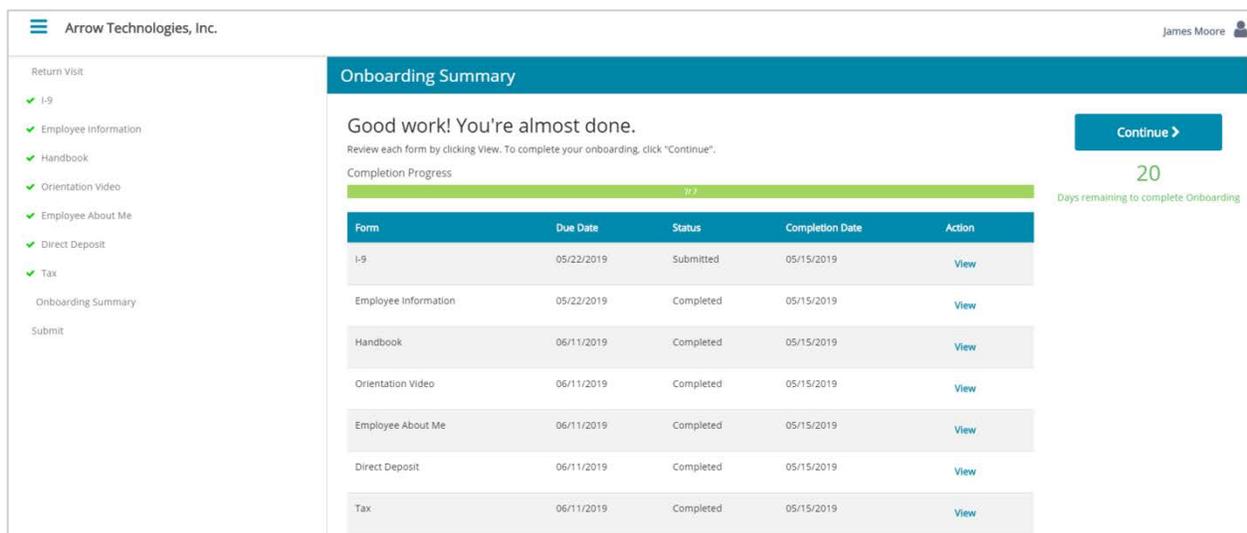


Onboarding

Simplify complex paperwork, improve data accuracy, and get new hires focused on their job faster.

The first few days of an employee's job are critical to setting them up for success. Unfortunately, new hire paperwork and formalities can bog down the process and lead to lower employee productivity and satisfaction. ScalePEO Employee Onboarding provides a simple, step-by-step process that can be completed on any device, from anywhere. Say goodbye to paper forms and dramatically reduce the time needed to accurately capture employee data.



Onboarding Summary

Good work! You're almost done.
Review each form by clicking View. To complete your onboarding, click "Continue".

Completion Progress: 77%

20 Days remaining to complete Onboarding

Form	Due Date	Status	Completion Date	Action
I-9	05/22/2019	Submitted	05/15/2019	View
Employee Information	05/22/2019	Completed	05/15/2019	View
Handbook	06/11/2019	Completed	05/15/2019	View
Orientation Video	06/11/2019	Completed	05/15/2019	View
Employee About Me	06/11/2019	Completed	05/15/2019	View
Direct Deposit	06/11/2019	Completed	05/15/2019	View
Tax	06/11/2019	Completed	05/15/2019	View



Paperless Onboarding

New employees can quickly complete required employment forms, view faculty and organization charts, watch videos, and more.



Custom Onboarding Workflows

Create custom onboarding plans for both new hires and internal movement of employees from one position to another.



Employee Self-Service

The Employee Portal allows new employees to access forms, videos, calendars, policies, and benefit information at any time.



Securely Track Documents

All forms and documents are securely tracked and stored electronically. Digital signatures can be easily captured for complete and auditable records.