

# GetHired Onboarding is a fast, easy, and compliant way to onboard new hires electronically.

## New hires can complete:

- Federal and state documentation including Forms I-9 and W-4
- Employee handbook
- Direct deposit information
- Work Opportunity Tax Credit documentation
- Equal Employment Opportunity information
- Customized onboarding forms

## Why does my business need an electronic onboarding system for new hires?

With GetHired Onboarding, you can send out an onboarding packet to a new hire in just a few seconds. As the new hire completes their documentation, it's stored securely in the cloud. With GetHired Onboarding, you can eliminate all paperwork from the employee onboarding process.

## Are there penalties for not keeping onboarding documents?

Yes, and the penalties can be severe. For example, The U.S. Immigration and Customs Enforcement may penalize employers up to \$1,100 per violation for failing to produce a Form I-9.

## Does GetHired Onboarding have the ability to add customized onboarding documents?

Yes, employers may add an unlimited amount of customized onboarding documents.

## Can new hires complete their onboarding forms on their mobile devices?

Yes, GetHired Onboarding is mobile optimized.

## Onboard a New Hire in 3 Steps:

### STEP 1

Enter the new hire's name and email address

 Name

Daniel Rao

 Email

Daniel.Rao@e-hps.com

 Add Employee

- ✓ Personal Information (address, emergency contact, phone etc)
- ✓ I-9 / Eligibility Verification Documents (driver license, passport etc)
- ✓ W-4 / Tax
- ✓ Payroll Information (routing, account number, bank)
- ✓ Work Opportunity Tax Credit
- ✓ Employee Handbook
- ✓ Health Insurance Marketplace
- ✓ Coverage Options

### STEP 3


Your new hire will receive a welcome email that will contain a link to begin their onboarding process

### STEP 2

Select the documents you'd like to include in your new hire's onboarding packet

Email

#### Onboarding Documents

 GetHired  
to me

Hello Jen,

Congratulations on your new career!

Please click on the following link to begin your onboarding process:

<http://gethired.com/secure/jensmith>

Thanks,

The GetHired Team  
888-XXX-XXXX