Setup Instructions for more details*)

☐ Attend New Hire Orientation (NHO) on your first day
   (*See the "Day One at WEX" tab for more Instructions*)

☐ Complete Form I-9 with an Onboarding Specialist within 3 business days of your start date.
   (*See "Employment Verification" tab for more details*)

Contact **gtaonboarding@wexinc.com** if you have any questions!

wex™