

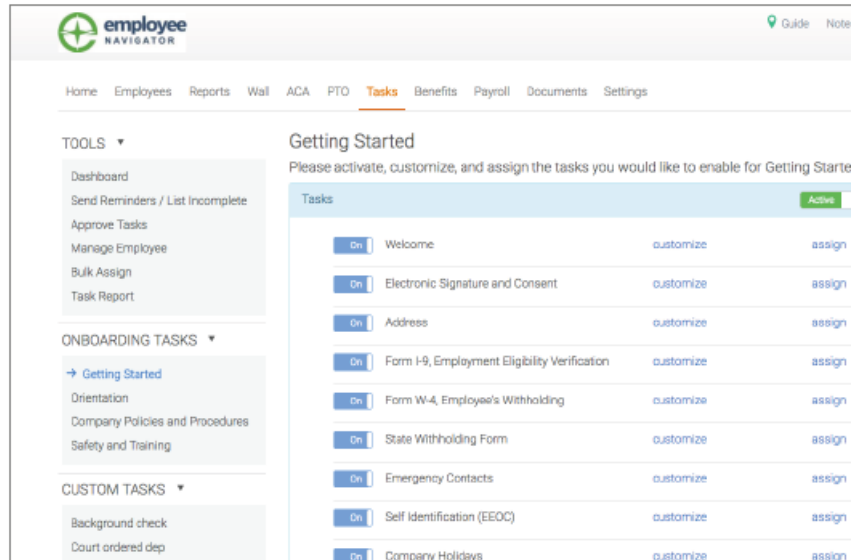
Onboarding

Give new hires an awesome first day, not a stack of paperwork.



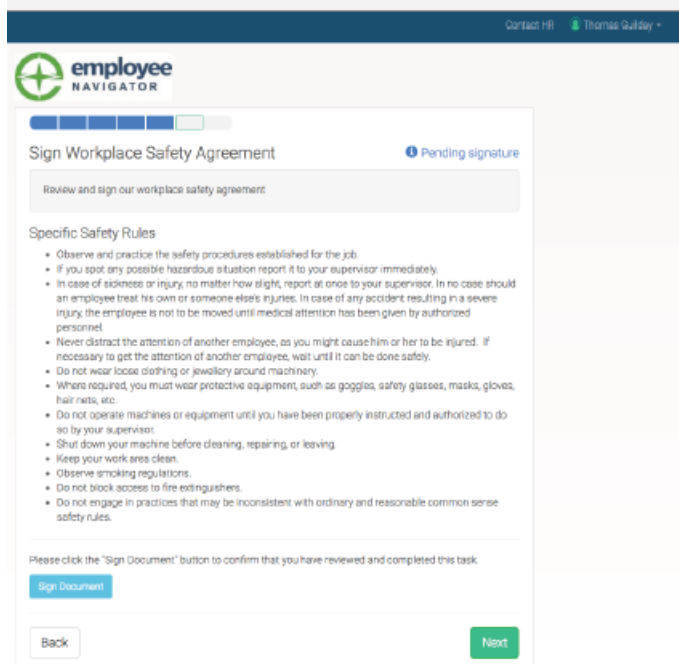
Superior Task Management

- ▶ Intuitive self-service tool
- ▶ Customizable for every business
- ▶ Comprehensive audit trail
- ▶ Simple to set-up and manage



The screenshot shows the 'Tasks' page in the Employee Navigator system. The page is titled 'Getting Started' and includes a list of tasks that can be customized and assigned. The tasks listed are:

Task	Customize	Assign
Welcome	customize	assign
Electronic Signature and Consent	customize	assign
Address	customize	assign
Form I-9, Employment Eligibility Verification	customize	assign
Form W-4, Employee's Withholding	customize	assign
State Withholding Form	customize	assign
Emergency Contacts	customize	assign
Self Identification (EEOC)	customize	assign
Company Holidays	customize	assign



The screenshot shows a digital form titled 'Sign Workplace Safety Agreement'. The form includes a progress bar at the top, a 'Pending signature' indicator, and a list of 'Specific Safety Rules'. The rules are:

- Observe and practice the safety procedures established for the job.
- If you spot any possible hazardous situation report it to your supervisor immediately.
- In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee treat his own or someone else's injuries. In case of any accident resulting in a severe injury, the employee is not to be moved until medical attention has been given by authorized personnel.
- Never distract the attention of another employee, as you might cause him or her to be injured. If necessary to get the attention of another employee, wait until it can be done safely.
- Do not wear loose clothing or jewellery around machinery.
- Where required, you must wear protective equipment, such as goggles, safety glasses, masks, gloves, hair nets, etc.
- Do not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor.
- Shut down your machine before cleaning, repairing, or leaving.
- Keep your work area clean.
- Observe smoking regulations.
- Do not block access to fire extinguishers.
- Do not engage in practices that may be inconsistent with ordinary and reasonable common sense safety rules.

At the bottom of the form, there is a 'Sign Document' button and 'Back' and 'Next' navigation buttons.



Put Onboarding on Auto-Pilot

Easily Complete New Hire Forms

We made completing new hire forms painless for employees & HR.

Compliance Simplified

There's no shortage of policies that employees need to sign off on; our digital file makes tracking them a walk in the park.

Safety & Training Modernized

Modernize training, improve worksite safety & reduce workers comp costs.

Paperless Benefit Elections

Don't stop with onboarding, benefit tasks can also be seamlessly managed online.