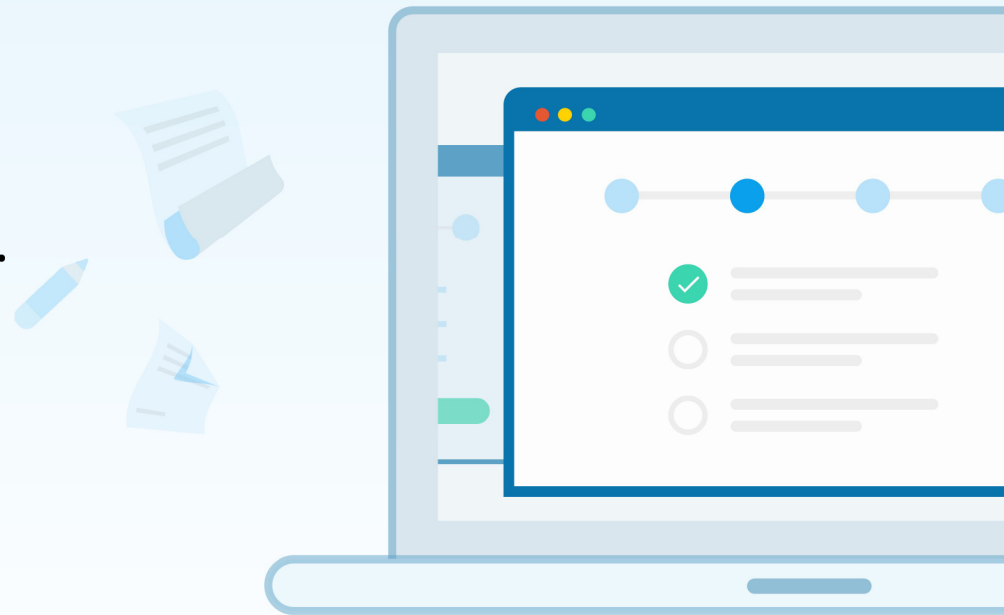


# Onboarding

## Give employees a flawless first day.

Onboarding makes it easy to set up new employees, collect necessary documentation, and distribute company policies.



## Simplify Onboarding



- Eliminate paper forms
- Minimize errors and corrections
- Create and enhance digital employee files



## Increase Engagement

- Give employees cloud access to policy documents
- Consolidate employee HR information
- Reduce time entering information for benefits

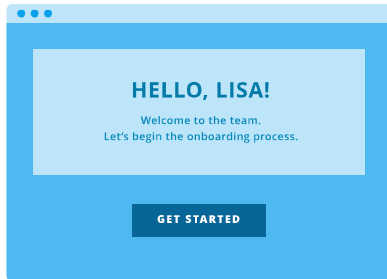


## Gain Visibility

- Stay on top of onboarding status
- Employee information at your fingertips
- Onboard and maintain year round



Employees can begin to self-onboard from their computer before their first day.



### Welcome New Hires

Make new hires feel welcome with a customizable message when they first log in. Have employees fill out their profile, information about their dependents, and emergency contact details to create a digital employee file.



### Collect ID, Tax Information and More

The rules-based system ensures completed W-4, I-9 and Direct Deposit information and stores them securely in the cloud.



### Distribute Onboarding Documents

Upload company onboarding documents for new hires to review online. Documents viewed in Onboarding are tracked so you can stay compliant. Employees can even e-sign to verify they've reviewed the documents.

### Syncs With Benefits

Onboarding syncs with online benefits enrollment so employees don't have to enter information more than once. New hires can immediately start online enrollment following onboarding.

