

# Welcome Aboard!

Join one of the world's top teams - starting now!

This is your step-by-step guide to starting a project with Innovative Driven.





**We are thrilled to  
extend an offer to join  
the Innovative Driven  
Review Team!**

It's an exciting time to be a part of the ID review team. We are growing at a rapid pace and are poised to continue that growth in the years to come.

We are committed to investing in our people, technology and infrastructure to support that growth.

Thank you for joining our team!

# But First...

As part of your onboarding process, you may receive paperwork to complete as soon as possible, depending on when you last worked with us.

Don't worry. We will walk you through each step with detailed instructions and are here for any questions you may have.

A hand is shown writing on a checklist on a grid-lined notepad. The checklist has several items with checkboxes, some of which are already marked. The items include 'Drive', 'Drive', and 'More'. The background is a dark blue banner with the title 'EmployDrive – Payroll/HR' in white text.

# EmployDrive – Payroll/HR

## ➤ **New Hire Onboarding**

New Hire Paperwork: You will receive an email from [contact@innovativedriven.com](mailto:contact@innovativedriven.com) for access to your BBO (Bullhorn Back Office) portal.

Payroll Access: After you fill out your HR and payroll paperwork, you will receive an email from [employdrive@mysolved.com](mailto:employdrive@mysolved.com) with a time-sensitive link to set up your payroll/HR account.

## ➤ **Rehires**

You will see your information under Innovative Driven when logging in to EmployDrive/iSolved at <https://employdrive.mysolved.com/cloudservice>.

Your username is your personal email, and you should have already set up a password. If you need your login reset, please email [IDR\\_HR@innovativedriven.com](mailto:IDR_HR@innovativedriven.com).

Any questions regarding Onboarding or Payroll access can be directed to [IDR\\_HR@innovativedriven.com](mailto:IDR_HR@innovativedriven.com).

# The ID Co-Worker Code of Conduct

**ID team members are committed to working together to achieve greatness.**

- Commitment to service and customer centricity
- Execute at the highest level – operational excellence
- Respect for your teammates
- Grow as an individual – constant learning
- Always do your best the first time
- Continuous process improvement
- Consultative mentality
- Maximize time and resources
- Overcommunicate
- Teamwork makes the dream work!

ID Temp Handbook: <https://go.innovativedriven.com/id-temp-handbook>



# Commitment to a Culture of Excellence

ID team members are committed to working together to achieve greatness.

- Make it a mission, not a job
- Create a great place to work
- Recruit great talent
- Remove obstacles
- Provide the necessary resources
- Offer the best training possible
- Empower people
- Set the bar high and give regular feedback
- Reward the ones helping make a difference
- Have fun along the way



# ID Contract Benefits

## Benefits At a Glance:

- These are the qualifications reviewers must meet to be eligible for benefits.
- For a more detailed summary, please click [here](#).

	401(k)	Health Insurance	Sick Leave
Months Worked	12	<1	Varies by state/local policy
Minimum Hours Worked	1,000	40	Varies by state/local policy
Monthly Hours	N/A	N/A	N/A
Additional Information	<p>You will receive a letter via mail about a month before you are eligible to enroll in the 401(k) from Empower Retirement.</p> <p>If you have any questions or want to check your eligibility, please email <a href="mailto:IDR_HR@innovativedriven.com">IDR_HR@innovativedriven.com</a>.</p>	<p>Eligible: 1st of the month following their hire date.</p> <p>Must be active on a project on the first day the benefits start.</p> <p>You will receive information from Employee Navigator at <a href="mailto:noreply@employeenavigator.com">noreply@employeenavigator.com</a> to enroll online when you become eligible.</p> <p>Email <a href="mailto:IDR_HR@innovativedriven.com">IDR_HR@innovativedriven.com</a> with any questions.</p>	<p>ID's sick leave policy follows mandated requirements.</p> <p>To view any sick leave balances, check your profile in EmployDrive.</p> <p>Sick leave requests should be entered on your BMS timesheet <b>as well as</b> in EmployDrive so you can be paid on your weekly check.</p> <p>Email <a href="mailto:IDR_HR@innovativedriven.com">IDR_HR@innovativedriven.com</a> with any questions.</p>
Significant Gaps (weeks) Between Projects	N/A	13 weeks	Varies by state/local policy

# Additional Resources

## FAQs:

A link to required Federal, State, and local postings can be found [here](#).

## Who to Contact:

### Staffing

[IDR\\_NationalRecruiting@innovativedriven.com](mailto:IDR_NationalRecruiting@innovativedriven.com)

### HR Support Team

[IDR\\_HR@innovativedriven.com](mailto:IDR_HR@innovativedriven.com)

### Payroll

[IDR\\_Payroll@innovativedriven.com](mailto:IDR_Payroll@innovativedriven.com)





Welcome  
to the  
**ID Team!**

