

# Manage New Hire Onboarding

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

The screenshot shows the ADP WhiteWater Express interface. The top navigation bar includes 'Home', 'Resources', 'Myself', 'My Team' (highlighted with a yellow box), 'People', and 'Processes'. Below this, the 'Team Information' section (highlighted with a yellow box) contains links for 'My Team', 'Organizational Chart', 'Company Policy Status', 'Team Calendar', and 'Manage New Hire Onboarding' (highlighted with a yellow box). The 'Employment' section contains links for 'Employment Profile', 'Employee Documents', and 'EI-9 Management'. The 'Personal Information' section contains a link for '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. At the top, there is a 'User Registration Management' header. Below it, a 'Hire Date' filter is shown with 'From' and 'To' date pickers set to 06/29/2023 and 07/29/2023 respectively, and a 'View' button. The 'Onboarding Status' section features a donut chart showing 0 employees and a list of status options: 'Not Started' (red circle), 'In-Progress' (orange circle), and 'Completed' (green circle). The 'Manager Checklist' section shows 'Incompl' (orange circle) and 'Comple' (green circle). Below these, there is a tabbed interface with 'Onboarding' (highlighted with a yellow box) and 'Checklist'. A message states 'Remind employees to complete the onboarding steps.' At the bottom, a table with columns 'Name', 'Hire Date', 'Status', and 'Prehire' is shown. The table is currently empty, with a message 'There are currently no entries.' displayed below it.

- 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 toggle to override their status to Completed.

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

- 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
Add Emergency Contacts	✓ Complete
Set Up Tax Withholding	✓ Complete
Select Payment Option	✓ Complete
Verify Employment Eligibility	✓ Complete
Review Documents	✓ Complete
Upload Documents	⚠ Incomplete

- 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.

<input checked="" type="checkbox"/>	Name	Manager	Hire Date	Status
<input checked="" type="checkbox"/>	Martin Gress		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).