

Congratulations & Welcome to Financial Management Services Agency with Choice!

You have been selected to perform the duties of a **Self-Directed Employee (SDE)** through our Agency with Choice (AwC) program. We are excited to begin your new hire on-boarding experience in preparation of your start date.

Under the AwC program, Financial Management Services will be considered your employer of record for pre-employment onboarding, compliance, payroll and benefits. The Managing Employer (ME)/Supervisor will be responsible for your daily supervision including your timesheet approval.

Pre-employment On-boarding:

Agency with Choice has partnered with the **321 Forms** automated on-boarding system to facilitate the pre-employment documents for new hire on-boarding.

You will receive an automated email directly from the 321 Forms system with a user name, temporary password and link to activate your account and login to the 321 Forms on-boarding system.

Attached is the employee user guide to assist you with completing your pre-employment documents using the 321 Forms automated system.

Your Supervisor/ME has received their portion of the pre-employment documents, including your job description that is required to review with you.

Please work with your Supervisor/ME to complete all required forms/documents within **5 business days of receipt to ensure timely on-boarding.** The ME has been directed to return all of their completed documents to Agency with Choice within this timeframe.

Upon completion of your onboarding documents the AwC Onboarding Specialist will initiate the drug and background screenings so that you can continue the pre-employment onboarding process.

For your convenience we have also included an instruction sheet to define the specific forms that you are required to complete and additional documents that you must provide during the on-boarding process.

Should you have any questions during the on-boarding process, please contact our customer service team for assistance:

AwC Customer Service: 1-800-471-3086

AwC On-Boarding: AwcHR@nj.easterseals.com

Thank you,
Agency with Choice

HR Onboarding Team