



Company Benefits



Roth/Traditional 401k -
4% Match (vest immediately)



Healthcare -
Employer Sponsored



Dental -
Employer Paid



Long Term Disability -
Employer Paid



Life Insurance -
Employer Paid



11 Paid Holidays



Professional Growth
and Development



Opportunities for
Advancement



Stocked Snacks
and Beverages



Quarterly Team
Building Events



Extended Leave - Caregiving,
Bereavement, Illness, Recovery



Flexible Work Hours



Four-Day Work Week



Unlimited PTO
(minimum 12 days)



Incentive Comp -
up to 30%



Paid Parental Leave



Employee Lounge
(coming soon)



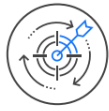
Integrity



Collaboration



Adaptive



Self-Motivated



Agency



Empathy



Respectful



Cash Compensation Philosophy

Summary:

We believe that the only way to accomplish big things is with the best people. The best people demand an employer that helps make it possible for them to live their best life.

We believe that total employee compensation includes things beyond the monetary components. Time, agency, and self development are also highly valuable.

We focus on compensation and total employee value in the following areas:

- 1) Monetary - cash compensation for work provided
- 2) Time - flexibility and paid leave
- 3) Benefits - non-cash compensation to include professional development and insurance
- 4) Perks - employer provided events and experiences

Monetary:

- 1) **Base pay:** We seek to pay 80-95% (80% average) of median total compensation in the form of a W2 salary to all positions. We use the best data for each position, industry-specific where it makes sense and industry-agnostic where it makes sense.
- 2) **Incentive pay:** We seek to pay 20% of base pay in the form of quarterly bonuses. Bonuses should be based on:
 - a) Individual performance based on position requirements, 20% of base
 - i) Meeting all position and personal development requirements should lead to a 20%
 - ii) This is not punitive. It is earned by performing standard duties of position.

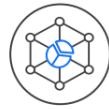
Total compensation when all bonus payments are reached shall be 100%-120% of median compensation.

- 3) **Partner and Strategist Supplemental:** We seek to include an advisor business development supplemental bonus based on exceeding business development goals.

A. First \$100,000 of new business included in Salary



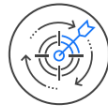
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B. \$100,000-\$200,000 - 20% first year's revenue

C. \$200,000-\$300,000 - 25% first year's revenue



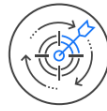
Integrity



Collaboration



Adaptive



Self-Motivated



Agency



Empathy



Respectful



Non-cash Compensation Philosophy

Summary:

We believe that the only way to accomplish big things is with the best people. The best people demand an employer that helps make it possible for them to live their best life.

We believe that total employee compensation includes things beyond the monetary components. Time, agency, and self development are also highly valuable.

We focus on compensation and total employee value in the following areas:

- 1) Monetary - cash compensation for work provided
- 2) Time - flexibility and paid leave
- 3) Benefits - non-cash compensation to include professional development and insurance
- 4) Perks - employer provided events and experiences

Our approach requires **accountability**, **collaboration**, and **self motivated** team members to be effective.

Time:

- 1) Work week: The Destiny Capital standard work week is Monday - Thursday with a flex Friday.
 - a) We are providing team members with the space to manage their work and personal lives by moving to a standard four day work week. Creating the expectation that a standard work week is four days does not mean that the work output expectation is reduced by 20%, these are all still full time positions with specific requirements. We empower team members to make a decision about their own work flow on the condition that they are meeting the needs of their position and the needs of working with the rest of the team. If a team member is in a busy period, they are expected to work on a Friday or over the weekend and both of these will be necessary from time to time.
 - b) On-Call Coordinator for Friday (answers phone 8-3, can be in office or not)
 - i) On-call Strategist or Planner (answers urgent client questions within 2 hours)
- 2) Outcome based: Team members are free to end their day when needed
 - a) Ask supervisor and team beforehand, No is an OK answer



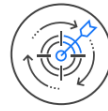
Integrity



Collaboration



Adaptive



Self-Motivated



Agency



Empathy



Respectful

- b) Make sure there is coverage and backup for clients.
- 3) Unlimited PTO with a required 3 weeks
 - a) Must take at least 3 weeks off a year. We go over in performance reviews to ensure you are taking time-off. If you are not whole, how can you serve our clients at your best?
- 4) Longevity rewards - Longevity does not represent loyalty. We believe our team members are loyal to core values, delivering value, and the growth of our firm day one.
 - a) 5 years - weekend trip in CO
 - b) 10 years - trip in US
 - c) 15 years - International trip

Location:

- 5) Flexible location: We embrace flexibility
 - a) Agency given to teams and individuals.
 - i) Adhering to core values when making flexible schedule
 - ii) Collaboration with the team is important so focusing on what is best for team and client experience
 - b) Medical appointments and not coming back to the office
 - c) Feel ill - stay home!
 - d) Deciding is it PTO or flex working - Key question for team member: "Is work your primary focus for today?"

Quarterly Performance:

Team members will receive quarterly performance check-in meetings to discuss position specific responsibilities, team responsibilities, and personal development opportunities. These meetings will be based on specific accountability metrics for each team member and will allow us to determine if they are meeting the needs of the position and within the team. This allows us to measure outcomes and output of team members so that we can support and mentor growth.

Benefits: See Attached

Perks:

- 1) Physical office: We aspire to have a physical office or offices that are comfortable and enjoyable to spend time in
- 2) Events: We aspire to create fun recurring events where team members interact outside of the daily work rhythm.




Performance Review Template


Meeting Scheduled: 8/28/2019



INTEGRITY



COLLABORATIVE




ADAPTIVE



SELF-MOTIVATED



AGENCY



EMPATHY



RESPECTFUL

• How has this person displayed/excelled our core values? Where can they improve?

AGENCY & IMPACT

Review Paid Time Off YTD (0/ 12)

Celebrate Successes

What Challenges Are You Experiencing?

How Can We Improve?

REVIEW LAST QUARTER GOALS

POSITION METRICS:

-
-
-

PROFESSIONAL GOALS:

-
-
-

PERSONAL GOALS:

-
-
-

SET NEXT QUARTER GOALS

POSITION METRICS:

-
-
-

PROFESSIONAL GOALS:

-
-
-

PERSONAL GOALS:

-
-
-

BONUS

BONUS:

COMMENTS




New Planner Hire - First Performance Review SAMPLE


Meeting Scheduled: 8/28/2019



INTEGRITY



COLLABORATIVE



ADAPTIVE



SELF-MOTIVATED



AGENCY



EMPATHY



RESPECTFUL

- The only way you joined our team is by being in alignment with the core values, great job showing up that way!
- Let's discuss our core values and what they mean to you.

AGENCY & IMPACT

Review Paid Time Off YTD (0/ 12)

Celebrate Successes

What Challenges Are You Experiencing?

How Can We Improve?

What are your plans and how can I best support you in taking that time off?

List 1st successes

Is there information or direction that you need in any area right now?

What have you seen so far that can be improved as a Firm or as a team?

REVIEW LAST QUARTER GOALS

POSITION METRICS:

- Is responsible for the ongoing management of the client relationships for our team and is accountable for client satisfaction and retention of 95% or better. **How do we set ourselves up for success here?**
- Mentors the Coordinator and ensures that there are no gaps in client service or planning. **This should be expressed through CWC's growth development and the accuracy/quality of client experience.**
- Participate in revenue development for the Firm by identifying opportunities to gather assets from existing clients and identifying opportunities to seek introductions from clients in client meetings. **???**

PROFESSIONAL GOALS:

- Education and certifications? Conferences? CPE?
- REACH GOAL for Strategist development: Actively participates in Strategy Development. **This would include researching novel planning approaches and providing input on translating client goals into broad strategic initiatives. (This is not considered for bonus purposes but is a development goal)**

PERSONAL GOALS:

-
-

-

SET NEXT QUARTER GOALS

POSITION METRICS:

-
-
-

PROFESSIONAL GOALS:

-
-
-

PERSONAL GOALS:

-
-
-

BONUS

BONUS:

- Since you started in the middle of this month you will not be included in the bonus payout which runs through _____.
- You will be included in the bonus period beginning _____ and running through _____.
 - Review bonus philosophy
 - Discuss Individual metrics to earn bonus

COMMENTS



Destiny Capital Advisor Career Path

Client Wealth Strategist - Partner

Key Difference to Level Below -

- Participates in the growth of the Firm by sourcing new client relationships for the Firm

Experience -

- Minimum of 7 years in a client advisory role

Capabilities -

- Develops new client relationships for the firm through a channel other than client referrals from existing clients

Client Wealth Strategist

Key Difference to Level Below -

- Participates in the growth of the Firm by successfully onboarding new client relationships

Experience -

- Minimum of 5 years in a client advisory role

Capabilities -

- Capable of onboarding new client relationships with success rates in line with Firm standards

Senior Client Wealth Planner

Key Difference to Level Below -

- Is capable of handling the most complex client planning and stressful client conversations independently

Experience -

- Minimum of 5 years in a client advisory role

Capabilities -

- Capable of handling all client planning and interactions independently

Client Wealth Planner

Key Difference to Level Below -

- Responsible for the successful execution of all client service elements for the team, leads and holds others accountable

Education -

- CFP full certification

Experience -

- Minimum of 4 years in a direct client financial planning role

Capabilities -

- Directs all elements of client service work for the client service team



- Is accountable for the success of all implementation tasks for the team
- Can handle all but the most complex client planning work and client meetings independently

Senior Client Wealth Coordinator

Key Difference to Level Below -

- CFP Certification Complete

Education -

- CFP full certification

Experience -

- Minimum of 2 years in a direct client financial planning role

Capabilities -

- Capable of presenting all segments of client financial plans and facilitating conversations around those areas
- Capable of guiding the work planning and task execution of multiple team members on a client service team in the absence of the CWP
- Capable of integrating client service work with external COIs
- Identifies opportunities to expand our scope of work for clients and gather additional assets

Client Wealth Coordinator

Key Difference to Level Below -

- Is part of the client planning team and interacts with clients routinely
- CFP Exam Passed

Education -

- BA + CFP Exam Passed

Experience -

- 2 years of experience in a client service or professional service support position

Capabilities -

- Capable of handling routine client calls/emails
- Capable of handling client service meetings without the CWP/CWS
- Competent in core technical planning tasks
- Full use of technology systems
- Contributes in client meetings
- Contributes in client service team meetings
- Contributes to the firm through seeking out inefficiencies and changes to make us better

Client Service Associate

Key Difference to Level Below

- N/A



Education

- BA

Experience -

- 2 years of experience in a client service or professional service support position

Capabilities -

- Demonstrated technological capability
- Attention to detail
- A good Destiny Capital values fit
- Strong customer service skills
- Can follow processes efficiently across a variety of tasks

Client Wealth Strategist (Lead Advisor)

One Sentence Description

“A confident leader who drives growth for the Firm, personal growth for their team, and results for their clients.”

Key Responsibilities:

- 1) Contributes significantly to Firm growth via new client acquisition
- 2) Contributes to the marketing strategy of the Firm and a specific service niche
- 3) Takes ultimate responsibility for client satisfaction and retention
- 4) Is responsible for the career development of their Planner(s) and Coordinator(s)

Detailed Responsibilities

- 1) Exemplifies the Destiny Capital values and contributes to culture
- 2) Is responsible for COI cultivation and activation
- 3) Is responsible for client referral cultivation
- 4) Raises the visibility of the Destiny Capital brand through thought leadership (writing, speaking, mentoring) and community involvement
- 5) Screens incoming client referrals, directs to appropriate service resource internally or externally
- 6) Is successful in client onboarding for clients generated by their relationships and other relationships of the Firm
- 7) Is responsible for development of the “big picture” client strategy and directs their team on execution
- 8) Presents the Goals and Impact segments of the client presentation in meetings
- 9) Is responsible for final review of client deliverables

Responsibilities to their Team

- 1) I will empower and mentor the Planner to deliver all elements of the financial plan and allow them to take the lead in planning conversations with the client with a clear handoff of authority.
- 2) I will empower the Coordinator to execute all elements of client data gathering, financial plan creation, and technical client service.
- 3) I will provide ongoing feedback and mentorship to the Planner and Coordinator on my Team
- 4) I will conduct formal performance discussions with my team members each quarter

Qualifications

- 1) CFP
- 2) At least four years in a client facing advisor role serving at least some clients of similar complexity to our target market

-
- 3) Demonstrated success in developing personal networks and driving new client acquisition

Client Service Associate Job Description

Destiny Capital

We are looking for a Client Service Associate to add to the capabilities of our growing wealth management firm in Colorado.

This position comprises a number of varied responsibilities that integrate across the entire firm. The Client Service Associate will collaborate with members of the client service, marketing, operations and business development teams. The Client Service Associate is responsible for keeping the office running, ensuring our physical office space is well kept and functioning for our clients and team members alike. The Client Service Associate is responsible for supporting our client teams with account maintenance, scheduling meetings and money movement execution, as well as providing reports from our CRM and other software. This position is responsible for supporting marketing and business development efforts internally and at events.

The Client Service Associate inherently supports and positively impacts many areas of the firm and its team. There are opportunities to grow within the role and the firm. Career coaching and development are provided, if desired, as part of our in-house training.

As a firm, we have big goals to continue to grow and increase our impact for those clients we currently serve and the clients we want to serve in the future. Being comfortable in a growing and changing firm and industry will be a key part of your success here at Destiny. We are a performance driven, values first firm seeking someone who truly fits within our culture and who is looking to find a long-term position.

Our Values

Work With Integrity

Our values are deep-rooted into the decisions we make. We pride ourselves on doing what we say we will do and delivering at the best of our abilities. We know that our teammates will always do the same.

Collaborate As A Team

We share a common goal, the success of our firm and each other. Because of this, we understand the importance of sharing successes, welcoming feedback, and encouraging innovative ideas across the boundaries of our departments.

Be Adaptive

We embrace flexibility, willingness, and resourcefulness to nimbly move through our ever-changing industry to support our clients and our teammates. For us, it is better to have a mindset of abundance than scarcity.

Self-Inspire

Our teammates go above and beyond the daily workflows. We innovate and problem solve in bold ways to make our client's world and our firm a better place to exist. Professional and personal growth is strongly practiced and admired.

Have Agency

Initiate, execute, improve, repeat. This cycle of movement is a practice that we rely on to succeed. We are each responsible for ourselves and how we spend our time to ensure that we reach our goals in harmony with our values and priorities.

Remain Empathetic

Empathy has always been the heart of our firm. We all share similar experiences and emotions which is why we give others the space to work through their own challenges and act as a support system free of judgement. In an increasingly analytical world we take the time to "feel" first then act.

Show Respect

Responding versus reacting is a vital tool our team believes in. Offering kindness and assuming good intent from one another allows us to behave from a place of curiosity and be open-minded in the sharing of each others ideas.

Please do not call to inquire about the position. Simply complete a personality assessment at <https://www.16personalities.com/> and attach a link to your results to your LinkedIn email along with your resume and a response to the following question: "What is your definition of true wealth in your own life and how would working at Destiny Capital help you achieve that?"

Responsibilities

- Answer calls to main line and relay messages to team
- Manage calendars and scheduling for client meetings
- Ensure physical office space is well kept and prepared for team members and visitors
- Keep general office and breakroom supplies stocked
- Handle all physical mail, incoming and outgoing
- Scan and electronically save documents
- Coordinate internal and external event logistics
- Manage relationships with phone vendor and resolve problems that arise
- Pull business development reports
- Procure and send gifts to COIs and prospects
- Manage calendars and scheduling for prospect and COI meetings
- Scan and deposit checks
- Assist with CRM data entry and general maintenance
- Prepare new account forms and other maintenance documents
- Process wire and ACH transfers
- Pull compliance report data
- Support initial entry of accounting items into QuickBooks
- Support podcast production and guest procedure
- Assist with running book club

- Support operation of content pipeline
- Provide ad-hoc assistance on projects and tasks for team, as necessary

Skills & Qualifications

- Bachelor's degree required
- 2-5 years of experience in executive assistant or client support role in a professional services firm
- High comfort level with computer and technology - Junxure Cloud, QuickBooks, Microsoft Office a plus
- Enjoys working on a team and collaborates well
- Enjoys interacting with clients in office and at external events
- Self motivated and willing to innovate to create efficiencies
- Adaptive to change
- Takes initiative to solve problems

Benefits

- 401k Match
- Employee Sponsored Healthcare
- Employer Paid Dental
- Long Term Disability
- Life Insurance
- Professional Growth & Development
- Opportunities for Advancement
- Quarterly Team Building Events
- Flexible Work Hours
- 4 Day Work Week
- Flex-Fridays with on-call responsibilities
- Unlimited PTO
- Paid Holidays
- Incentive Compensation
- Paid Parental Leave
- Extended Leave - Caregiving, Bereavement, Illness, Recovery

Client Wealth Coordinator

One Sentence Description

“A detail enthusiast and implementer who loves financial planning.”

Key Responsibilities:

- 1) Is accountable for superior client service
- 2) Is responsible for drafting and revising all client deliverables under the direction of the Client Wealth Planner
- 3) Is responsible for all asset movements for assigned clients to include opening of accounts and movement of funds into accounts and periodic and lump withdrawals
- 4) Contributes to firm growth by identifying opportunities to do more client work for existing client and/or gather new assets from existing clients

Detailed Responsibilities

- 1) Exemplifies the Destiny Capital values and contributes to culture
- 2) Is responsible for gathering all needed client data and data entry into Firm systems
- 3) Is the primary contact for client questions on asset movement and client data
- 4) Coordinates the implementation of client asset management with the CIO
- 5) Communicates needed meeting cadence to Scheduling lead and ensures meeting dates are met

Responsibilities to their Team

- 1) I commit to gathering all client data and assembling all financial planning and client presentation deliverables.
- 2) I commit to implementing all elements of the client's financial structure and will serve as the first point of contact for all client needs and inquiries.
- 3) I commit to supporting the Strategist and Planner in all areas of client service

Qualifications

- 1) CFP
- 2) At least two years in a client service role for a service business, ideally in financial planning



Template Name: Team Member On-Boarding

Last Reviewed: 6/10/2020

Action Template Category: Human Resources

Modified: 6/10/2020

Action Template Status: Active

Last Edited By: Renee Khandelwal

Owner: Renee Khandelwal

First Step completes automatically on add:

Workflow Description/Trigger:



Action Subject: Team Member Onboarding - Details

Action Type: Note

Assigned To: Khandelwal, Renee

Action Category: Firm Administration

Days Until Due:

Action Tag(s):

Priority:

FYI: Charles, Tiffany, Greenleaf, Destiny, Miller, Evan, Musick, Jarrod, O'Neill, Erin, Pirner, Mabel

Action Note: In preparation for onboarding our newest team member, please complete the following tasks, as applicable. Customize the list, if needed and FYI the onboarding team once complete.

1. Arrange a huddle or send communication to notify the team that this workflow is being kicked off.

2. Details

Legal Name:

Preferred Name:

Start Date:

Supervisor:

Title:

Specific Training Needed:

Dietary Considerations:

Date of Birth:

Personal Email:

Office Selected:

Recurring Meetings Needed:

1:1 Meetings Needed:

3. Send "What to Expect on Your 1st Day" Email

1 week prior to start date



Action Subject: Team Member Onboarding - Renee's Tasks

Action Type: Task

Assigned To: Khandelwal, Renee

Action Category:

Days Until Due:

Action Tag(s):

Priority:

FYI:

Action Note: Please complete the following tasks, as applicable. Make note of completed items and those that are not applicable. FYI onboarding team once complete, if additional assistance is needed or delays are expected.

1. Order Computer & Peripherals

Computer
Dock station
Monitor
Webcam
Headset

2. Lark IT

Setup computer
Establish network access to applicable drive (ex: J: file) Test computer
Add login credentials to Team Member Welcome Sheet

3. G-Suite

Drive
Email & aliases
Calendar access

4. Albridge

5. LastPass

6. Junxure

7. Zoom

8. Coordinate 1st Day Greeting



Action Subject: Team Member Onboarding - Erin's Tasks

Action Type: Task

Assigned To: O'Neill, Erin

Action Category:

Days Until Due:

Action Tag(s):

Priority:

FYI:

Action Note: Please complete the following tasks, as applicable. Make note of completed items and those that are not applicable. FYI onboarding team once complete, if additional assistance is needed or delays are expected.

1. Identity Verification
Background check
Fingerprint check
Credit check

2. Broker Check
U4 Review

3. New Hire Paperwork

4. NetX360

5. Compliance Setup (on spreadsheet)



Action Subject: Team Member Onboarding - Mabel's Tasks

Action Type: Task

Assigned To: Pirner, Mabel

Action Category:

Days Until Due:

Action Tag(s):

Priority:

FYI:

Action Note: Please complete the following tasks, as applicable. Make note of completed items and those that are not applicable. FYI onboarding team once complete, if additional assistance is needed or delays are expected.

Please indicate specifics of employee's choice or if they've opted-out of any benefits.

1. Provide employee with the following forms.

I9

W4

CO Employee Cert.

Employee Personnel File

Health Insurance

Dental Insurance

Vision Insurance

401(k)

Life Insurance

LTD Insurance

2. 3 months post-hire, process the following forms.

Life Insurance

LTD Insurance

3. Order a credit card.

4. Contact Denver West and order the following items.

Office Key

Building Key Card



Workflow Template

Destiny Capital Corporation

Action Subject: Team Member Onboarding - Destiny's Tasks

Action Type: Task

Assigned To: Greenleaf, Destiny

Action Category:

Days Until Due:

Action Tag(s):

Priority:

FYI:

Action Note: Please complete the following tasks, as applicable. Make note of completed items and those that are not applicable. FYI onboarding team once complete, if additional assistance is needed or delays are expected.

1. Marketing Presence
Head shot
Website addition
"Our Team" addition, if client facing
Announcement in next Newsletter
2. Add LinkedIn Profile to Hootsuite, if applicable (if client facing team member, check with Tiffany to determine if additional profile is needed)
3. Business Card Order
4. Email Signature Template

Action Subject: Team Member Onboarding - Evan's Tasks

Action Type: Task

Assigned To: Miller, Evan

Action Category:

Days Until Due:

Action Tag(s):

Priority:

FYI:

Action Note: Please complete the following tasks, as applicable. Make note of completed items and those that are not applicable. FYI onboarding team once complete, if additional assistance is needed or delays are expected.

1. Schedule Recurring Meetings (on Staff Calendar)
2. Schedule One Time Meetings, per Details Step
3. Order Tea Forte "Kati Steeping Cup" (for office)



Action Subject: Team Member Onboarding -
Supervisor's Tasks

Action Type: Task

Assigned To: Khandelwal, Renee

Action Category:

Days Until Due:

Action Tag(s):

Priority:

FYI:

Action Note: Please complete the following tasks, as applicable. Make note of completed items and those that are not applicable. FYI onboarding team once complete, if additional assistance is needed or delays are expected.

1. Create Check In Agenda
2. Schedule weekly check ins
Set expectations for performance reviews

For Strategist, Planner and Coordinator Hires

1. Coordinate and create implantation plan of client household hand offs or assignments
2. Ensure calendar is reflecting 40/40/20



Template Name: Team Member Off-Boarding

Last Reviewed: 5/26/2020

Action Template Category: Human Resources

Modified: 6/15/2020

Action Template Status: Active

Last Edited By: Erin O'Neill

Owner: Renee Khandelwal

First Step completes automatically on add:

Workflow Description/Trigger:

Action Subject: Team Member Off-Boarding - Details

Action Type: Note

Assigned To: Khandelwal, Renee

Action Category: Firm Administration

Days Until Due:

Action Tag(s):

Priority:

FYI: Charles, Tiffany, Greenleaf, Destiny, Miller, Evan, Musick, Jarrod, O'Neill, Erin, Pirner, Mabel

Action Note: To complete off-boarding the team member, please complete the following tasks, as applicable. Customize the list, if needed and FYI the off-boarding team once complete.

1. Arrange a huddle or send communication to notify the team that this workflow is being kicked off.

2. Details

Team Member Name:

Last Day in Office:

Last Day for Payroll:

Personal Email:

Forward Phone Line To (Voicemail or Employee):

Coordinate/Assign communication to clients with Client Service Team

Create a list for direct outreach

Newsletter

Other Considerations:



Action Subject: Team Member Off-Boarding - Renee's Tasks

Action Type: Task

Assigned To: Khandelwal, Renee

Action Category:

Days Until Due:

Action Tag(s):

Priority:

FYI:

Action Note: Please complete the following tasks, as applicable. Make note of completed items and those that are not applicable. FYI off-boarding team once complete, if additional assistance is needed or delays are expected.

1. Create inventory of computer & peripherals both at home and office to be returned
 2. Contact Lark IT
Remove VPN access
Move personal network file to "Former Employee" folder
 3. Disable LastPass access
 4. Change G-Suite password
Remove from recurring calendar appointments
Add out of office message
Forward emails or assign another team member to check inbox
Update Flex Friday On Call coverage
 5. Reset Albridge password
 6. Disable Zoom
 7. Change Junxure password
Reassign actions to another team member
-



Action Subject: Team Member Off-Boarding - Erin's Tasks

Action Type: Task

Assigned To: O'Neill, Erin

Action Category:

Days Until Due:

Action Tag(s):

Priority:

FYI:

Action Note: Please complete the following tasks, as applicable. Make note of completed items and those that are not applicable. FYI off-boarding team once complete, if additional assistance is needed or delays are expected.

1. Prepare letter and/or paperwork to be signed during off-boarding meeting
 2. Broker Check
U4 Update if needed
U5 submission and mail to registered rep
 3. New Hire Paperwork
 4. Revoke NetX360 access
 5. Cancel automatic purchases in 401k accounts
 6. Compliance Setup (on spreadsheet)
-



Action Subject: Team Member Off-Boarding - Mabel's Tasks

Action Type: Task

Assigned To: Pirner, Mabel

Action Category:

Days Until Due:

Action Tag(s):

Priority:

FYI:

Action Note: Please complete the following tasks, as applicable. Make note of completed items and those that are not applicable. FYI off-boarding team once complete, if additional assistance is needed or delays are expected.

Please indicate specifics of employee's choice or if they've opted-out of any benefits.

1. Prepare final paycheck and provide to supervisor or human resources person to present at off-boarding meeting

2. Cancel the following benefits or make changes to registrations

I9

W4

CO Employee Cert.

Employee Personnel File

Health Insurance

Dental Insurance

Vision Insurance

401(k)

Life Insurance

LTD Insurance

3. Cancel the following policies

Life Insurance

LTD Insurance

4. Cancel credit card

Gather final receipts

5. Contact Denver West regarding personnel change and completion of the following items

Office Key

Building Key Card

Change back door code



Workflow Template

Destiny Capital Corporation

Action Subject: Team Member Off-Boarding - Destiny's Tasks

Action Type: Task

Assigned To: Greenleaf, Destiny

Action Category:

Days Until Due:

Action Tag(s):

Priority:

FYI:

Action Note: Please complete the following tasks, as applicable. Make note of completed items and those that are not applicable. FYI off-boarding team once complete, if additional assistance is needed or delays are expected.

1. Remove former team member from Website bio page "Our Team" landing page, if client facing
2. Remove LinkedIn Profile from Hootsuite, if applicable
3. Remove email signature from template sheet
4. Remove access to marketing tool where duplicate access may have been granted

Action Subject: Team Member Off-Boarding - Evan's Tasks

Action Type: Task

Assigned To: Miller, Evan

Action Category:

Days Until Due:

Action Tag(s):

Priority:

FYI:

Action Note: Please complete the following tasks, as applicable. Make note of completed items and those that are not applicable. FYI off-boarding team once complete, if additional assistance is needed or delays are expected.

1. Remove Recurring Meetings (on Staff Calendar)
 2. Forward calls in Zoom to another team member, per Details step instructions
-



Action Subject: Team Member Off-Boarding -
Supervisor's Tasks

Action Type: Task

Assigned To: Khandelwal, Renee

Action Category:

Days Until Due:

Action Tag(s):

Priority:

FYI:

Action Note: Please complete the following tasks, as applicable. Make note of completed items and those that are not applicable. FYI off-boarding team once complete, if additional assistance is needed or delays are expected.

1. Supervisor and 1 human resources person to facilitate conversation with off-boarding teammate

Coordinate a time for supervised collection of personal property and walk out/lock up of office

Provide final paycheck

Collect equipment and any paper files with confidential client or company information

Collect key, building key card and company credit card

2. Share performance review and other 1:1 meeting notes with Mabel to save in Employee File