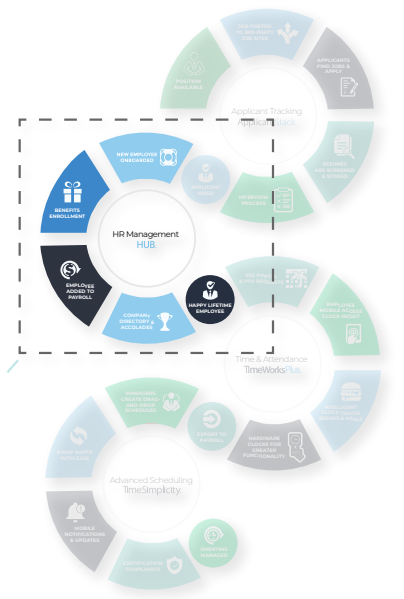


The New Hire Onboarding Process



1

Onboard New Hire

Go paperless. Step new hires through a standardized, digital onboarding process. Ensure that all forms are completed, employee details provided, benefits described, and connections made.

2

Select Benefits

Make it easy for new hires to review and enroll in benefit plans. Gather data for submission to benefits administrators. Keep the process paperless.

3

Connect to Payroll

Assign employee number, department and job. Link new hire to secure portal to add personal information, direct deposit details, federal and state tax forms.

6

Connect to Career

Informed and engaged employees are usually happy employees. Make it easy for employees to request time off, adjust schedules, check pay, provide feedback, and advance.

4

In the Know

With a single sign on, employees can see a company message board with alerts and more. Access the portal using smartphones, tablets or other web-connected devices.

5

Connect to Company

Give employees portal access to company directory, events, rewards, instant feedback, suggestion box, and accolades. Build team spirit.



Engage your employees and streamline workforce management. HUB provides easy access to payroll information and guides employees through common HR tasks like onboarding, benefit enrollment, and performance reviews.

HUB™

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