

Ethan Allen HR Cloud: Employee Onboarding

Video Transcript

Welcome to a brief overview of employee onboarding. Onboarding makes adding new employees easy and hassle-free. It's paperless too, saving you time and improving the accuracy of gathering new employee information. Employees can complete the onboarding process from any device, anywhere. That way your new employees can get started faster and with less paperwork, for you and for them.

In this demo, we'll show you just how easy it is to initiate and complete the process of onboarding a new employee. The onboarding portal in this example has been customized for a company called Arrow Technologies.

Once an employee has accepted the job offer, you or another hiring manager initiates the onboarding process with minimal new hire information, such as: the employee's name, hire date and email address. Once initiated, the employee receives an introductory email with instructions on how to set up his or her username and password.

Employees begin the onboarding process with a customizable welcome message that explains the onboarding process. Following the welcome message, each employee completes a customizable workflow that usually starts with the I9 form, which can be signed electronically, and then a PDF copy is displayed.

Employee data from the I9 automatically populates other forms but some additional personal information may be needed. The system will prompt employees to ensure their address is correct so tax forms are correctly generated. Employees can also set up as many emergency contacts as needed, review and confirm receipt of required documents and videos, and then complete self-identification for race or ethnicity, veterans status, or EEOC status.

Setting up direct deposit is easy, and there's no limit to the number of direct deposit accounts an employee can have. Either a fixed amount or a percentage can be indicated to go into the different accounts. The routing number confirms the employee's bank, and an electronic acknowledgement is displayed to confirm the direct deposit.

Completing all the necessary federal, state, and local tax withholding forms is fast and efficient. Employees are automatically presented with the correct tax forms based on where the employee resides and works. The software keeps the most up-to-date tax forms for you, so you have one less thing to worry about. This is a huge time-saver when you have employees in multiple states.

Once the forms have been completed, the system renders a copy for the employee to review and electronically sign. Employees can reprint completed forms at any time.

If an employee needs to leave the onboarding process, the system will save all completed forms and the employee can finish at a later time. When the employee returns, they will see the onboarding summary that shows which forms remain to be completed and how much time they have left. Additionally, you can configure reminders to be sent to the employee, hiring manager or even the HR manager at various points during the onboarding process.

Once the employee completes the onboarding process all of their information automatically flows to other modules in the system, saving you time and eliminating the need to manually collect forms and enter data. Thanks for watching.