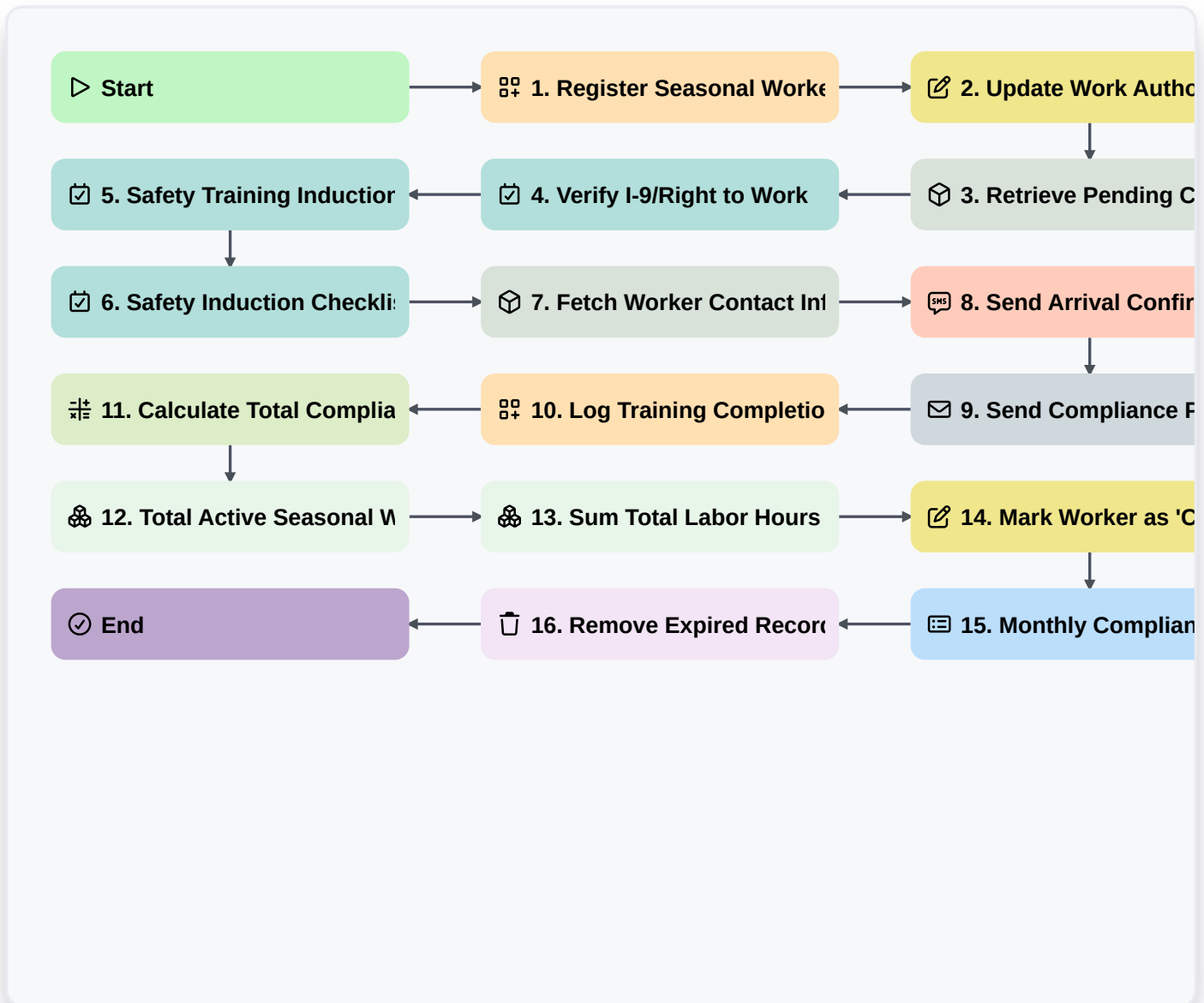


# Farm Seasonal Labor Compliance Workflow



## ▷ Start

Start of the Workflow/Process.

## ☰ 1. Register Seasonal Worker

Create a new entry in the 'Worker Profile' data model with personal and contact details.

## ✍ 2. Update Work Authorization Status

Update the 'Visa/Permit' field in the Worker Profile after document verification.

## 📦 3. Retrieve Pending Compliance Documents

Fetch all entries from the 'Document Submissions' model that are awaiting verification.

## ☑ 4. Verify I-9/Right to Work

Assign a task to the HR Manager to inspect physical identity documents.

## ☑ 5. Safety Training Induction

Assign a task to the Farm Supervisor to conduct seasonal safety training for the new hire.

## ☑ 6. Safety Induction Checklist

A sub-component of the Safety Training task containing steps like 'PPE Distribution' and 'Heat Stress Protocol Review'.



### **7. Fetch Worker Contact Info**

Retrieve phone number and email address from the Worker Profile for notifications.

### **8. Send Arrival Confirmation**

Send an SMS to the worker's phone number confirming their start date and location.

### **9. Send Compliance Policy PDF**

Email the seasonal labor handbook and policy documents to the worker's registered email.

### **10. Log Training Completion**

Create an entry in the 'Training Logs' data model once the safety task is finished.

### **11. Calculate Total Compliance Score**

A formula to calculate a percentage score based on completed vs. missing required documents.

### **12. Total Active Seasonal Workforce**

Aggregate the count of all entries in the 'Worker Profile' model where status is 'Active'.

### **13. Sum Total Labor Hours**

Sum the 'Hours Worked' property from the 'Time Logs' data model for payroll auditing.

### **14. Mark Worker as 'Compliance Cleared'**

Update the 'Compliance Status' field in the Worker Profile to 'Cleared' once all tasks are complete.

### **15. Monthly Compliance Audit Report**

Generate a report summarizing all completed and pending compliance tasks for the current month.

### **16. Remove Expired Records**

Delete entries from the 'Temporary Permits' model that have passed their expiration date.

### **End**

End of the Workflow/Process.