

Introducing employee Onboarding, native within iSolved!

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. Native to iSolved, this paperless onboarding module notifies the appropriate personnel in a timely manner and takes them through all of the necessary steps, tasks and forms that are part of a proper company orientation. iSolved 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!

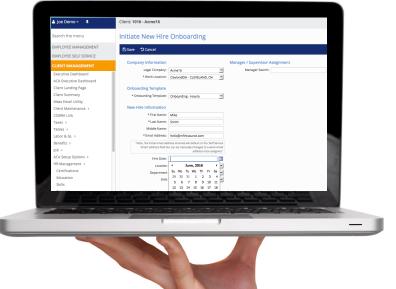
Everyone in the hiring chain, from new hires to managers to HR departments, will appreciate the efficiency, accuracy and flexibility provided by this new onboarding innovation. All documents within the Onboarding module are already within iSolved for instant access and review. You can even use the built-in onboarding 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
- Workflow automation enables easy implementation, collection, tracking and storage of all forms and documents, including Federal and State tax forms.
- Electronic signatures can be used as a binding agreement
- Built-in I-9 and E-Verify tools automate forms and processes for employees and managers

iSolved is all about destroying paper processes, and our latest native feature does exactly that. With iSolved Onboarding, you can take control of your onboarding from start to finish.

To learn more, contact us at 610-337-3000.





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LOGICAL, ACCURATE REGISTRATION PROCESS



- The new hire receives an email authentication link to access the Onboarding 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 emails 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
- Company documents are uploaded and automatically saved in the iSolved system

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Search the menu	Onboarding Tem	plates		
EMPLOYEE MANAGEMENT	o Title	e Description	Setup Tield Categories	
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ACA Setup Options >			1016 Company B	
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Disciplinary Authorities				

Creating Onboarding Templates - Setup Tab

Search the menu	Initiate New Hire	Onboarding
EMPLOYEE MANAGEMENT	E Save O Cancel	
EMPLOYEE SELF SERVICE		
CLIENT MANAGEMENT	Company Information Legal Company:	Manager / Supervisor Assignment Acme16 Manager Sarah
Executive Dashboard ACA Executive Dashboard		CleviandDH - CLEVELAND, DH
Client Landing Page	Onboarding Template	
Client Summary Mass Email Utility	* Onboarding Template:	Onboarding - Hourly
Client Maintenance >	New Hire Information	
COBRA Link	* First Name:	
Taxes >	* Last Nome:	Smith
Tables >	Middle Name:	
Labor & GL >	* Email Address:	helo@infinisource.com
Benefits >	"Note, the initial email add	dress entered will default to the 'Self Service
Job >	Ernal' address field by	sit can be manually changed to a work email address once assigned."
ACA Setup Options >	Hire Date:	
HR Management <	Location	< June, 2016 -
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Skills		5 6 7 8 9 10 11 12 13 14 15 16 17 18
Training		12 13 19 15 15 17 15 19 20 21 22 23 24 25
Awards		26 27 28 29 30 1 2
Disciplinary Authorities		3 4 5 6 7 8 9
Disciplinary Offenses		Today: June 28, 2016

Initiate New Hire Onboarding screen



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