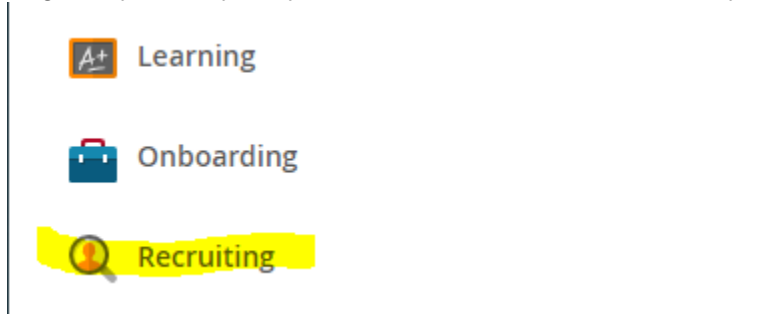


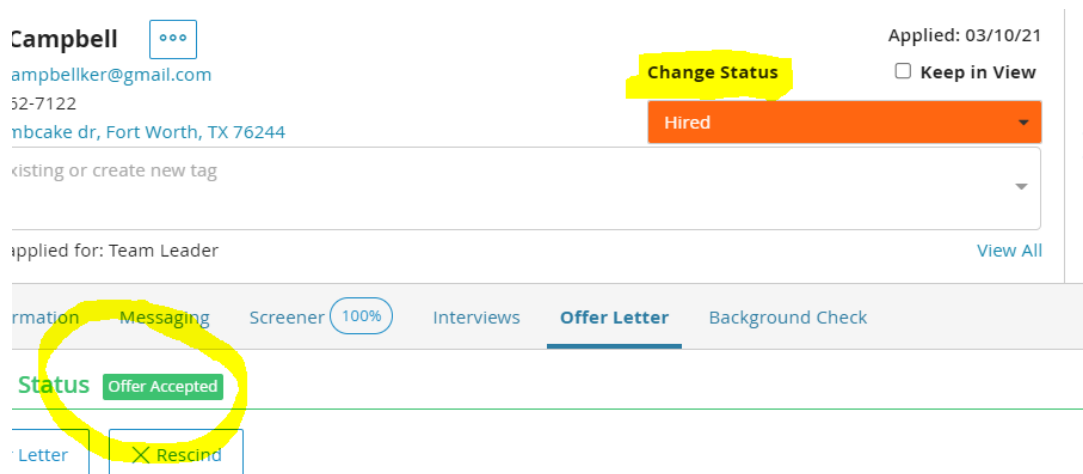


Onboarding Process

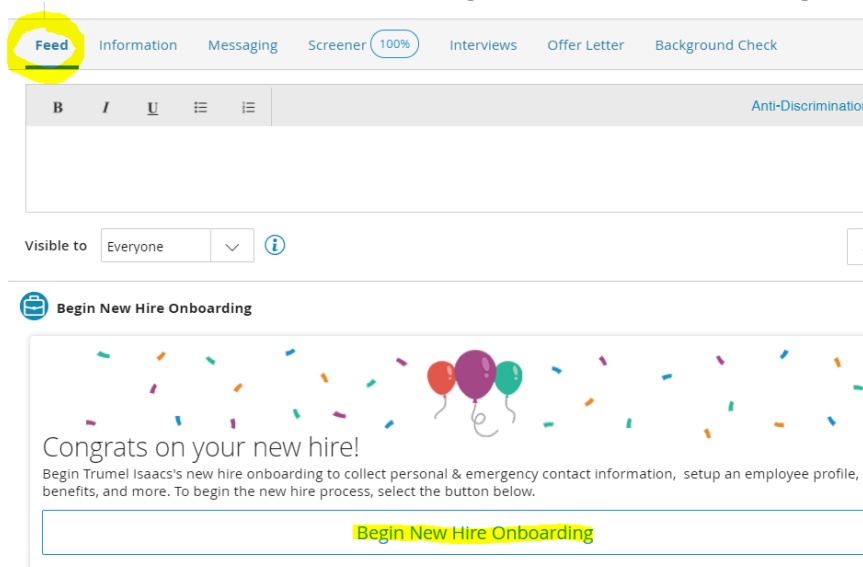
1. Login to your Paylocity account and click on HR and Payroll to access Recruiting.



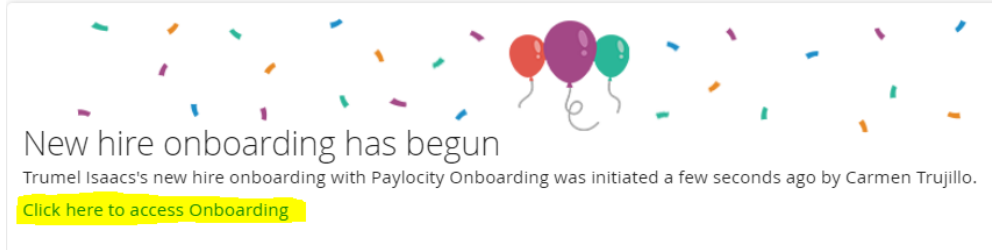
2. Once an offer has been accepted change the employee status to **HIRED**.



3. Click on **Feed** and then click on **Begin New Hire Onboarding**



- Click on the message below to take you to the onboarding module.



- From the onboarding portal your new hires name will show without an event packet assigned. **Please email HR or your Area Director to launch the packet.**

+ Create Employee										Active		Complete	Not Hired	All
<input type="checkbox"/>	Progress	Status ▾	Start Date	Participant Comp.	Expected Comp.	Name	Event	Company	Event Started	Employee Id	Finish			
<input type="checkbox"/>	0/0	No Event	5/19/2021	N/A		Trumel Isaacs		18782						

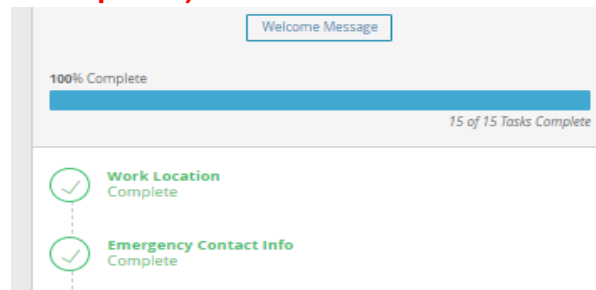
- Once a packet has been launched your new hire will receive two emails from Paylocity to complete onboarding.

05/26/2021	Grant Taylor	Team Leader New Hire Packet	18782	5/19/2021	2826	
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- Once the new hire completes all their tasks click on the packet name that is assigned (**Team and Shift Leader New Hire Packet** or **Store and General Manager New Hire Packet**) to review and complete the **Work Location, I-9 and E-verify** task.

15/25	In Progress	5/19/2021	Yes	05/26/2021	Jay Anderson	Team Leader New Hire Packet
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- When the progress shows 100% and all tasks have been completed an employee can be put to work. **(All tasks must be completed no exceptions)**



- Lastly, you will receive an email to the store location email., when we have pushed the New Hire into Paylocity . This email will include the DRB info, TalentLMS account info, and Deputy Account info. You must see this email to have employee start.

Welcome to WhiteWater!



Welcome to the team, Shawn!

Your manager will soon be in touch with you to schedule your first day at WhiteWater!
Here are your login credentials to some of the apps we use at WhiteWater.

DRB Info

Employee ID: 4449

You will use this code to clock in on DRB.
Your employee badge has been sent to you and your General Manager.

TalentLMS Account Info

Username: shawnpoe7777@gmail.com

Password: Whitewater2022

Please do not complete any TalentLMS courses until instructed by your manager.

Login Here

Deputy Account Info

Username: spoe

An email has been sent to you to complete your Deputy set up.