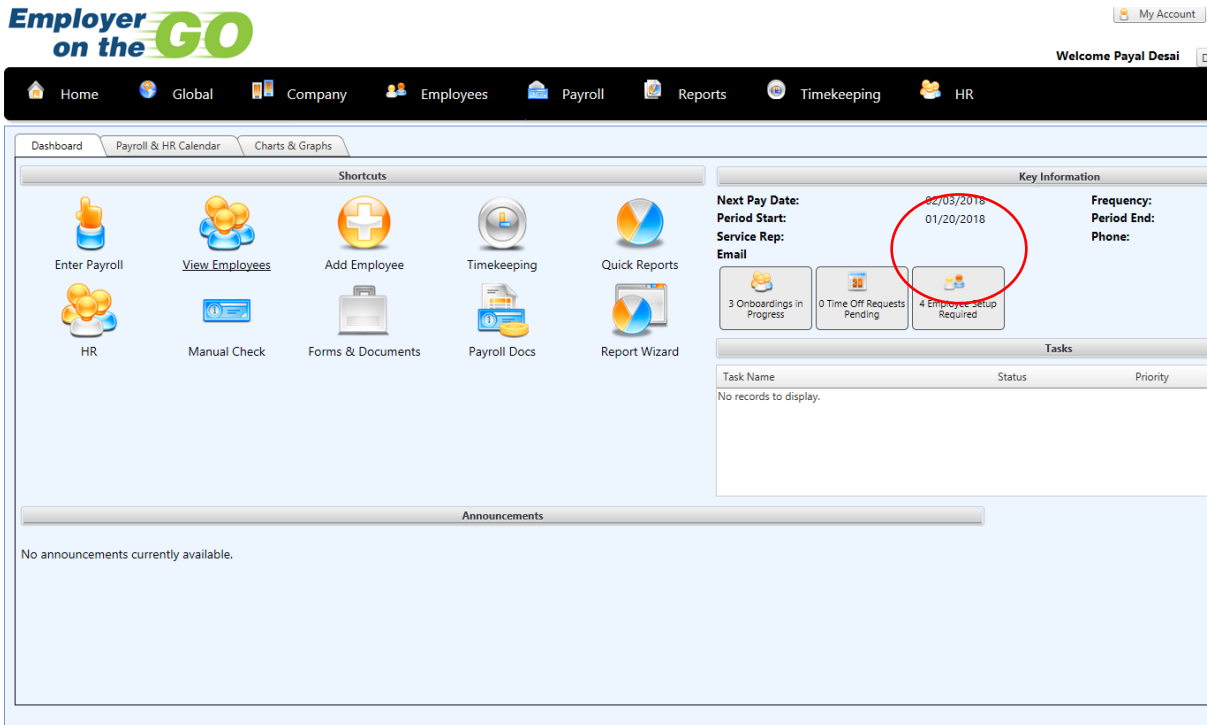


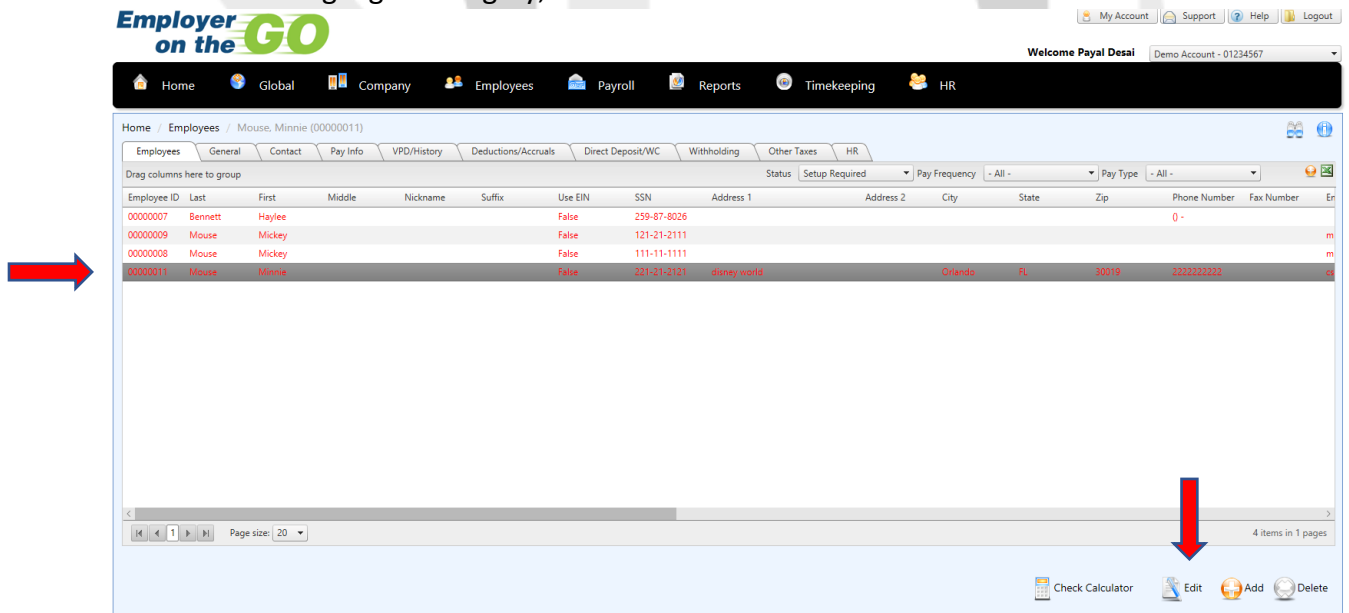
Completing Employee Onboarding on EOG

1. Once employee finishes their onboarding, you should receive a message on the company's homepage on EOG. "Employee Setup Required"



The screenshot shows the 'Employer on the GO' dashboard. In the 'Key Information' section, the 'Next Pay Date' is 02/03/2018 and the 'Period Start' is 01/20/2018. A red circle highlights the '4 Employee Setup Required' notification in the 'Email' section. Below this, a 'Tasks' table shows 'No records to display.'

2. Once you click on that box, "Employee" tab will appear. Select the employee to add on EOG. Once it's highlighted in gray, click on "EDIT" button.

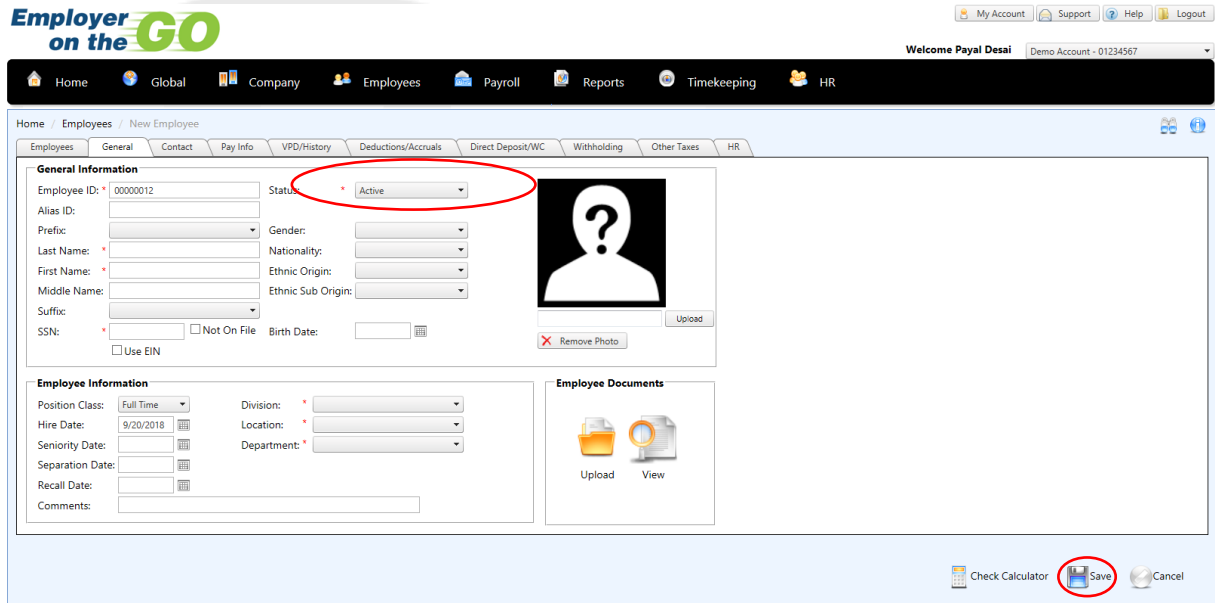


The screenshot shows the 'Employees' list in the 'Employer on the GO' system. A red arrow points to the 'EDIT' button at the bottom right of the page. The table below shows a list of employees with columns for Employee ID, Last, First, Middle, Nickname, Suffix, Use EIN, SSN, Address 1, Address 2, City, State, Zip, Phone Number, and Fax Number.

Employee ID	Last	First	Middle	Nickname	Suffix	Use EIN	SSN	Address 1	Address 2	City	State	Zip	Phone Number	Fax Number
00000007	Bennett	Haylee				False	259-87-8026						0 -	
00000009	Mouse	Mickey				False	121-21-2111							
00000008	Mouse	Mickey				False	111-11-1111							
00000011	Mouse	Minnie				False	201-21-2121	Disney world		Orlando	FL	32819	322222222	

3. When "General" tab pops up, highlight "status" line and mark "ACTIVE." This will activate the

employee in the system. Add all information needed in the tab and then



4. All tabs going left to right, make sure to fill out all the important information on

employee and click

