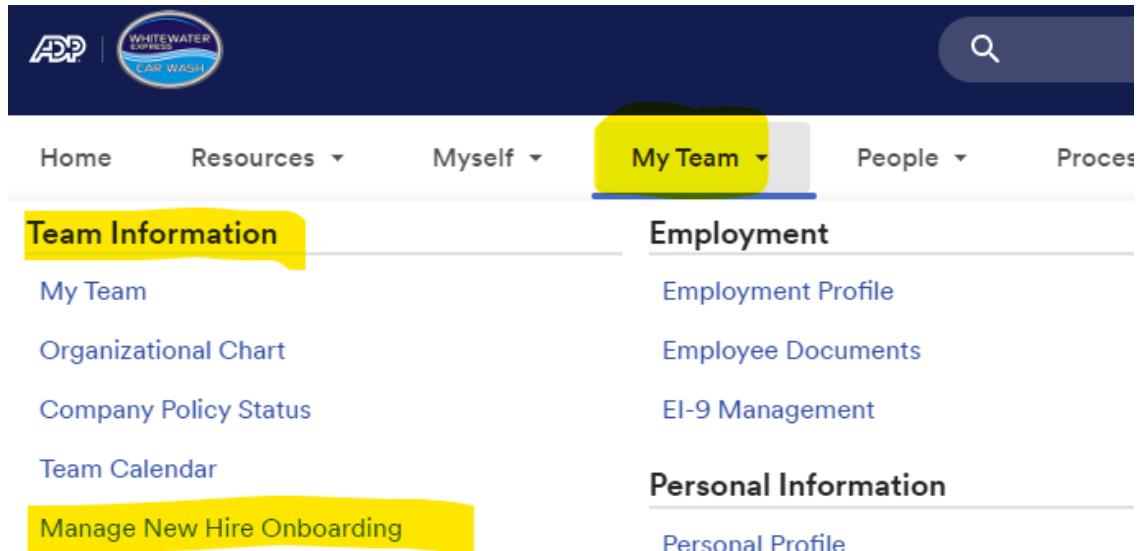


# Manage New Hire Onboarding

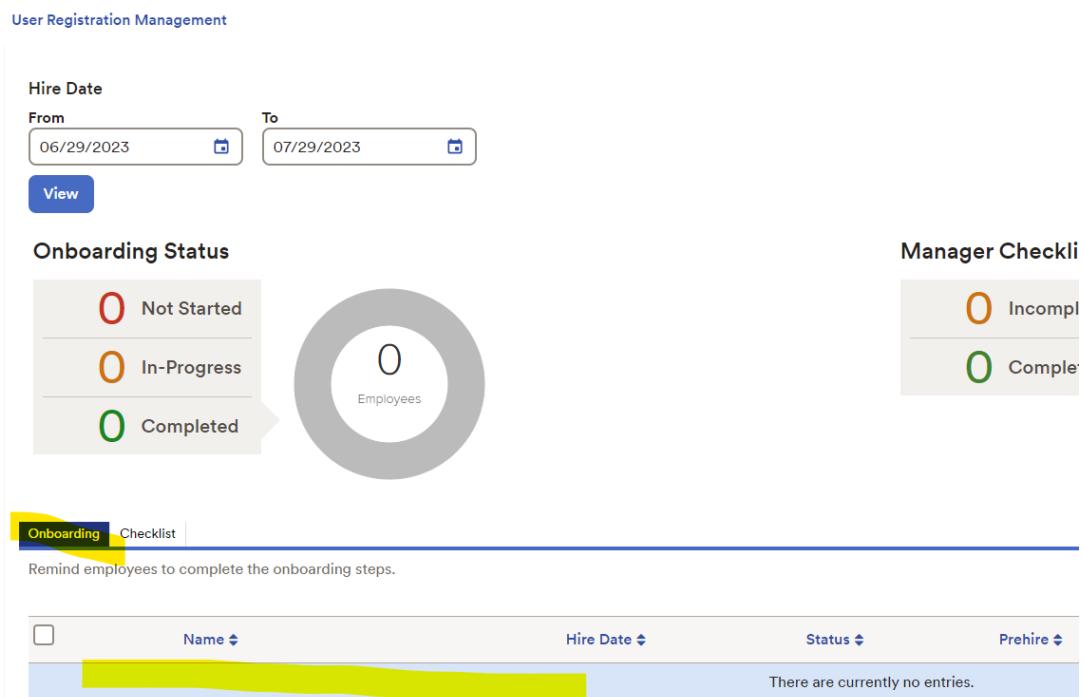
1. Go to **My Team > Team Information > Manage New Hire Onboarding**



The screenshot shows the ADP software interface for WhiteWater Express Car Wash. The top navigation bar includes the ADP logo, company name, and a search bar. The 'My Team' tab is highlighted in yellow. Below the navigation, there are three main sections: 'Team Information' (with 'Manage New Hire Onboarding' highlighted in yellow), 'Employment' (with 'Employment Profile', 'Employee Documents', and 'EI-9 Management'), and 'Personal Information' (with 'Personal Profile').

2. The new hire name will appear at the bottom of the screen.

## Manage New Hire Onboarding



The screenshot shows the 'Manage New Hire Onboarding' page. It includes sections for 'User Registration Management', 'Hire Date' (From 06/29/2023 to 07/29/2023), 'View' button, 'Onboarding Status' (Not Started: 0, In-Progress: 0, Completed: 0), a circular progress bar showing 0 employees, 'Manager Checklist' (Incomplete: 0, Complete: 0), and a 'Checklist' section with a note: 'Remind employees to complete the onboarding steps.' A table at the bottom shows columns for Name, Hire Date, Status, and Prehire, with a message: 'There are currently no entries.'

3. Click on your new hire name to view the progress.

2 Not assigned onboarding experience

Onboarding Checklist

Remind employees to complete their onboarding steps. If an employee completed all tasks but some steps were done outside of Onboarding, click the toggle to override their status to Completed.

	Name
<input type="checkbox"/>	Martin Gress

4. The screenshot below will let you know the status of each task. If all tasks show “Complete” email Recruiting to complete the HR tasks.

Onboarding Experience : Texas Shift & Team Packet  
 Onboarding Period : For 7 days, starting on the hire/rehire date

Tasks	Status
<input type="checkbox"/> Add Emergency Contacts	✓ Complete
<input type="checkbox"/> Set Up Tax Withholding	✓ Complete
<input type="checkbox"/> Select Payment Option	✓ Complete
<input type="checkbox"/> Verify Employment Eligibility	✓ Complete
<input type="checkbox"/> Review Documents	✓ Complete
<input type="checkbox"/> Upload Documents	⚠ Incomplete

5. If the status is incomplete, check the box next to the employee name and click **Send Reminder** for the new hire to complete the missing tasks.

Onboarding Checklist

Remind employees to complete their onboarding steps. If an employee completed all tasks but some steps were done outside of Onboarding, click the toggle to override their status to Completed.

	Name	Manager	Hire Date	Status
<input checked="" type="checkbox"/>	Martin Gress	[REDACTED]	07/21/2023	In Progress

**Send reminder**

If you have any questions, please reach out to the Recruiting team at [Recruitment@whitewatercw.com](mailto:Recruitment@whitewatercw.com).