# $\mathcal{L}_{\oplus}$ New Hire Onboarding



Give new hires an awesome first day, not a stack of paperwork.

Direct Deposit

### **Superior Task Management**

- Intuitive self-service tool
- Customizable for every business
- Comprehensive audit trail
- Simple to set-up and manage

<ul> <li>Getting Started </li> <li>Select a task to access task versions. Tasks with one new task within this category.</li> </ul>	e or more activ	eversion(s) will disp	lay as Activeb	elow. Click	"Add" to create a
					+ Add
	Active Versions	Active Assignments	Incomplete	Pending	Complete
Welcome	1	9	1	0	8
Electronic Signature and Consent	1	9	1	0	8
Address	1	7	1	0	б
Form W-4, Employee's Withholding	1	6	1	0	5
State Withholding Form	1	6	1	0	5
Form I-9, Employment Eligibility Verification	1	5	5	4	0
Self Identification (EEOC)	1	7	1	0	6
Emergency Contacts	0	0	0	0	0

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ic Signature and Constent	Pending Signature		
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at by using the e-signature feature on this website I am applyin the legality binding equivalent to my handwritten signature. When it has the same validity and meaning as my handwritten signature. When part of the same validity and meaning as my handwritten signature. Plan Descriptions (SPD3) and any Notice a similarly situates eroprove benefits. For the purpose of this agreement, a Notice endure, form or other written material required to comply with this afety or regulatory body and any disclosure provided by m termentioned requirements or to communicate company or emp rementioned requirements or to communicate company or emp coses these materials. I may ask for them to be grinted for me I to send notices electronically and agree to accept the delivery of ements to view notices on this portal.	ever I execute an electronic ure I also agree that no ate my e-signature. lefts Notices including phoyee would consider to be is any document, disclosure, detral, state, or y w company to comply with any loyment specific information naterials and understand that if y my employer. J authorize my f notices via email as well as	<ul> <li>► 1. Electronic Signature</li> <li>2. Personal Information &amp; Contact</li> <li>3. +9 Forms</li> <li>4. W-4 &amp; Withholdings</li> <li>5. State Withholdings</li> </ul>	
	Next		

## Put Onboarding on Auto-Pilot

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#### Easily complete new hire forms

We made completing new hire forms painless for employees & HR.

#### **Compliance simplified**

There's no shortage of policies that employees need to sign off on; our digital file cabinet makes tracking them a walk in the park.

#### Safety & training modernized

Modernize training, improve worksite safety & reduce workers comp costs.

#### Paperless benefit elections

Don't stop with new hire forms. Benefit tasks can also be seamlessly managed online.