PPS
Premier Payroll

Onboard & Develop

A better employee experience WITHOUT the paperwork.

Getting new hires immediately connected to your company in a streamlined, positive process is important to building your team and improving performance for your business.

A better onboarding process can improve job performance and satisfaction by clearly communicating job expectations, company policies, and values.

The paperless Employee Onboarding tool notifies the appropriate personnel in a timely manner and takes them through all the necessary steps, tasks and forms that are part of a proper company orientation. New hires enter information directly into isolved, avoiding multiple data entry.

Provide a great user experience to your new employees while seamlessly managing all documentation, including I-9 employment verification forms. Increase data consistency, boost efficiency, and avoid bottlenecks, all through a fully electronic system **that includes e-Verify.**

Features & Benefits

Built-In I-9 and E-verify Tools
Automate forms and processes for employees and managers to save time and effort.

Electronic Signatures
Use as a binding agreement, if necessary (employee handbooks, NDAs, etc)

Workflow Automation
Implement, collect, track, and store all forms and documents, including federal and state tax forms, to reduce effort and help eliminate costly errors
- Easily generate EEO reports

Streamline Processes
Automatically track assignments, distributions, and returns of equipment, system access and logins, legal and HR documentation, and task completion to keep your business running faster.
- Avoid bottlenecks with improved consistency and data efficiency
- Manage onboarding and compliance documentation in a single platform

Wizards
Customize onboarding templates and create levels of approval.
- Permissions can be assigned by role, location, and employee
- Determine employee categories where necessary
- Modify and use company communications

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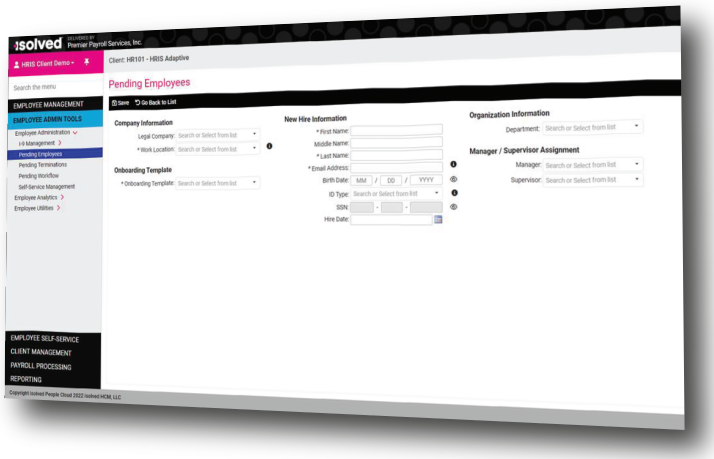
Efficient. Accurate. Flexible.

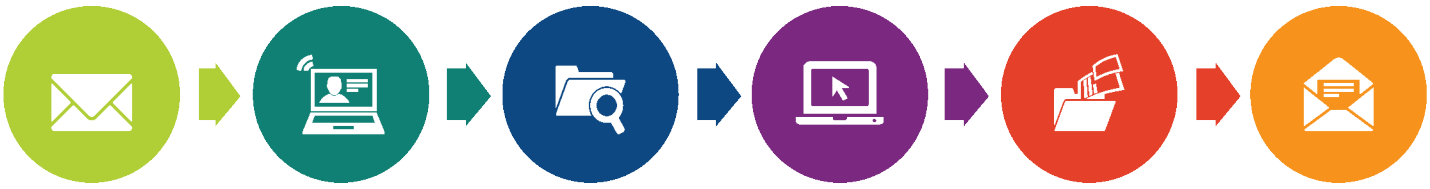
Everyone in the hiring chain, from new hires to managers to HR departments, will appreciate the efficiency, accuracy and flexibility provided by this new onboarding innovation. All documents are already in isolved for instant access and review. You can even use the built-in wizard feature to customize templates and create layers of approval to complete the process.

The Client Onboarding Template Builder & New Hire Onboarding Wizard

- Customize multiple onboarding templates for different employee groups
- Control permissions and assign defaults by role, location and employee
- Determine which employee categories are required fields or optional
- Configure layers of approval before the onboarding process is considered complete
- Modify the company Welcome Message, or choose the default
- Hide specific data fields from displaying in the Template Builder
- Upload and automatically save company documents in the isolved system



Logical Registration Process



- The new hire receives an email authentication link to access the Onboarding Wizard
- The new hire completes information and uploads supporting tax documentation (W-4, I-9, Direct Deposit)
- If required information has been omitted, the new hire will be prompted and unable to proceed until that step is completed
- The employee reviews and confirms all information before submission
- An assigned editor can enter additional information (e.g., salary, verification)
- Auto-generated emails are sent to HR and supervisors to keep them apprised of the new hire's progress

Make onboarding easier with isolved & Premier.

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