








## Employee Onboarding

Hiring new candidates can be tedious and inefficient. New hire paperwork can become overwhelming, and keeping track of a stack of documents is not ideal. The paperless Employee Onboarding tool within Talent Management notifies the appropriate personnel in a timely manner and takes them through all the necessary steps, tasks and forms that are part of a proper company orientation. Employee Onboarding will streamline and allow any new hire to enter information directly into isolved, avoiding multiple data entry.

### Fully optimize the way you handle new hire paperwork, by eliminating it!

Everyone in the hiring chain, from new hires to managers to HR departments, will appreciate the efficiency, accuracy and flexibility provided by this new onboarding innovation. All documents are already in isolved for instant access and review. You can even use the built-in wizard feature to customize templates and create layers of approval to complete the process.

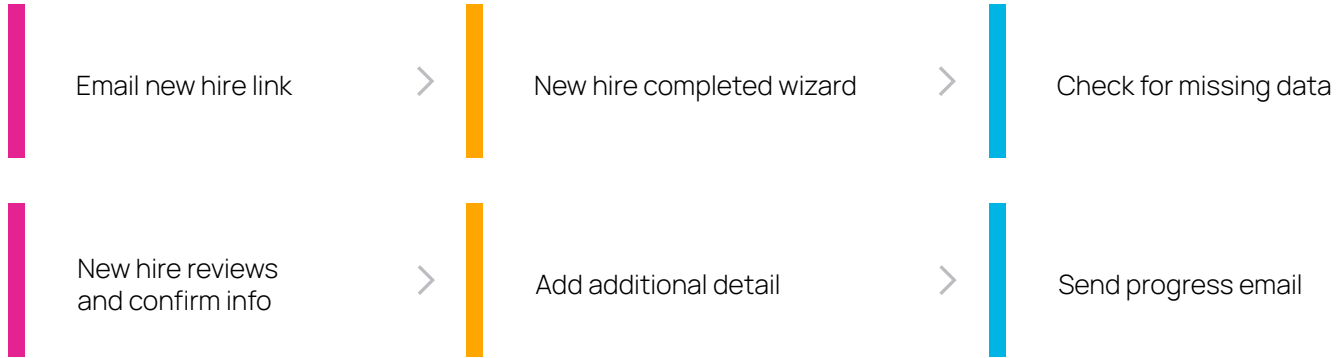
### Features & Benefits:

-  Seamlessly manage onboarding and compliance documentation, all in a single platform
-  Avoid bottlenecks with improved efficiency and data consistency
-  Electronic signatures can be used as a binding agreement
-  Built-in I-9 tool automates forms and processes for employees and managers
-  Workflow automation enables easy implementation, collection, tracking and storage of all forms and documents, including federal and state tax forms

Employee Onboarding makes it easy to take control of the onboarding process from start to finish.

## Logical, Accurate Registration Process

- The new hire receives an e-mail authentication link to access the Wizard
- The new hire completes information and uploads supporting tax documentation (W-4, I-9, Direct Deposit)
- If required information has been omitted, the new hire will be prompted and unable to proceed until that step is completed
- The employee reviews and confirms all information before submission
- An assigned editor can enter additional information (e.g., salary, verification)
- Auto-generated e-mails are sent to HR and supervisors to keep them apprised of the new hire's progress



## The Client Onboarding Template Builder & New Hire Onboarding Wizard

- Customize multiple onboarding templates for different employee groups
- Control permissions and assign defaults by role, location and employee
- Determine which employee categories are required fields or optional
- Configure layers of approval before the onboarding process is considered complete
- Modify the company Welcome Message, or choose the default
- Hide specific data fields from displaying in the Template Builder
- Upload and automatically save company documents in the isolated system

**Initiate Onboarding**

Search the menu

EMPLOYEE MANAGEMENT

EMPLOYEE ADMIN TOOLS

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- Employee Scheduling
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- Initiate Onboarding**
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EMPLOYEE SELF-SERVICE

CLIENT MANAGEMENT

Company Information

Legal Company: Search or Select from list

Work Location: Search or Select from list

Onboarding Template

Onboarding Template: Search or Select from list

New Hire Information

\*First Name: John

Middle Name:

\*Last Name: Doe

\*Email Address: john@email.com

\* If email address is not currently active the email address will be linked and the EE will not receive the activation link.

\* The initial email address entered here will default to the "Self-Service Email" field but can be manually changed to a work email address upon hire.

Birth Date: 6/1/1988

ID Type: SSN

SSN: 123-456789

Hire Date: 6/1/2021

Department: 05 - Corporate Officers

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