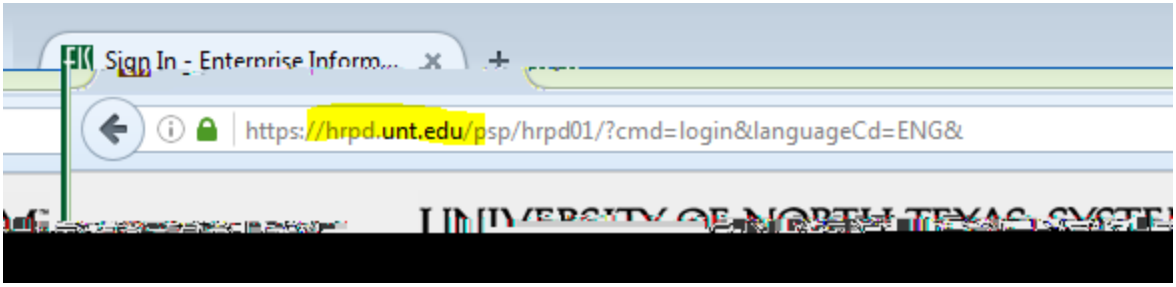
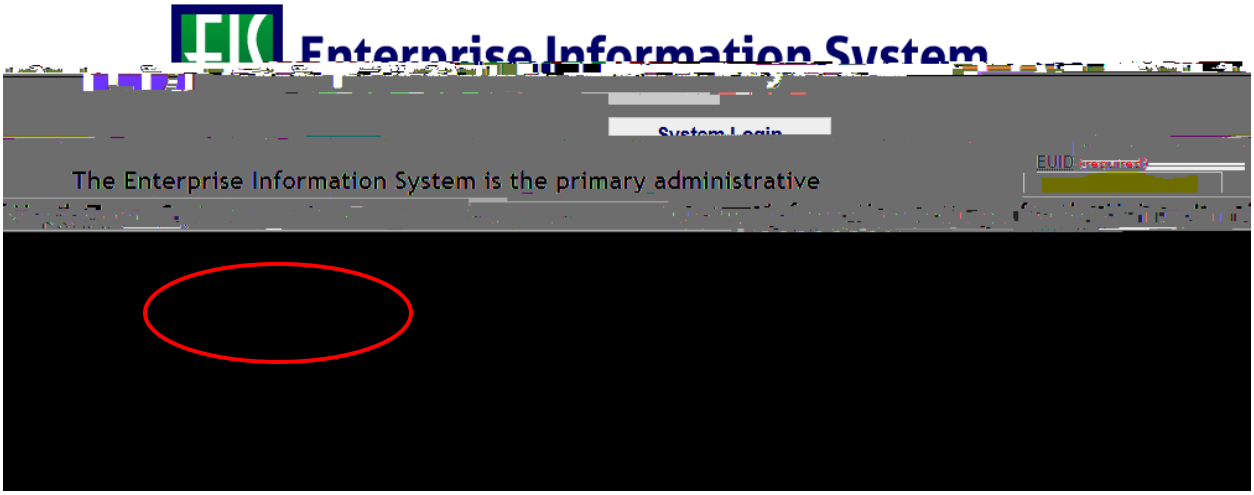
- Use this to check onboarding status for a group of employees.

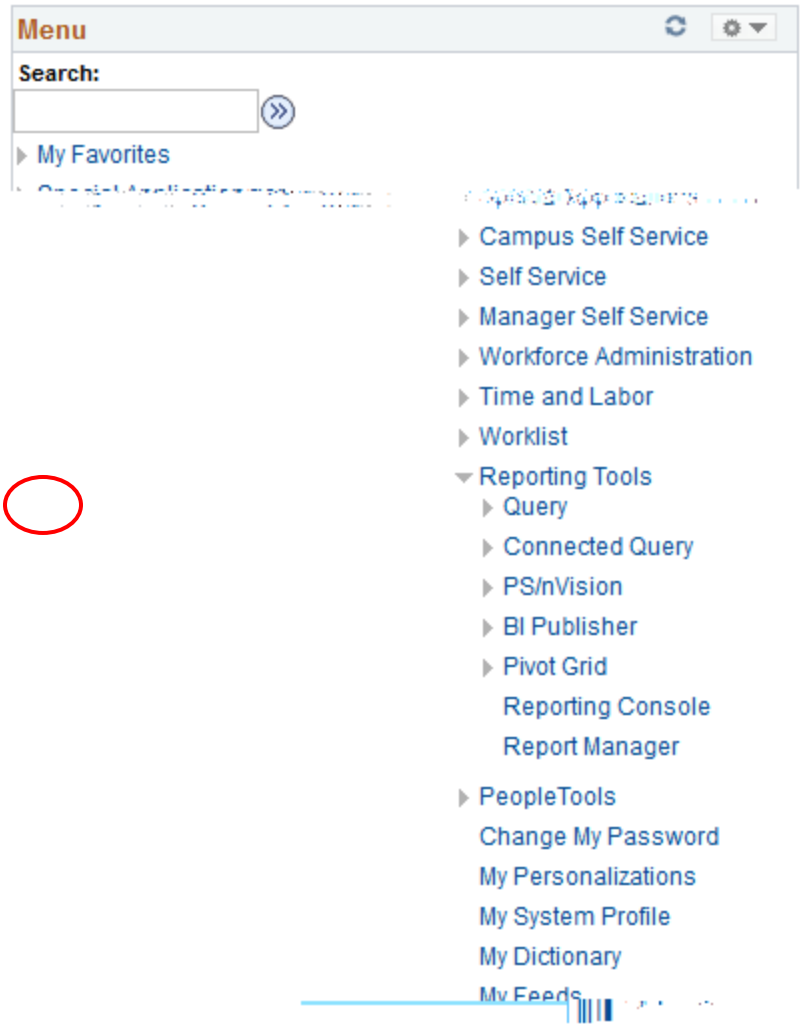
To Begin:

Go to to login.
Enter EUID.
Enter Password.
Click “ ” or press “ ”.

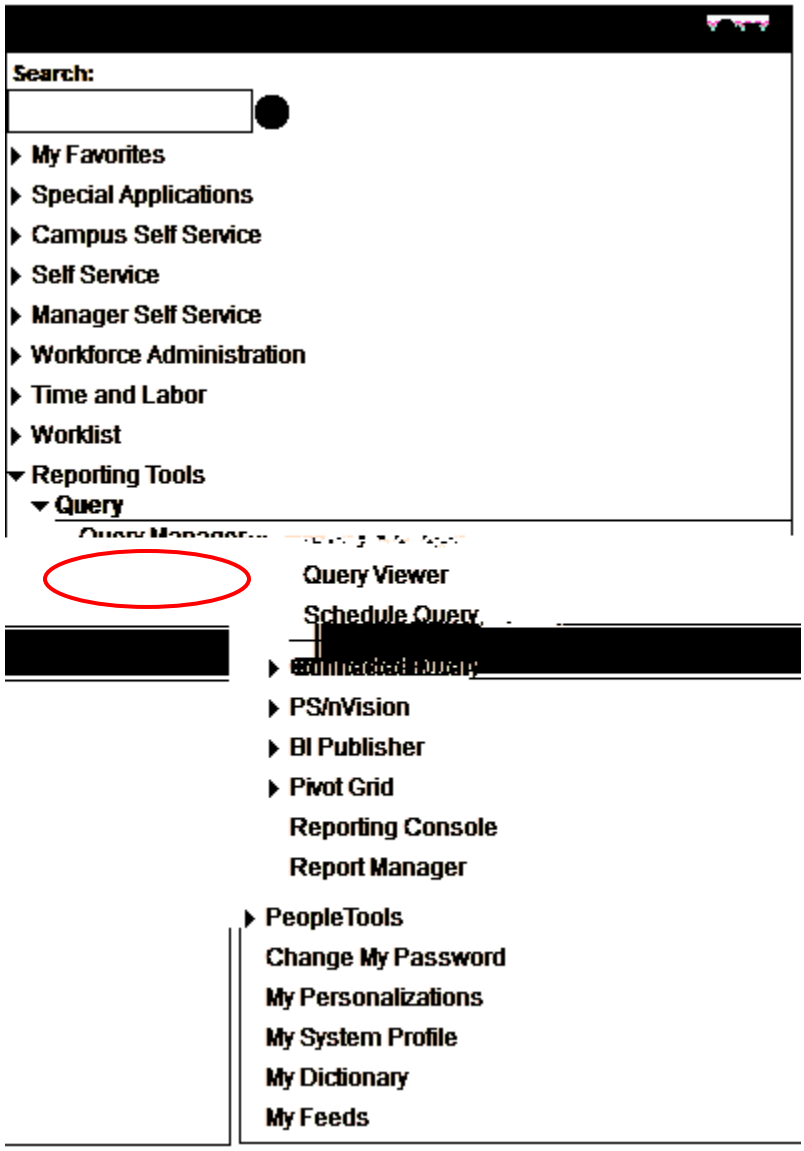




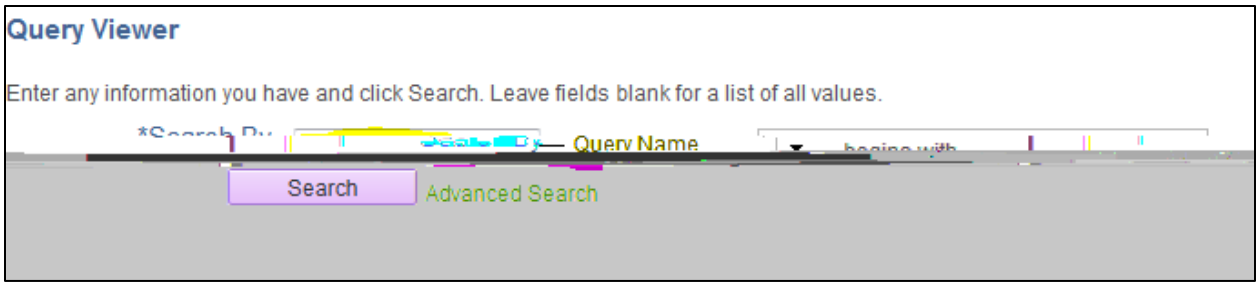
When the drop down menu appears, click on the "►" symbol to the left of " " for another drop down menu.



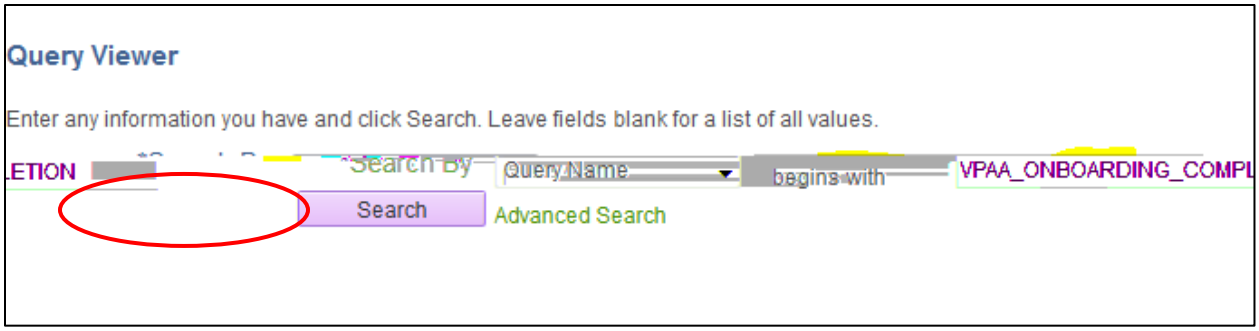
With this drop down menu, select “ ”.



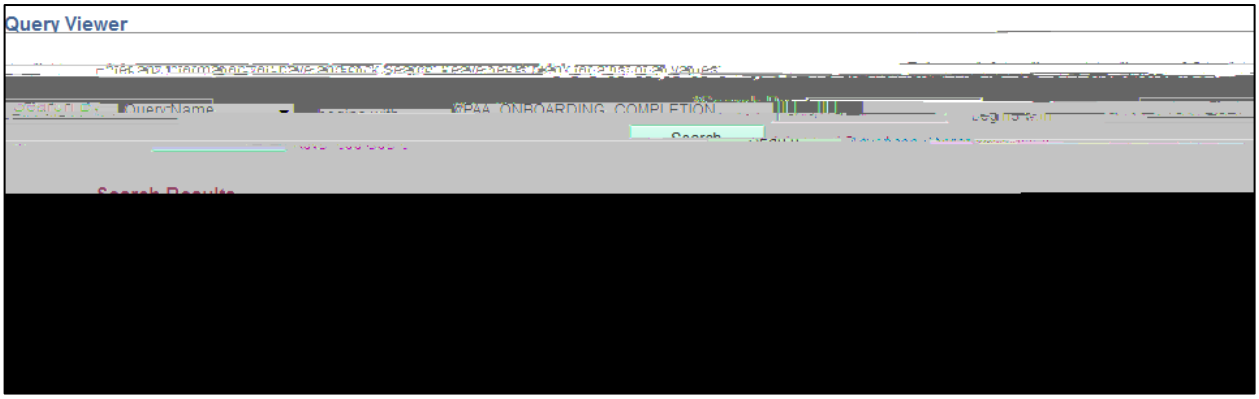
The screen below will appear.
The “ ” field should have “ ” in the drop down box.



In the “ ” box, type “ ”.
Click “ ”.



The below screen will appear.

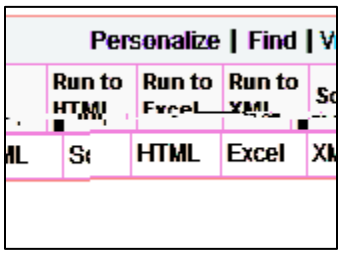


The options for this report are “ ,” “ ,” or “ ”.

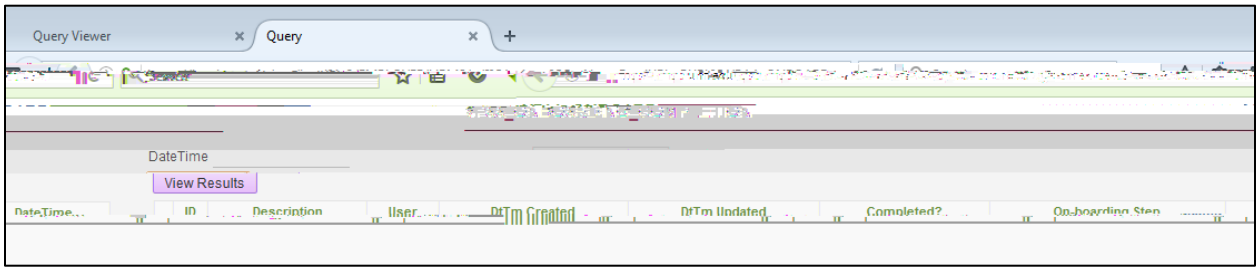
- o and are the best options.
- o Choose either or based on preference.
- o will open the report within EIS.
- o will open the report in Excel and will require saving.

(for HTML users, refer to pg. 10)

Under “ ,” click “ ”.



The screen below will appear in a new tab.

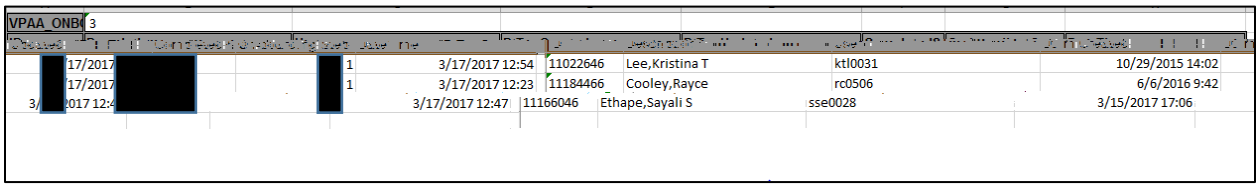


In the field, type the date and time to view where specific employees are in the onboarding process.

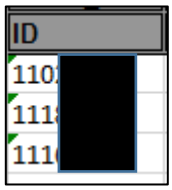
- This date and time will provide information on onboarding activity ____ the date and time entered.

Enter the (ex. 3/17/2017).

Leav7(ea)13.60000038(v)-2.5(.00 Tc0 Tw1.174000Bi77199995 0 Td/)9.6(D)-3j TT0 1 Tf.002 Tc.174000Bi771TcpT

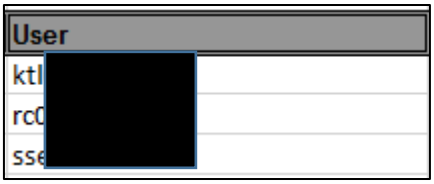


– Refers to EMPLID(s).

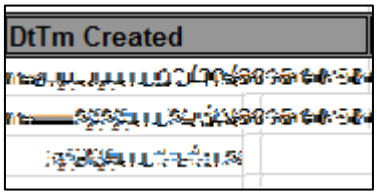


– Refers to legal name of employee.

– Refers to EUID of employee.



– Will give month, day, year, and time the employee initiated the onboarding process.



– Will give month, day, year, and time the employee made changes/completed all the steps within the onboarding process (6 steps total).

DtTm Updated
3/17/2017 12:54
3/17/2017 12:23
3/17/2017 12:47

– Will provide "Y' for yes or "N" for no, showing completion of the onboarding modules.

Completed?
Y
Y
N

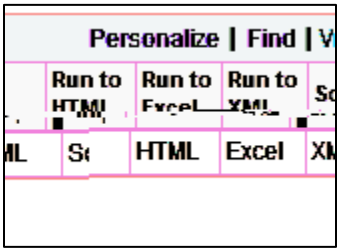
– Details the steps within the onboarding process. A total of 6 steps should be initiated and completed.

On-boarding Step
1
1
2

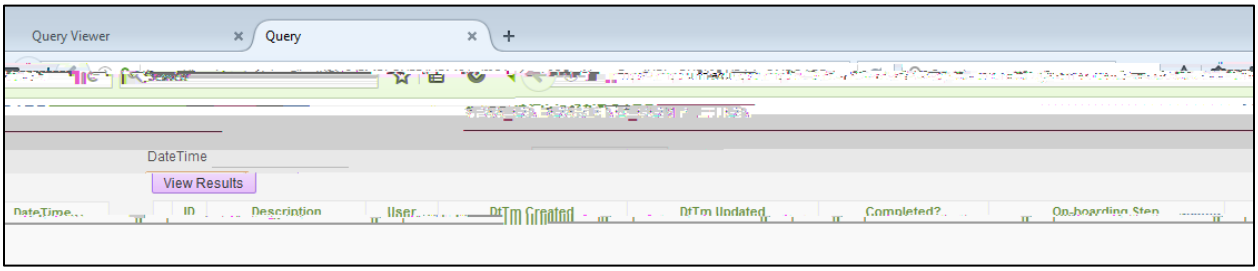
= Welcome Aboard
= Policies, Information, and Notices
= Required Forms
= Employee Benefits
= Payroll, Leave, and Holidays
= Parking

DateTime
3/17/2017 12:54
3/17/2017 12:23
3/17/2017 12:47

Under “ ” click “ ”.



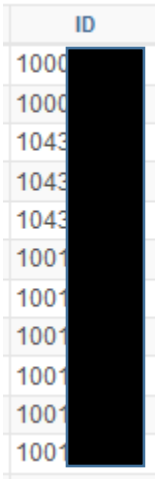
The screen below will appear in a new tab.



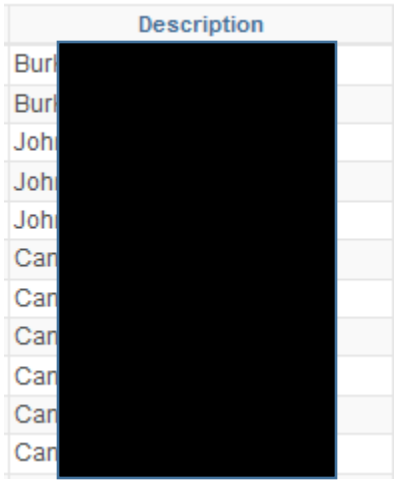
In the field, type the date and time to view where specific employees are in the onboarding process.

o

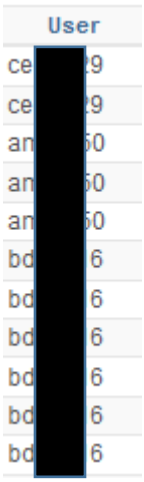
– Refers to EMPLID(s).



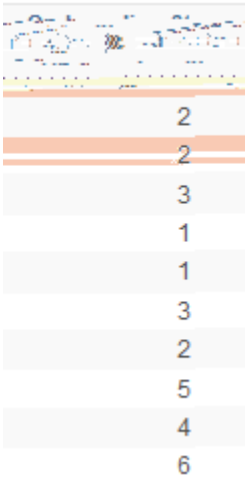
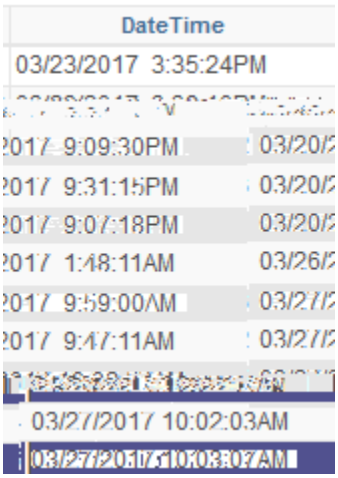
– Refers to legal name of employee.



– Refers to EUID of employee.



– Details the steps within the onboarding process. A total of 6 steps should be initiated and completed.



= Welcome Aboard
= Policies, Information, and Notices
= Required Forms