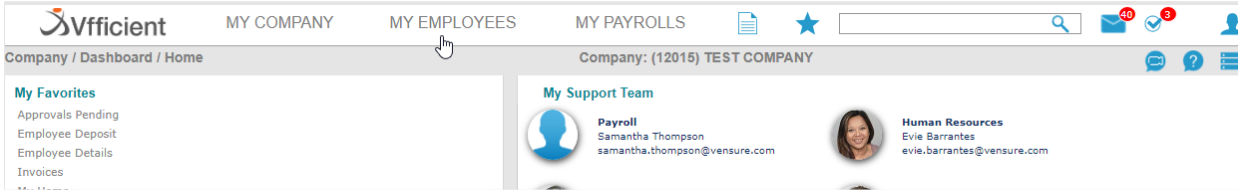


Employer On-boarding Instructions

Below you will find generic instructions on the employer responsibilities during the employee onboarding process. The steps to on-board a new employee are summarized below. Should you have any difficulties during this process, please contact your Human Resources Manager.

1. Click on the *My Employees* Tab



2. Click on *New Hire*



3. Fill Out All Information that has a Red Box

vfficient MY COMPANY MY EMPLOYEES MY PAYROLLS

HR / Action / New Hire Company: (12015) TEST COMPANY

New Hire

Work Location

Employer ID -No Items-

Social Security Number

Hire Type --Select--

Use Onboarding This employee will be completing the onboarding process on the web

Employee ID

Personal Information

First Name

Last Name

Middle Name

Nickname

Birth Date

Gender --Select--

Ethnic Code --Select--

Marital Status -- Select --

Tobacco User -- Select --

Handicapped Not Selected

Veteran Not Selected

Vietnam Veteran Not Selected

Disabled Veteran Not Selected

Recently Separated Veteran Not Selected

Service Medal Veteran Not Selected

Other Protected Veteran Not Selected

Resident Address

Address Line One

Address Line Two

ZIP Code

GeoCode -No Items-

City

State

County School District No.

Home Phone

Mobile Phone

Personal Email Address

Work Email Address

Emergency Contact

Contact Name

Contact Telephone

Contact Relation

Employment Details

Company Start Date

Employer Start Date

Position

Employment Status

Employment Type

Benefit Group

Division

Department

Shift

Project

Work Group

Union Code

Reports To

Employee Number

Benefits Thru Date

New Hire Report Date

Clock Number

Pay Details

Pay Group

Pay Method --Select--

Pay Rate

Pay Rate Basis -- Select --

Standard Hours

Auto Time Sheet

Default Time Sheet Hours

Benefits Calculation Salary

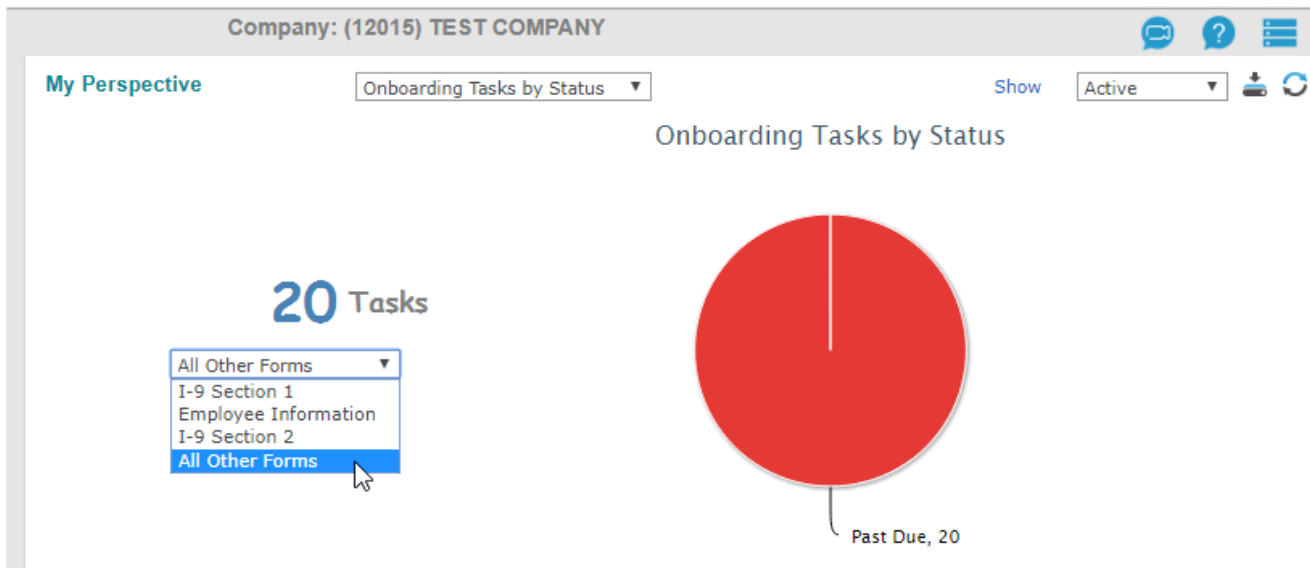
Save **Cancel**

- Once everything in red boxes are filled in, click the **SAVE** button.
- After you hit the **SAVE** button, an email will be sent to the employee with on-boarding instructions. If the employee claims they didn't get an email, have them register at vns-ep.prismhr.com to complete their on-boarding.
- Once the employee has completed their I9, you should receive an email telling you that you need to verify the employee's I-9. If you do not, you should check on the employees on-boarding status to see what they have completed by following 6a.
 - Click on *My Home* (It should be in your favorites but if not it is under the *My Company* tab)

b. Under My Perspective, click on the *On-boarding Tasks by Status* in the drop-down menu.



c. After Clicking on the On-boarding Tasks by Status, Click on the *All Other Forms* in the drop-down menu.



d. All Employees that are in the process of On-boarding will show up. Anything that is in bold under the forms is completed. Click on the employee's name for further details on outstanding on-boarding items (2nd Picture)

New Hire	Performer	Forms	Due Date	Submit Date	Status	Actions
Baker, Lisa	Baker, Lisa	TX EO DS VT DD HB	09/12/2019		Past Due	Actions
Barman, Lisa	Barman, Lisa	EO DS VT TX DD HR HB CS	12/20/2019		Past Due	Actions
Campos, Nick	Campos, Nick	EO DS VT TX DD	06/20/2019		Past Due	Actions
Day, Happy	Day, Happy	EO DS VT TX DD	05/22/2019		Past Due	Actions
Dunne, Alyssa	Dunne, Alyssa	EO DS VT TX DD HR HB CS	12/18/2019		Past Due	Actions
Field, William	Field, William	TX EO DS VT DD HB	12/04/2019		Past Due	Actions
Field, William	Field, William	EO DS VT TX DD HR HB CS	12/30/2019		Past Due	Actions
HAYWORTH, RITA	HAYWORTH, RITA	EO DS VT TX DD	05/24/2019		Past Due	Actions
Hannigan, Jill M	Hannigan, Jill M	EO DS VT TX DD HR HB NY	12/23/2019	12/16/2019	Past Due	Actions
Jones, Tracy	Jones, Tracy	EO DS VT TX DD HR HB CS	12/18/2019		Past Due	Actions

Onboarding Taskstill Hannigan

Tasks performed by **Jill Hannigan**

Workflow Status **In Progress**

Form	Version	Form Status	Due Date	Due Date Status	Submit Date
I-9	1.0	Submitted	12/16/2019		12/16/2019
Employee Information	1.0	✔ Complete	12/16/2019		12/16/2019
Race/Ethnicity	1.0	✔ Complete	12/23/2019		12/16/2019
Disability	1.0	✔ Complete	12/23/2019		12/16/2019
Veteran Status	1.0	✔ Complete	12/23/2019		12/16/2019
Tax	1.0	Not Started	12/23/2019	🔴 Past Due	
Direct Deposit	1.0	✔ Complete	12/23/2019		12/16/2019
Harassment Prevention Policy	1.1	✔ Complete	12/23/2019		12/16/2019
Electronic Acknowledgement of R	1.1	✔ Complete	12/23/2019		12/16/2019

Tasks performed by **Approver**

Approval	Version	Approval Status	Due Date	Due Date Status	Submit Date	Approver
I-9 Section 2	1.0	In Progress	12/19/2019	🔴 Past Due		Jane Smith

- After the employees completes their on-boarding, you need to verify their I-9. In the search bar start typing in *Approvals Pending*, click on it when it appears. (You may save *Approvals Pending* to your Favorites, so you don't have to search it every time).

The screenshot shows the Vfficient HR system interface. At the top, there are navigation tabs for 'MY COMPANY', 'MY EMPLOYEES', and 'MY PAYROLLS'. A search bar contains the text 'approval'. Below the search bar, a dropdown menu is open, displaying 'Application Suggestions' with the following items: 'Approvals Pending' (highlighted with a mouse cursor), 'Payroll Approval', and 'PTO Approval Report'. The main content area shows a 'New Hire' form with fields for 'Work Location' (MAIN0), 'Employer ID' (VENSURE TEST COMPANY, INC.), 'Social Security Number', and 'Hire Type' (dropdown menu).