

# EHX New Employee – Registration & Request Processing

New Employee Interview Completion & eSignature Instructions

Revised – 01/20/2014

## Contents

Overview .....	3
Onboarding Quick Reference.....	4
Employee Request Processing .....	5
New Employee (Employee Self-Registration) .....	5
New Employee (Manager/Admin Created) .....	6
Employee Completes Registration.....	7
Employee Completes Interview .....	9
Employee Reviews & eSigns Requests.....	10

## Overview

EHX is a web-based software platform that eliminates the paperwork and guesswork from the new hire onboarding process. Onboarding is, unquestionably, the most critical piece of new employee enrollment.

EHX Employee Portal allows employees to self-register and complete the Onboarding interview from any location. Managers or Admins also have the ability to add a new employee and initiate the onboarding process allowing the employee to finish the process by clicking on an email link.

This document provides the necessary steps for each.

## Onboarding Quick Reference

This document is a quick reference guide for Managers and Admins to understand the user experience and where it falls in within the approval process.

### **Employee Self-Registration Option:**

1. Employee self-registers
2. Finishes Interview
3. Reviews and eSigns all documents
4. Logs out to allow Manager/Admin to complete approval process

### **Manager/Admin Initiated Option:**

1. Manager adds a new employee
2. Email is generated to employee to complete registration
3. Finishes interview
4. Reviews and eSigns all documents
5. Logs out to allow Manager/Admin to complete approval process

## Employee Request Processing

Before an employee can log into the system to complete and sign a request (Application, Onboarding, Driver, WOTC, etc.), the employee needs to have been registered in EHX.

Registration can occur in one of two ways:

1. Employee self-registration
  - a. Following registration employee will log in and complete Application or Onboarding request (dependent upon company setup).
2. Manager/Admin registration
  - a. The Manager or Admin will add the new employee to a location and create a User ID
  - b. An email is generated and sent to the employee with a link that will allow them to include a password and PIN to their registration details.
  - c. When registration details are completed and submitted, the employee will be logged in and requests initiated by the Manager/Admin will be available for the employee to process (finish interview(s) and eSign).

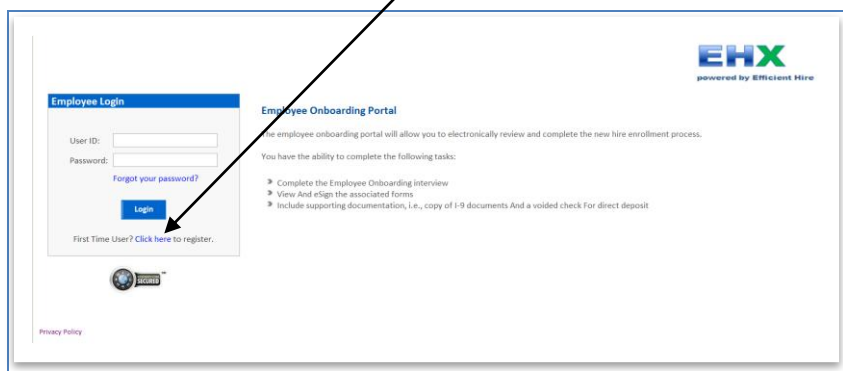
**TIP** Companies utilizing the EHX Application offering will have the employee self-register and complete the application first.

## New Employee (Employee Self-Registration)

The employee is provided a link to click on or to insert into a browser. This link directs the applicant or new hire to the EHX Employee Portal.

Example Link: <http://securesite/EHX/tacohaven/employeelogin.asp>

Employee clicks First Time User? Click here to register link to create account and login credentials



Employee will complete **New Employee registration details**, Create a **User ID, password, and PIN**  
Click **Continue to Finish**

**TIP** applicants must select the location to which they are applying. The applicant can be reassigned to a different location prior to onboarding.

**TIP** Encourage applicants to create User IDs and passwords that are unique but easy for them to remember.

Upon a successful registration, the applicant will be returned to the Employee Portal and will log in to complete and sign the request(s). Refer to *Employee Completes Interview* and *Employee Reviews and eSigns a Request* below.

### New Employee (Manager/Admin Created)

All requested information is required.

**Note: Skip this step if employee is already a registered employee**

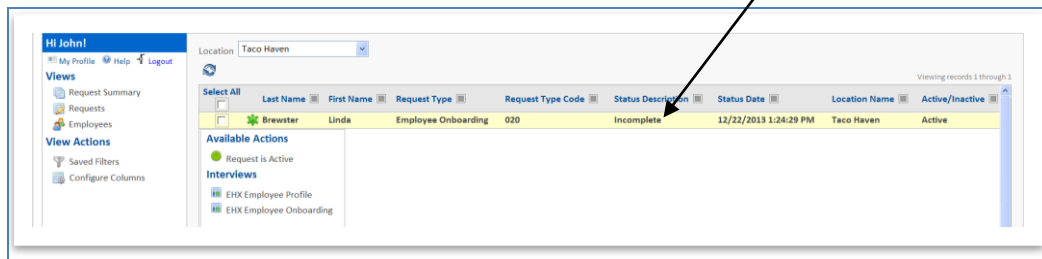
- Click **Employee View**; then click **New Employee** to register employee & initiate onboarding (see example below)
- If necessary, use Location **drop-down to select employee location**
- **Enter all other info** (name, email address, and create a User ID the employee can remember)
- Select **Employee Onboarding** Request type from drop-down menu
- **Click Continue** to complete employee registration

**TIP** employees will need to access the email account entered here in order to complete the process. **Ensure email address is valid and accessible from where they will complete their onboarding.**

- A **New Hire registration email is sent** to the employee's email address. The email contains a unique link which the employee will use to complete their registration.

**Note:** This unique link identifies the user to the EHX system and connects them to the correct account and request(s).

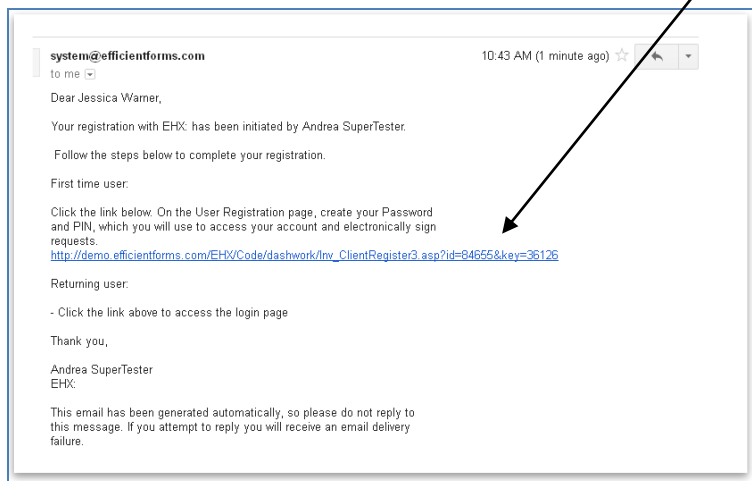
Once email has been sent to employee, the request's status will be incomplete until the employee finishes the interview.



### Employee Completes Registration

Employee completes the registration details and follows onscreen options to finish request requirements (complete interview, eSign, etc.).

The employee will receive an email directing them to click the link and log in to complete their requests.



## EHX Manager Onboarding Process

After the employee clicks on the link, they will be directed to create a password and a PIN. The User ID combined with the password is used to log into their account. The PIN will be used to eSign following the completion of the request(s) interview(s).

Please read the following carefully:

**Electronic Consent and Disclosure**

This page contains information pertaining to the disclosure of consumer protections covering business transactions completed electronically on this web site.

1) Completion of your registration details (by entering your self-selected PIN) confirms your affirmation that you consent to electronically receive records and transact business on this site.

Registration Details

\* Indicates required field

Account Information

First Name: \*

Last Name: \*

Email: \*

Login Information

Be sure to record your User ID and password in a safe place for future reference.

User ID:

Password: \*  Case sensitive

Verify Password: \*  Password requirements:

- 6 to 12 characters
- Minimum of 2 numbers
- Minimum of 1 alphabetic character(s)

Personal Identification Information

Enter a PIN. This PIN confirms your consent to electronically receive records. You will enter this PIN when electronically signing documents.

PIN: \*  Must be 4 non-repeating numbers, and cannot begin with zero (0)

Verify PIN: \*

For a complete description of your consent to use electronic records and your consumer protections, [click here](#).

[Privacy Policy](#)

**Tip** When possible, encourage employees to create passwords and PINs they can easily remember but are cryptic enough to prevent fraud.



## Employee Completes Interview

Following the employee completing and submitting their Registration Details, the employee will be automatically logged in to the Employee Portal with instructions on what to do next. The employee will follow the onscreen instructions to complete the interview(s) and eSign all requests.

Employee clicks **Finish Interview** to begin the Onboard request interview

**Welcome to your Employee Onboarding Portal!**

Hello Danny! [My Profile](#) [Logout](#)

Your Employee Onboarding Portal allows you to complete And review your New hire paperwork.

The **My Next Step** column directs you to the Next Step in the process. These are the actions required by you to complete the New hire process:

1. Select **Finish Interview** to start your interview and complete the new paperwork.
2. Once the paperwork is complete the action under the **My Next Step** column changes to **eSign**. Select **eSign** to sign your paperwork.
3. When the action under the **My Next Step** column reads **No action required** you have completed all steps in the new hire process. **Contact your Manager For Next steps**.
4. Select **Logout** above to close out your session.

**What's My Next Step?**  
When the **My Next Step** column reads **No action required**, you have completed all steps for the request. Not all options may be applicable.

- Select to complete the interview.
- Select to sign the forms for the request.
- Select to include required supporting documents.
- Select to print, sign, and fax.

**Contact your Location**  
Name: Sprouts Banquet Hall  
Phone: 303-888-1723  
Email: tjohnson@gmail.com

My Next Step	Employee Request Description	Status Date	Status	Other Actions
<a href="#">Finish Interview</a>	Employee Onboarding	1/6/2014 5:12:21 PM	Incomplete	<a href="#">eSign</a> <a href="#">Print</a> <a href="#">Fax</a>

Click **Continue Questions** to advance the employee interview to next page, or  
Click **Continue Questions Later** to save and finish later

**EHX Employee Onboarding**

➤ 1>Welcome!

**Welcome!**

Welcome to the Employee Onboarding system.

To navigate through the interview use the **Continue Questions** and **Back** buttons located at the bottom of each page.

All questions that require a response are indicated by a red asterisk (\*).

You can click the **Continue Questions Later** button at the bottom of any page to come back and finish later. All your changes will be saved.

Click **Continue Questions** to begin!

[Continue Questions](#)

[Continue Questions Later](#)

## Employee Reviews & eSigns Requests

Employee performs actions listed under My Next Step column by clicking the icon/link provided there.

Click each eSign icon and follow onscreen instructions to enter PIN and Approve

**Welcome to your Employee Onboarding Portal!**

Your Employee Onboarding Portal allows you to complete And review your New hire paperwork.

The **My Next Step** column directs you to the Next Step in the process. These are the actions required by you to complete the New hire process:

1. Select **Finish Interview** to start your interview and complete the new paperwork.
2. Once the paperwork is complete the action under the **My Next Step** column changes to **eSign**. Select **eSign** to sign your paperwork.
3. When the action under the **My Next Step** column reads **No action required** you have completed all steps in the new hire process. **Contact your Manager For Next steps.**
4. Select **Logout** above to close out your session.

**Select your Location**  
 Name: Sprouts Banquet Hall  
 Phone: 303-888-1723  
 Email: tjohnson@gmail.com

My Next Step	Employee Request Description	Status Date	Status	Other Actions
eSign	Employee Onboarding	1/6/2014 5:23:36 PM	Interview Complete	
eSign	WOTC	1/6/2014 5:23:36 PM	Interview Complete	

**Tip** An I-9 will be generated **after** the Onboarding request has been eSigned. Encourage new hires to review **My Next Step** column to look for additional requirements and log out only when **ALL** say no action required.

**Tip** WOTC requests are only available for eSignature if employee is possibly eligible and WOTC is enabled.

Employee **enters 4 digit PIN** and clicks **Approve** to eSign request documents and approve.

**Note:** The employee has the option of reviewing the documents prior to eSigning and should click **Cancel** if **incorrect data is displayed** or if **a change of info is required** in order to re-enter interview and modify.

**eSign Request Forms**

Enter your PIN in the form below to approve the submission of your application information. By entering your PIN you acknowledge and approve it to be your legal signature. Note that by entering your PIN, you are also affirming that you have provided (to the best of your knowledge) true and correct information. You further acknowledge and approve the submission of this information for the use designated.

PIN:

Employee Information  
 Brewer, Linda








**Company Option One**  
 Taco Haven, LLC 300  
 555 Other Street  
 Lakewood, CO 80127

**Employment Information**







General	
Name: Linda Brewster	SSN: 455-33-8172
Position: Position 2	Department: Department 1
Hire Date: 12/13/2013	Start Date:

Employee clicks eSign icon on I-9 request.

**Tip** In most company workflows, the I-9 will be created after the Onboarding request has been eSigned by the employee. Make sure employee has eSigned ALL requests before logging out.

My Next Step	Employee Request Description	Status Date	Status	Other Actions
No action required	Employee Onboarding	12/22/2013 2:31:19 PM	Pending Manager Approval	  
	I9	12/22/2013 2:31:19 PM	Interview Complete	  

When a request has been eSigned, the My Next Step column will display “No Action Required” for that request and the request’s status will transition to Pending Manager/Admin approval (dependent upon workflow configuration).

My Next Step	Employee Request Description	Status Date	Status	Other Actions
No action required	Employee Onboarding	12/22/2013 2:31:19 PM	Pending Manager Approval	  
No action required	I9	12/22/2013 2:51:16 PM	Pending Manager Approval	  

Once ALL requests reflect No action required under My Next Step, the employee can log out to allow the Manager and/or Admin to complete the onboarding process.

- Refer to Onboarding for Admin-Manager manual to complete review and approvals