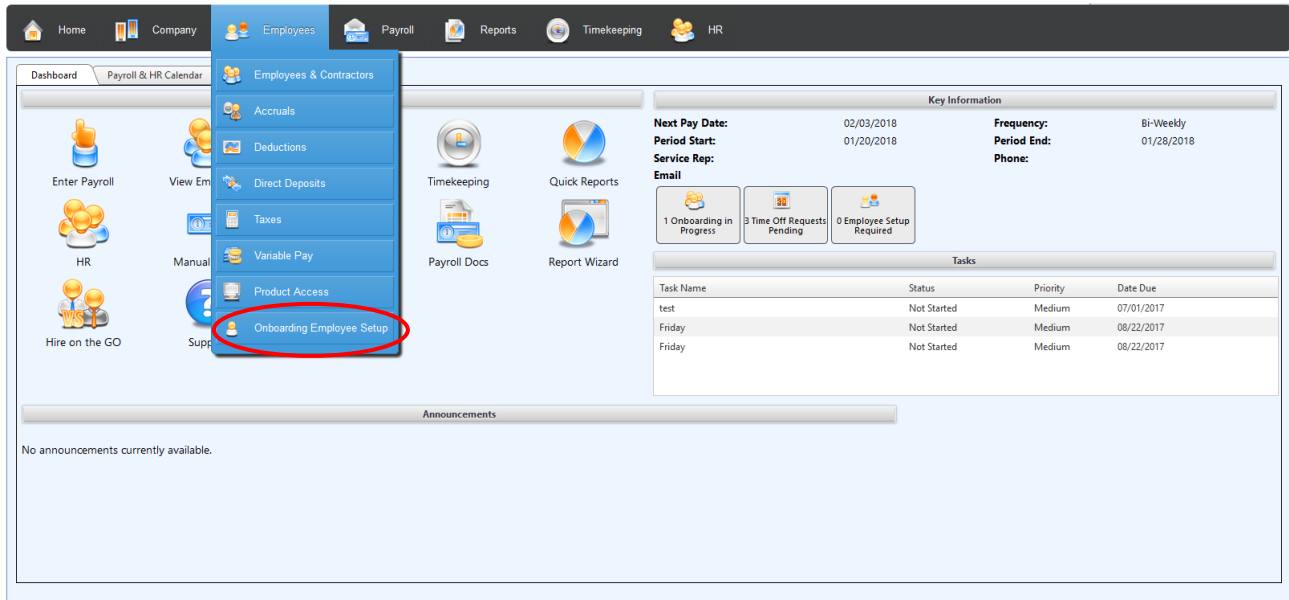


Onboarding Employee Set Up

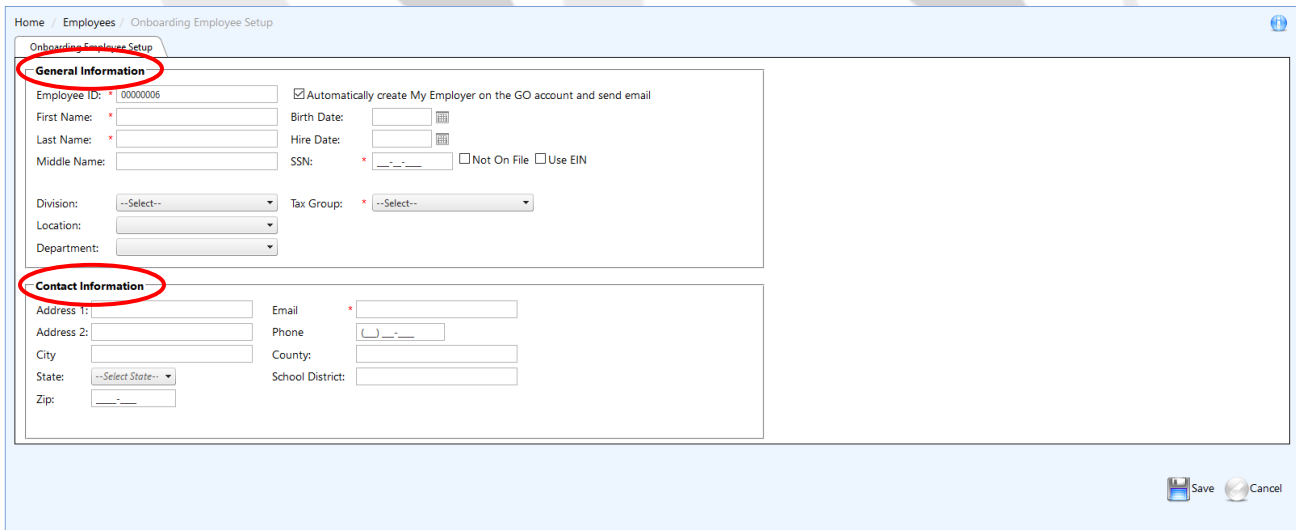
1. Log into your Employer on the Go account
2. Select "Onboarding Employee Setup" under the "Employees" tab



The screenshot shows the dashboard with the 'Employees' menu open. The 'Onboarding Employee Setup' option is circled in red. The dashboard also displays key information and a tasks table.

Key Information			
Next Pay Date:	02/03/2018	Frequency:	Bi-Weekly
Period Start:	01/20/2018	Period End:	01/28/2018
Service Rep:		Phone:	
1 Onboarding in Progress 3 Time Off Requests Pending 0 Employee Setup Required			
Tasks			
Task Name	Status	Priority	Date Due
test	Not Started	Medium	07/01/2017
Friday	Not Started	Medium	08/22/2017
Friday	Not Started	Medium	08/22/2017

3. Enter in the employee's general information and contact information.



The screenshot shows the 'Onboarding Employee Setup' form. The 'General Information' and 'Contact Information' sections are circled in red. The form includes fields for employee ID, name, birth date, hire date, SSN, division, location, department, address, phone, city, county, state, and school district.

General Information

Employee ID: 00000006 Automatically create My Employer on the GO account and send email

First Name: * Birth Date:

Last Name: * Hire Date:

Middle Name: SSN: * Not On File Use EIN

Division: --Select-- Tax Group: * --Select--

Location:

Department:

Contact Information

Address 1: Email: *

Address 2: Phone:

City: County:

State: --Select State-- School District:

Zip:

Save Cancel

4. Select "GA State" for the "Tax Group"

General Information

Employee ID: * 00000006 Automatically create My Employer on the GO account and send email

First Name: * Birth Date:

Last Name: * Hire Date:

Middle Name: SSN: * Not On File Use EIN

Division: **Tax Group:** * GA State

Location:

Department:

5. Enter a valid email. This is crucial because the onboarding registration will be sent to this email.

Home / Employees / Onboarding Employee Setup

Onboarding Employee Setup

General Information

Employee ID: * 00000006 Automatically create My Employer on the GO account and send email

First Name: * Birth Date:

Last Name: * Hire Date:

Middle Name: SSN: * Not On File Use EIN

Division: Tax Group: * GA State

Location:

Department:

Contact Information

Address 1: **Email:** *

Address 2: Phone:

City: County:

State: School District:

Zip:

6. Click "Save" at the bottom of the screen

Home / Employees / Onboarding Employee Setup

Onboarding Employee Setup

General Information

Employee ID: * 00000006 Automatically create My Employer on the GO account and send email

First Name: * Birth Date:

Last Name: * Hire Date:

Middle Name: SSN: * Not On File Use EIN

Division: Tax Group: * GA State

Location:

Department:

Contact Information

Address 1: Email: *

Address 2: Phone:

City: County:

State: School District:

Zip:

