

## Electronic Onboarding (EOB) Process

Best Western Plus has partnered with Paychex to provide Employee Benefits, Payroll Administration and Human Resources services to you. Paychex is one of the nation's largest Professional Employer Organizations (PEOs) and is a leader in the industry. Paychex takes care of many of the Human Resources-related administrative tasks and provides increased access to employee programs and services.



### Get Started

[https://oasis.usverify.com/hrmgr/eob?p\\_action=newHirelogin](https://oasis.usverify.com/hrmgr/eob?p_action=newHirelogin)

Local Employee

[Click here](#) to be directed to the Local Employee option of Electronic Onboarding.

**The following are some useful tips and information for completing the EOB process:**

- The client ID is **OA29126**
- The Employer PIN is 68042
- The EOB system uses Multi-Factor Authentication for access utilizing one of the following: SMS (text), Voice, or Email.
- Please do not use any characters when entering your Social Security Number, phone number or birth date.
- I-9 documentation should be current and provided to your onsite manager for verification purposes. (See list provided with the I-9 document.)
- For those interested in Direct Deposit, please have your bank routing and account number(s) available.

### PLEASE COMPLETE THE ELECTRONIC ONBOARDING PROCESS UPON RECEIPT OF THIS FLYER

Also, included in the Electronic Onboarding is the Core Handbook as well as information regarding some various services available to you through Paychex, including:

- The Employee Services Website, which includes—
  - ✓ Access to your payroll and benefits information
  - ✓ W-4 and Direct Deposit change forms
  - ✓ Printable check stubs
- The Employee Discount Program
- eLearning and W-2 Services
- Mobile Access available through Paychex Oasis Employee Connect

**For EOB technical support, please contact a Paychex representative at 800-822-8704.**

Thank you for your time and attention. We look forward to working with you!