

Immediate Dispatch Process

When Foreman have an immediate dispatch sent to their job site (Northern CA only), please proceed with the following steps:

1. Have Direct Dispatch apply online. This should be done as soon as possible, either by phone or company iPad.
2. Have Direct Dispatch show you the confirmation e-mail, to confirm applicant completed [online application](#) successfully.
 - Contact your Superintendent or Office Manager to confirm that the Direct Dispatch has successfully applied.
3. Superintendent's next step would be to:
 - a. Push background screen, by changing stage of applicant to "Proceed with background screen – intent to hire" in BirdDogHR (informing HR to push background screen).
 - b. Informing HR (HR@berggroup.us) of onboarding information (position hired, foreman completing I-9, start date, job #) of Direct Hire.
 - c. Submit Direct Dispatch Paperwork for Payroll.
Note: We background screen ALL employees, even when hired directly due to union contract. This is a time sensitive process due to California's CBA rules.
4. Have New Hires complete onboarding as soon as possible (Phone or Company iPad).
Onboarding information is needed in order to pay New Hire.
Note: If completing onboarding by phone, phone needs to be turned horizontally in order to complete W-4 information.
5. **Last Step**, Foreman will receive **Manager Action** e-mail, informing them to complete New Hire's I-9 form.
 - a. Once I-9 form is completed by Foreman, New Hire will be in Mosaic/Foreman app the NEXT day to submit daily hours.

***If onboarding and I-9 form is not completed within 3 days of starting work for pay.

- Employee must be terminated per **federal employment law**. [Term Form Link](#)
Note: Reason of termination would be voluntary, unable to complete I-9 form within Federal Guidelines.
 - Onboarding is where The Berg Group collects:
 - Federal/State Tax Withholding information,
 - Direct Deposit information,
 - Emergency and Personal contact information,
 - Sign Berg Policies,
 - and where the New Hire completes first page of I-9 form.