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# EHX V6 Release Notes

07/08/2016

## Release Notes Purpose:

This Release Notes document provides the latest information about new features, enhancements to existing features, and defects fixed relevant to EHX Client Portal functions.

In these notes, see and learn about:

- Enhancement: Now Enable E-Verify "By Location"
- New Features - Release date 07/12/2016:
  - Employee Orientation Section
  - Offer Letter
  - Cascading e-sign!
- Coming Soon: Content Responsive Full Screen View!

## Enhancements



*Available NOW!* Do you NEED E-verify in some locations and NOT others?

EHX is now Enhanced with built in feature for E-verify to be activated at the Company level without making it mandatory for all locations.

Turn on E-Verify in the Location Set up in a couple simple steps:

1. Enable E-Verify (single or multi-ein) in the Company Setup
2. In each Location, you can determine if E-Verify will be used at that Location; in the E-Verify Configuration page of the Location Set up Interview.

A screenshot of the "E-Verify Configuration" interface. The title "E-Verify Configuration" is at the top left with a blue arrow icon. Below it, the section "E-Verify Enrollment Steps" is followed by the question "Do you want to enable the use of E-Verify for this Location?". A note states: "NOTE: It is your responsibility to determine if this Location is in a State that requires participation in the E-Verify program. \*". At the bottom, there are two radio button options: "Yes" (which is selected) and "No".

**E-Verify Configuration**

**E-Verify Enrollment Steps**

Do you want to enable the use of E-Verify for this Location?

NOTE: It is your responsibility to determine if this Location is in a State that requires participation in the E-Verify program. \*

Yes

No

3. If E-Verify should be used at the Location, the site will function (including I9 Approval rules and workflow logic) as it should with E-Verify enabled.
  - if multi-ein, then you must enter all E-Verify info for that location.
4. If E-Verify is not used at the Location, the site will function (including I9 Approval rules and workflow logic) as it should without E-Verify enabled.
  - if multi-ein, the Location E-Verify setup is skipped.
5. By default, it is assumed that any existing Location for a Company that currently has E-Verify enabled will use E-Verify, It must be explicitly turned off at the Location.

# New Features

## Orientation Section

An orientation section will now be included as a configuration option within the Onboarding request. This feature, when configured, will display your orientation information and requirements to new employees within the interview and in the Onboarding forms. Information about time and place, ID requirements, and additional notes can be included. Configuration will begin in the Company Profile with further configuration options in the Location Profile. Additional employee specific data will be entered in the Employee Profile.

### **Sample of Employee view:**

Eddie Everett  
➤ **Employee Orientation**

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Employee Information

Employee Name: Eddie Everett  
Position: Administrator

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Orientation Details

**Company Message**

Welcome to our company. Your orientation details are itemized below.

All identification documents must be unexpired and original (photo copies will be NOT be accepted). You will not be able to attend orientation without proper identification.

Please dress in dark casual pants and light shirts. If you have already received your uniform, wear that.

Orientation usually lasts for 4 hours

Some additional information about your orientation

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**Requested Identification**

Your employer would like you to bring these identification documents to your orientation. Please review the list and gather appropriate documents. Click [here](#) to view the list of acceptable identification.

The following listed forms are additional requested forms by your employer to bring to your employee orientation. Please review and prepare forms.

**Additional Requested Identification**

Identification #1	Driver Position: Unexpired DL
Identification #2	Minors (under 18): Proof of age
Identification #3	TB Clearance Certificate

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**Location and Time Information**

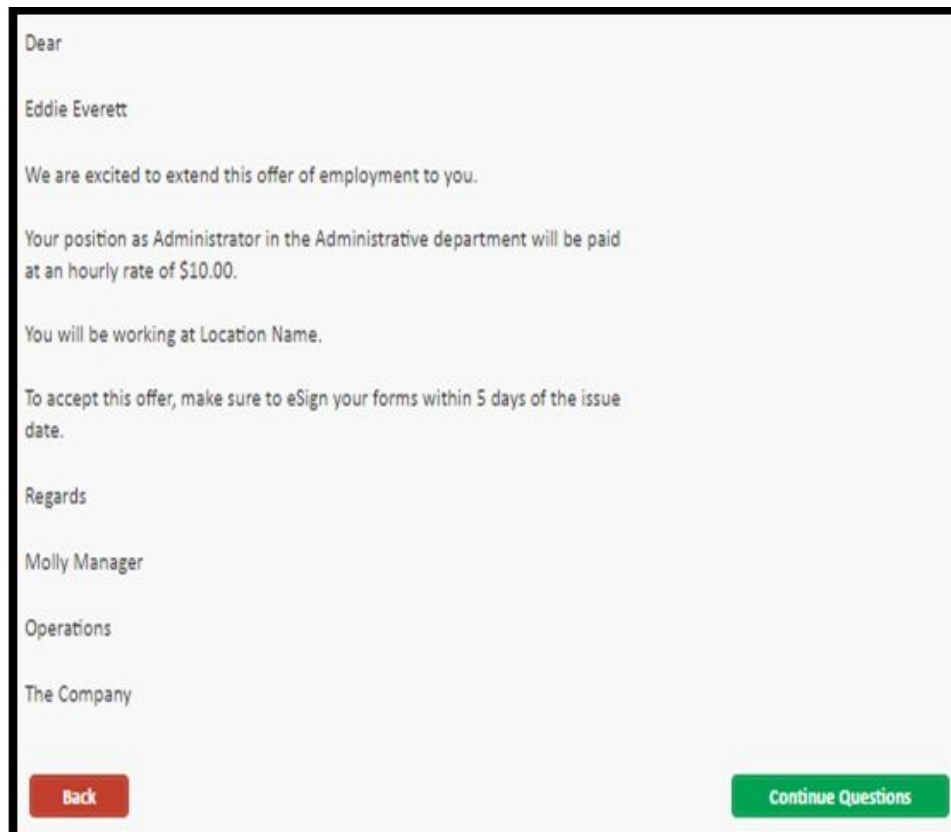
Orientation Location Name	Times Square Park
Address Line 1	1000 Broadway
Address Line 2	
City	Littleton
Zip	80122
Contact Name	Oliver the orientation Manager
Contact Phone	303-123-1234
Date	07/26/2016
Orientation Time	9:00 AM
Additional Information	Be on time.

[Continue Questions](#)

## Offer Letter

A customizable Offer Letter is now available to you. Set up multiple templates that can contain a combination of your custom text and included data fields pulled from the Employee Profile such as position, wage, etc.. Each template will be available, within the Employee Profile, to Hiring Managers when the Offer Letter is configured. Once configured, when creating a new employee, you will have the option of generating the Offer Letter. The Employee Profile interview should be completed as usual and will include the additional elements and templates to generate the contents of the offer to the employee.

### **Sample of Employee view:**



Dear

Eddie Everett

We are excited to extend this offer of employment to you.

Your position as Administrator in the Administrative department will be paid at an hourly rate of \$10.00.

You will be working at Location Name.

To accept this offer, make sure to eSign your forms within 5 days of the issue date.

Regards

Molly Manager

Operations

The Company

[Back](#) [Continue Questions](#)

## Direct to eSign from Interview and Cascading eSign of Request Eligible for eSign

Now when an employee completes an interview, they will be directed immediately to the eSign ceremony from the interview, streamlining the eSign process. In addition, if additional requests are in an eSign-able status, then the employee will be directed to the signing ceremony for those requests as well! This will drastically reduce the number of unsigned requests that you have to ask your employees to sign!

The screenshot displays a web-based onboarding interface for John Smith. On the left, a navigation menu lists steps from 1) Welcome! to 11) Thank You. The main content area shows a 'Thank You!' message with a right-pointing arrow. Below this, three overlapping eSign request forms are visible, each with a 'PIN' input field and 'Approve' and 'Cancel' buttons. Green arrows trace the path from the 'Thank You!' message to the 'Employee Onboarding' form, then to the 'ID' form, and finally to the 'WOTC' form. The 'WOTC' form includes a section for 'Additional Documentation' with a list of required items:

- Group A: Proof of identity and age - required: One of the following - youth requires proof of birth date (do not hold up making the application for this information, you can submit the proof of identity/age separately)
- Driver's License
- State Issued ID
- School ID (must also request an ID)
- Birth Certificate
- Social Security Card
- Passport
- Federal/State/Local Government Issued ID (must also request an ID)
- Permanent Resident Card

# Coming Soon!

## Enhancements

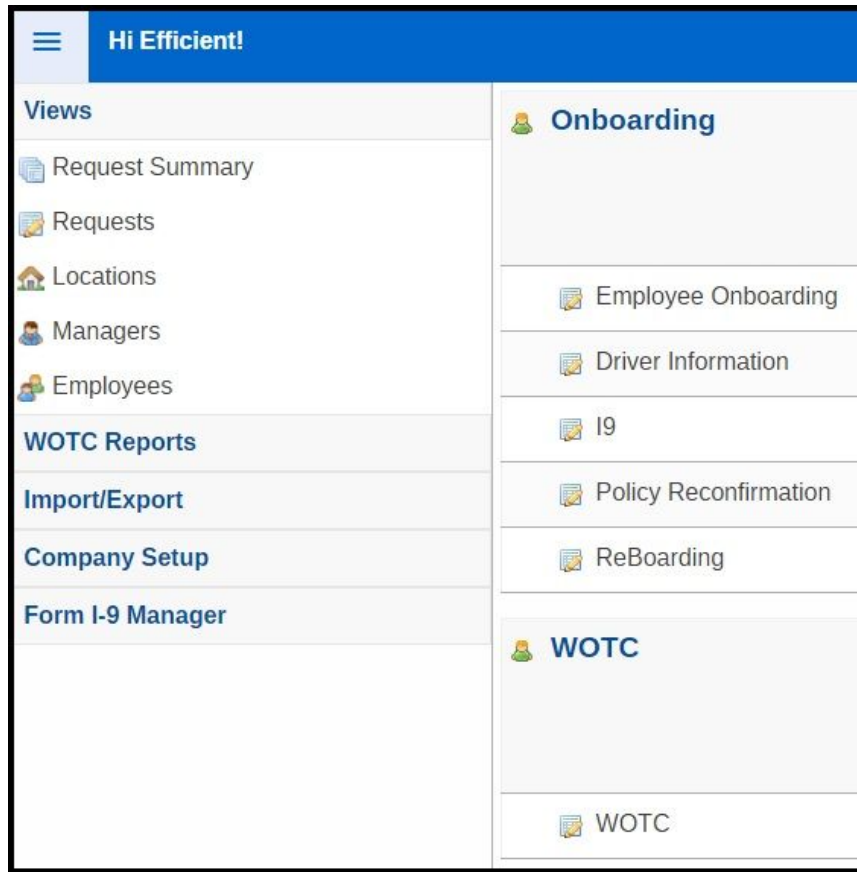
### Content Responsive Full Screen View

\*See a sneak peak at the new User Experience Feature coming soon!

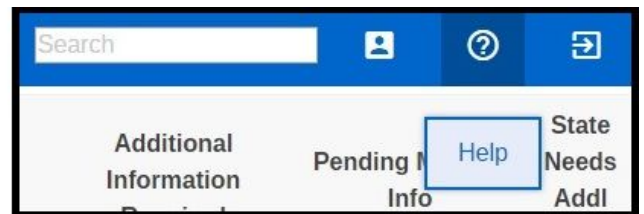
1. Content Responsive Full Screen View for use on various size screens
2. Collapsible Menu on the left
3. Tool Tips right on your screen
4. Current view still available for a short time after Full Screen View release
5. Detailed Release Notes will be available
6. See some screenshots of the new view below!

Hi Efficient!									
Search									
Onboarding									
	Incomplete	Interview Complete	Waiting for Employee eSign	Pending Admin Review	Approved by Admin	State Certified	Additional Information Required	Pending Missing Info	State Needs Addl Info
Employee Onboarding	99	8	5	11	122	--	--	--	--
Driver Information	--	--	--	--	--	--	--	--	--
I9	--	16	9	74	21	--	--	--	--
Policy Reconfirmation	--	--	--	--	--	--	--	--	--
ReBoarding	--	--	--	--	--	--	--	--	--
WOTC									
	Incomplete	Interview Complete	Waiting for Employee eSign	Pending Admin Review	Approved by Admin	State Certified	Additional Information Required	Pending Missing Info	State Needs Addl Info
WOTC	--	1	1	2	1	--	--	1	--

## Menu Collapses on the left



## Onscreen Tool Tips



***\*Release notes will be available with details!***