



### New Employee Activation Form

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

DOB: \_\_\_\_\_ Hire Date: \_\_\_\_\_ Email: \_\_\_\_\_

Home Department: \_\_\_\_\_

### Payroll Information:

You will receive a link from Isolve / MassPay which is our payroll software. You will be prompted to set up your username and password for your personal account. Once this is processed, you will receive a second email to fill out your new employee paperwork requirements. You will have 72 hours to log in and begin this process, but you will be able to save your progress until all of the paperwork requirements are complete. If this request expires, please email [jdeschamps@beverlyathletic.com](mailto:jdeschamps@beverlyathletic.com) for a new prompt. Your personal account will allow you to update your information, few weekly paystubs, and access your tax forms. Pay days are on Fridays but if the day falls on a holiday, you will receive your direct deposit the day before.

### MindBody Staff Profile:

Your department supervisor will create a staff profile in MindBody that will enable you to punch in/out for each shift, as well as give you scheduling and POS access to do your daily tasks here at BAC. You will be given a username & password for your first log in but you will be able to change your password.

Staff Profile completed by: \_\_\_\_\_ Date: \_\_\_\_\_

### Complimentary Membership:

Please see membership so they can add you to our MindBody software and sell you a staff membership.

Membership sold by: \_\_\_\_\_ Date: \_\_\_\_\_

### For Department use only:

Pay Rate: \_\_\_\_\_ Additional Pay rates and information: \_\_\_\_\_