

Deployment & Onboarding SOP

Staffing & Recruitment

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Writes an SOP for onboarding and deploying contract staff to a client — documentation, statutory enrolment, joining, induction and handover. Use it to deploy compliantly and smoothly. For compliance depth use the Employer-of-Record / Payroll Compliance Guide.

Purpose of this tool & output

Onboard and deploy staff to client sites

How the output is used

Use it to onboard and deploy staff to client sites — a deployment and onboarding SOP across documents, induction and reporting.

Important cautions

Deployed staff must be enrolled for PF and ESI and issued a proper contract from joining — delays create compliance liability for you as employer of record. Collect and verify documents before deployment and align with client site onboarding and safety rules.

Companion documents

- Employer-of-Record / Payroll Compliance Guide
- Timesheet & Attendance Management
- Contract Workforce Management Plan
- Replacement & Backfill Policy
- Deployed Staff Welfare & Grievance
- Site / Principal-Employer Compliance

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.