onboarding •

Onboarding for Employees

Welcome! This resource will walk you through the quick and easy steps for completing your new hire paperwork and any other important related tasks.

<u>Login</u> | <u>Get Started</u> | <u>Complete Tasks</u> | <u>Finish Up</u>

Login

To access the onboarding application, click the link provided in the email correspondence from your new employer.

Then enter your secure login credentials as communicated via email. This will include the following:

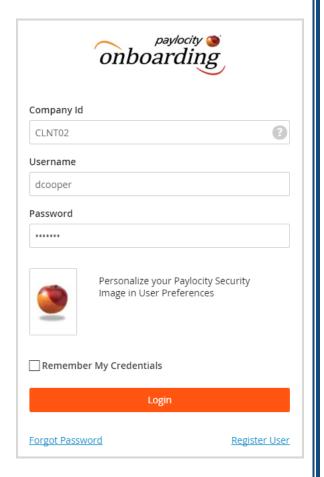
- Company ID
- Username
- Temporary Password

You will then be required to enter a new password for security purposes. Simply follow the prompts to complete this process.

Upon successful login, you will arrive at the company branded onboarding page to begin the process of completing your personalized event plan.

Smart Tip

Employees will receive 2 emails from the employer prior to accessing the application: one with a link to access the event and the other with confidential login credentials.

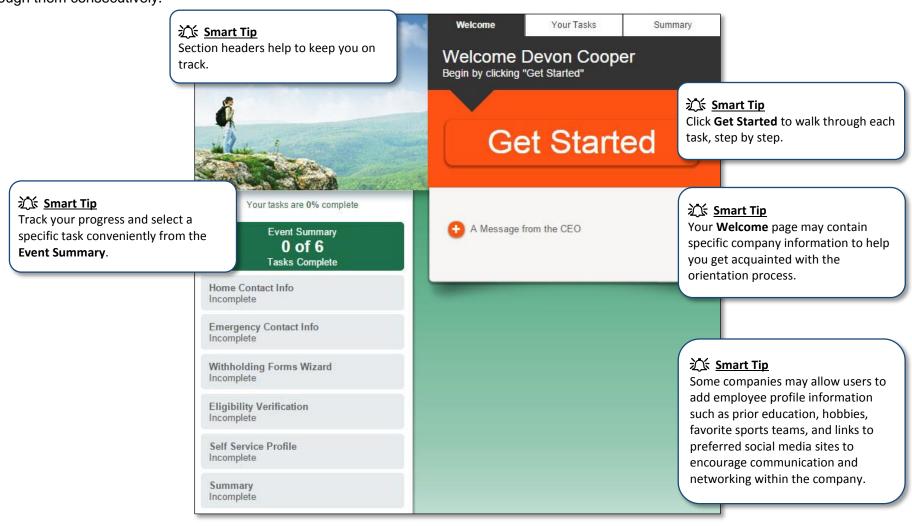


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Get Started

Once logged into the application, everything you need to get going is simply a click away. At a glance you will be able to view all of the event tasks that require your attention and company welcome information. Then you can choose the order in which you wish to complete the events or walk through them consecutively.



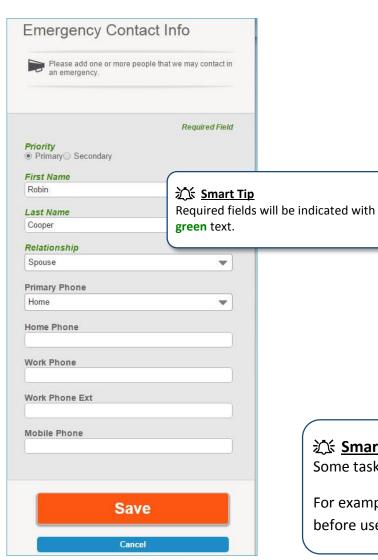
Paylocity | 3850 N. Wilke Road Arlington Heights, Illinois 60004 www.paylocity.com Dec-2015

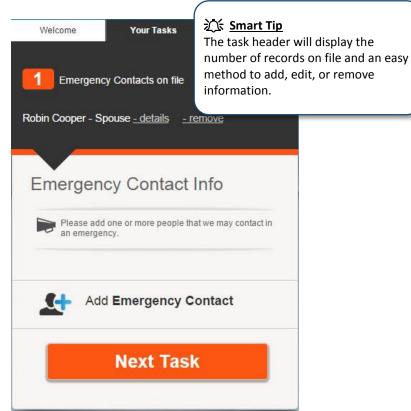




Complete Tasks

As you proceed through each option, you may be required to select or enter specific information.





∑ Smart Tip

Some tasks may require you to complete other actions first before proceeding.

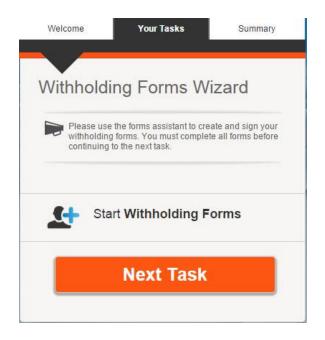
For example, employers may require the addition of personal home contact information before users can add emergency contact details.

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Complete Tasks (cont.)

The withholding tax wizard will ask you a few simple questions to determine the best course of action for your individual needs. From here you can complete, sign, and print your forms (if required) in just a few easy steps.



Some events may require a signature of acceptance. Depending on company configuration, users will sign using a touchscreen or mouse or by typing their electronic signature



☆ Smart Tip

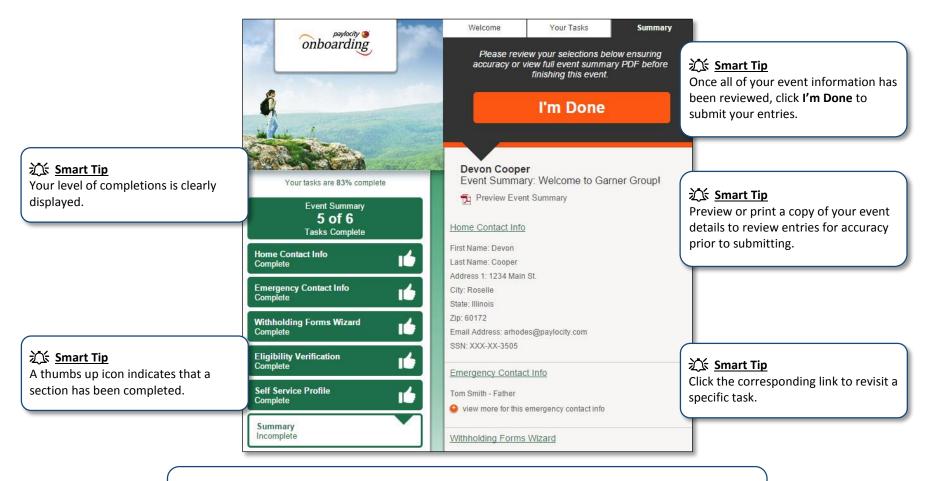
You can save and quit the application as sections are completed and easily return at a later time to pick up where you left off.



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Finish Up

Once all of the tasks in your event have been completed, it's time to take one last look at the information provided.



Y Smart Tip

After your completed event has been submitted, additional edits will not be permitted. Depending company configuration, individual tasks may be available to view only.