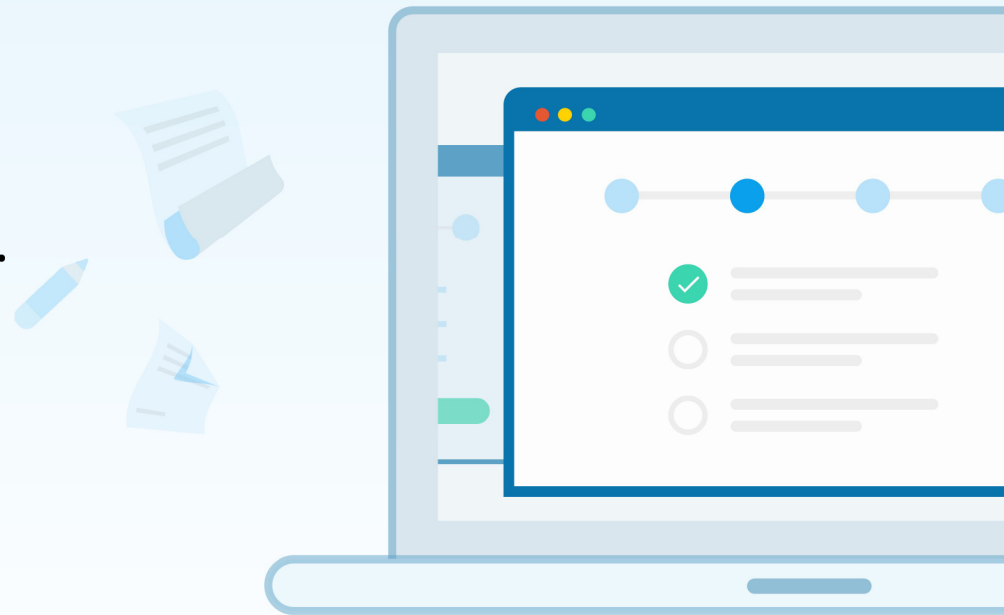


Onboarding

Give employees a flawless first day.

Onboarding makes it easy to set up new employees, collect necessary documentation, and distribute company policies.



Simplify Onboarding



- Eliminate paper forms
- Minimize errors and corrections
- Create and enhance digital employee files



Increase Engagement

- Give employees cloud access to policy documents
- Consolidate employee HR information
- Reduce time entering information for benefits

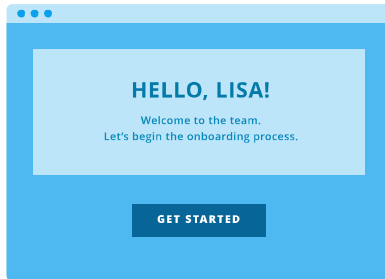


Gain Visibility

- Stay on top of onboarding status
- Employee information at your fingertips
- Onboard and maintain year round



Employees can begin to self-onboard from their computer before their first day.



Welcome New Hires

Make new hires feel welcome with a customizable message when they first log in. Have employees fill out their profile, information about their dependents, and emergency contact details to create a digital employee file.



Collect ID, Tax Information and More

The rules-based system ensures completed W-4, I-9 and Direct Deposit information and stores them securely in the cloud.



Distribute Onboarding Documents

Upload company onboarding documents for new hires to review online. Documents viewed in Onboarding are tracked so you can stay compliant. Employees can even e-sign to verify they've reviewed the documents.

Syncs With Benefits

Onboarding syncs with online benefits enrollment so employees don't have to enter information more than once. New hires can immediately start online enrollment following onboarding.

