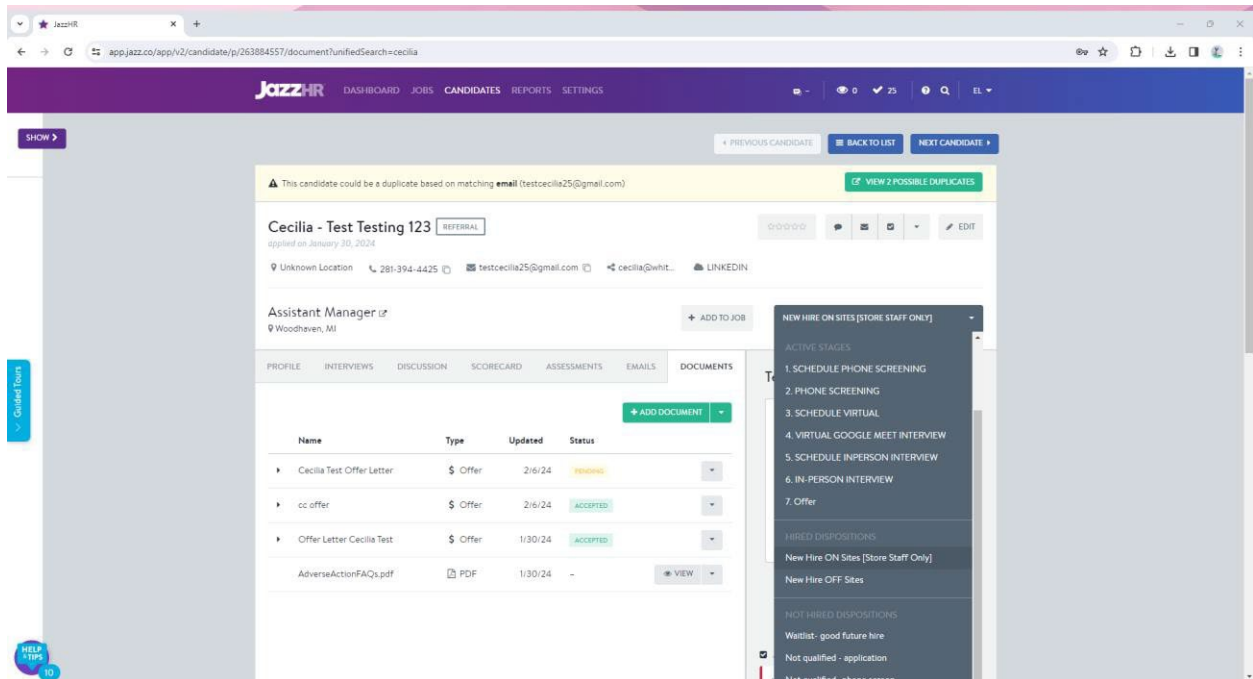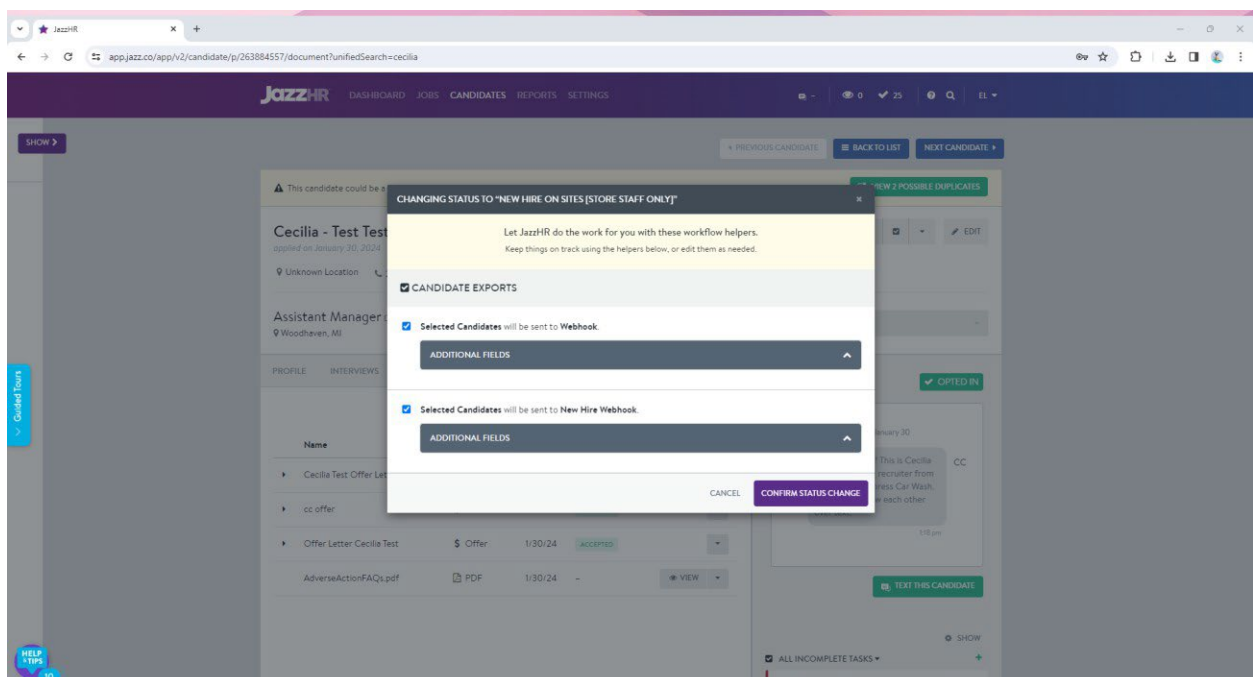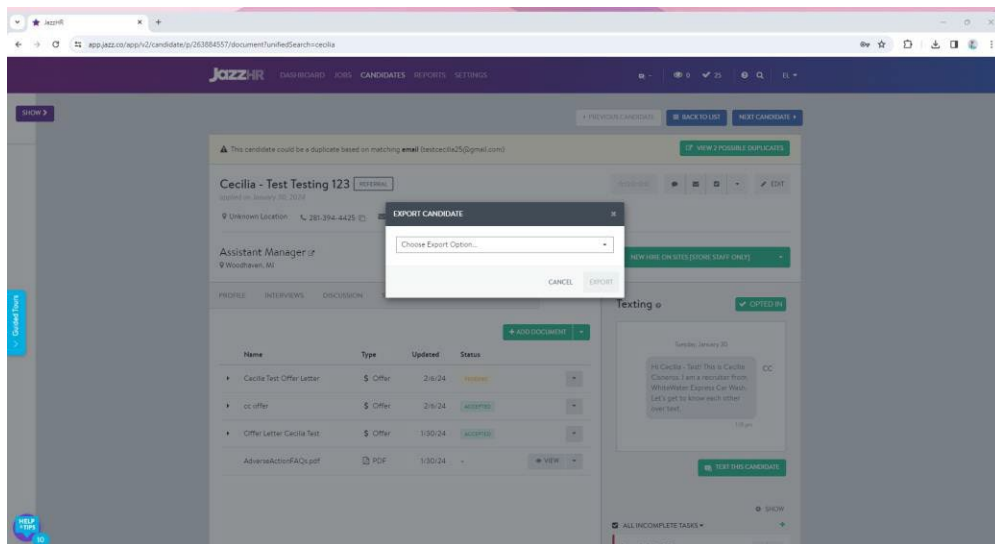Sending to ADP to Queue for Onboarding:

1. Change Candidate Status to 'New Hire ON Sites' for store teams, or 'New Hire OFF Sites' for all other hires, under the Hired Dispositions category
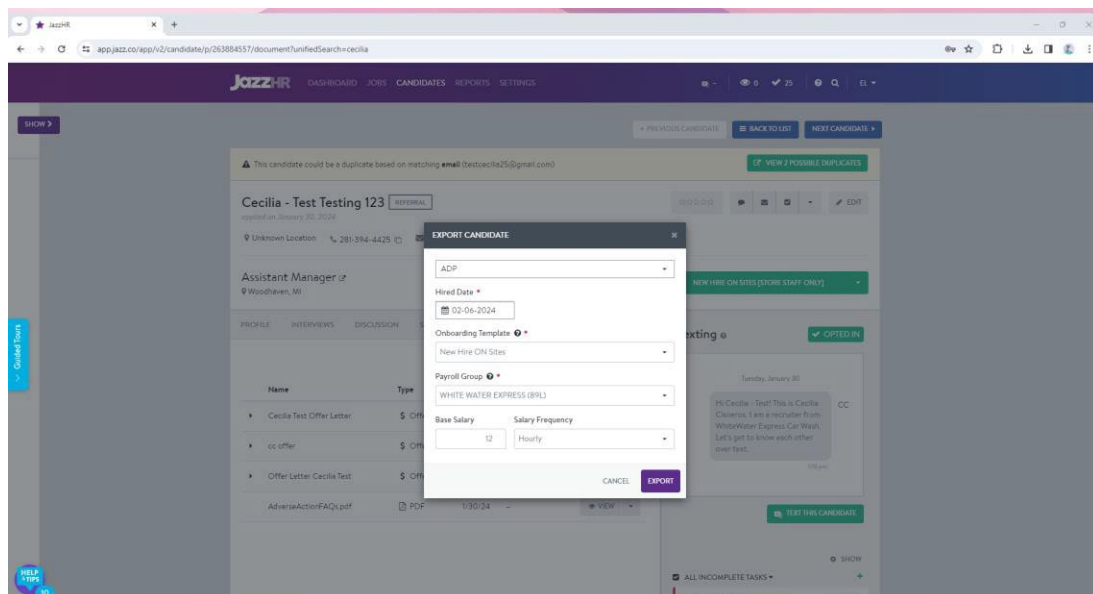

2. Click purple button 'Confirm Status Change'

3. Click the drop-down and choose ADP

4. Fill in Hire Date, Onboarding Template, Choose Payroll Group (89L for all Store teams), and key in the hourly or salary rate, then click purple button for 'EXPORT'

THAT'S IT! CONGRATULATIONS ON SUCCESSFULLY PROCESSING YOUR NEW HIRE!