

2026 EDITION

# The Employee Onboarding Checklist — Day 0 to Day 90

## IN ONE PARAGRAPH

The first 90 days after a new arrival lands in Saudi Arabia determines whether the Iqama issues clean, the family follows on schedule, and the worker can open a bank account on time. This is the day-by-day sequence Tamra runs for every EOR hire and supports for every entity client.

## DAY 0 TO DAY 90 SEQUENCE

**Day 0 (pre-flight)**

- 01 Enjaz visa stamped at Saudi consulate.
- 02 Worker books flight only after stamping.
- 03 Tamra GRO confirms arrival address (Ejar lease or hotel).

**Day 1–3 (arrival)**

- 01 Airport pickup and SIM card activation.
- 02 Tawakkalna profile created with Iqama-pending status.
- 03 Initial accommodation confirmed and National Address pre-registered.

**Day 4–7 (medical)**

- 01 CCHI-approved clinic booking — blood, urine, X-ray, vitals.
- 02 Results upload electronically to the Iqama record.
- 03 Any flagged results trigger re-test inside the 14-day window.

**Day 8–14 (filing)**

- 01 Employer activates CCHI insurance policy.
- 02 MHRSD labour levy (~SAR 9,700) paid via SADAD.
- 03 Iqama application filed on Muqem with medical and insurance reference.

**Day 15–25 (issuance)**

- 01 Iqama card prints; GRO collects from Jawazat.
- 02 Qiwa contract filed and acknowledged by worker.
- 03 Worker added to Mudad/WPS payroll for the next salary cycle.

**Day 26–60 (settling)**

- 01 Bank account opened (requires Iqama + Mudad-registered salary).
- 02 STC/Mobily/Zain SIM converted to long-term Iqama-linked plan.
- 03 Driver's licence conversion initiated if eligible by nationality.

### Day 61–90 (family)

- 01 Dependant visa applications filed on Muqem.
  - 02 National Address updated to permanent Ejar lease.
  - 03 School waiting-list applications filed for September intake.
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