Recommendations for On and Off Boarding Employees for Expenses

Purpose: Use this document for guidance with on boarding and off boarding employees for expenses

Audience: Finance Admins

The Recommendations for On and Off Boarding Employees for Expenses document is intended to provide suggestions to the colleges regarding:

- On boarding employees for expenses
- Off boarding employees for expenses
- Considerations and examples

Because the primary focus of the document is to merely provide recommendations, suggestions and best practices, it is the responsibility of each individual college to approach and maintain the on boarding and off boarding processes uniquely.

Recommendations for On and Off Boarding Employees for Expenses

The link below provides access to a preview of the user guide. Some of the document formatting may be lost in the preview mode. To view document in it's entirety, select the download icon (down arrow with a line underneath) on the right side of the document to download and/or edit the processing guide.

[Recommendations for On and Off Boarding Employees for Expenses](#)