



Introduction

On Friday, April 8, 2022, our enhanced Onboarding experience will be live! These are some of the most important things to know. Note: it is best to watch the full video for more detail.

New Screen to Initiate Onboarding

All phases of the Onboarding workflow will be located on one screen: **Employee Admin Tools > Employee Administration > Pending Employees**. This screen will have an Initiate Onboarding button to start the process.



New Process Options

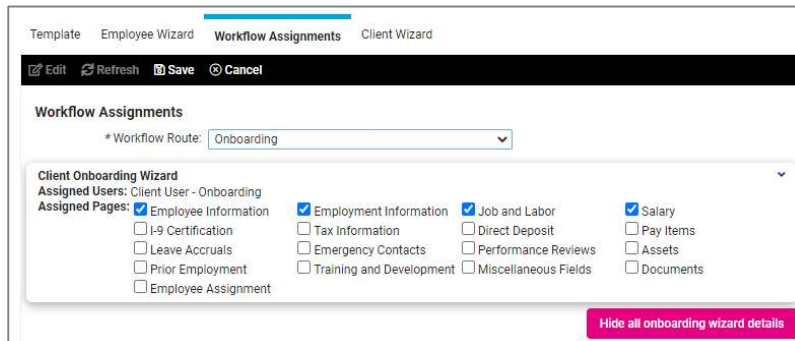
After the employee completes their portion, you will need to select the ellipsis under Actions and select Client New Hire Wizard to start on your part of the process.



As of 4/8/2022, the screens available to you for the workflow will include:

- Employee Information
- Employment Information
- Job and Labor
- Salary

If you would like to see additional screens for your new hire, you can update that by going to **Client Management > Workflow Setup > Onboarding Templates**. Select the Workflow Assignments tab and select any of the screens in the list to update. When you return to **Pending Employees**, your view will be updated based on your selections.



Please watch the video for step-by-step instructions and a walkthrough of some additional features.