

To view the Cell Staff employee handbook for external employees working in the field, two options are available. Please follow the instructions below.

External employees are considered all W2 employees who work on temporary assignments at any of our clients' facilities.

Option 1) Cell Staff Onboarding Website for External Employees

1. Please visit the Cell Staff Onboarding website below and login using your personal username and password
 - a. <https://app.ableteams.com/profile/#/cellstaff/hq/login>
2. Select “*Onboarding History*” on the vertical side bar on the left-hand side of the webpage.
 - a. Onboarding History sits under Activity.
3. Locate the document entitled “*Employee Handbook*” under the documents column and select the “*View*” on the right-hand side of the page within the same row.

Option 2) Paychex Flex (payroll provider):

1. Please visit the Paychex Flex website below and login using your personal username and password.
 - a. https://myapps.paychex.com/landing_remote/login.do?lang=en
2. Select “*Human Resources*” on the vertical side bar on the left-hand side of the webpage.
3. Select “*Company Information*” to drop-down a list of options.
4. Select “*Handbook & Acknowledgements*” to load the webpage within the large center menu tile (main screen).
5. Select “*Cell Staff Employee Handbook*” to view the document, which is listed beneath the header entitled Handbook Description.
 - a. My Info > Handbook Description > “*Cell Staff Employee Handbook*”