

Welcome to the Team

C H E C K L I S T

AO University Course 100



Congratulations, again, on securing your new amazing job! This lesson is the launching pad for all staff members' journey with AOG. Get ready for a fun and exciting ride . . .

Please follow along as we meet today and initial next to each item as we cover them. Use this form to document questions, important notes, as well as the necessary action items and their deadlines/due dates.

Staff Member's Name:

Today's Date:

Starting Pay Rate:

Ending Probation Date:

Staff Handbook

Review the Staff Handbook with your Manager

Jack Rabbit

Set up *Jack Rabbit* Staff Portal & Log in
Clocking In & Out - Always select the correct Pay Code

JackRabbit Log
in ID &
Password:

Crew App

Set up *Crew App*

This is how we communicate with Staff. Receive text link, download App, & introduce yourself to the team

Payroll Relief

Set up your *Payroll Relief* Account

Wait for an e-mail to set up your Employee Portal from Payroll Relief. You will be prompted to set up an account/password with the supplied user name. Bookmark this page and reference the site in order to download paystubs, tax forms, etc.

Payroll Relief Log in ID &
Password:

Staff Picture & Biography

Schedule your Staff picture and write your Bio

Review Staff Bio's on the AOG Website (McKinney.AlphaOmegaGymnastics.com/our-staff). Then, type up a brief biography in the body of an email, and email it to: Greg@AlphaOmegaGymnastics.com & Allie@AlphaOmegaGymnastics.com

Required Completion Date
& AOU108 Meeting:

 Set an appointment:

Staff Directory

Have your Manager add you to the Staff Directory

Staff Shirts

Have your Manager supply you with Staff Shirts

Notes:

Welcome to the Team

C H E C K L I S T

AO University Course 100



AOG Staff Portal

Review the AOG Staff Portal

The AOG Staff Portal is located within the AOG Website. Staff are able to log-in by clicking on the Staff Portal link located on the far bottom right side of AlphaOmegaGymnastics.com. The AOG Staff Portal includes Alpha Omega University, class progression sheets, a staff directory, the staff handbook, employee links, and more.

AOG Staff Portal
Login in ID:

aogStaff

Alpha Omega University

Complete the following AOU Courses by the required completion dates
Track your progress by initialing the completed column as applicable

Course Number/Name	Required Completion Date	Completed ;-)
100 Welcome to the Team	Completed Today ✓	
101 Employment Onboarding Signature Forms	Tomorrow:	
102 Core Purpose, & Core Values	In 2 Days:	
103 Staff Member Policies & Procedures	In 2 Days:	
104 Staff Member Responsibilities	In 2 Days:	
106 Alpha Omega Program Overview	In 2 Days:	
150 Safety 1 - General Guidelines	In 2 Days:	
151 Safety 2 - Global Gym Rules	In 2 Days:	
152 Safety 3 - Specific Gym Rules	In 2 Days:	
165 DFPS Daycare Licensing Background Check/FBI Fingerprints	In 2 Days:	
198 Staff Handbook, Safety, & 100 Level Courses Agreement	In 2 Days:	
108 Introduction to the workplace - Houston Locations	Set Day/Time:	
153 USAG Member Instructor	In 1 Week:	
154 USAG Background Check	In 1 Week:	
155 USAG U100 - Fundamentals of Gymnastics	In 1 Week:	
156 USAG U110 Course - US Olympic Committee Safe Sport	In 1 Week:	
199 New Hire 100 Level Exit Exam	In 1 Week:	
157 USAG U101 Course - Safety & Risk Management	In 1 Month:	
166 CPR & First Aid Certification	In 2 Months:	