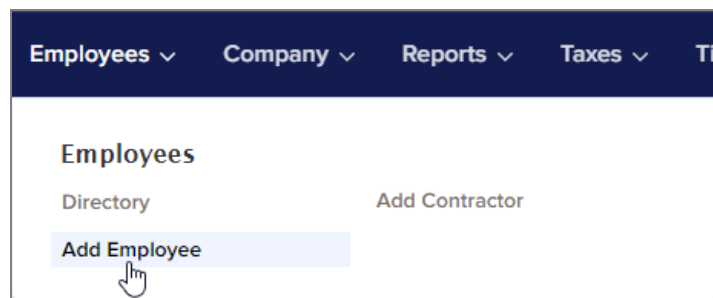Great news! With New Hire Onboarding, it's fast and easy for new hires to complete their own paperwork online–before their first day of work!

- Contact information
- Direct deposit accounts
- Tax withholdings
- Company policies
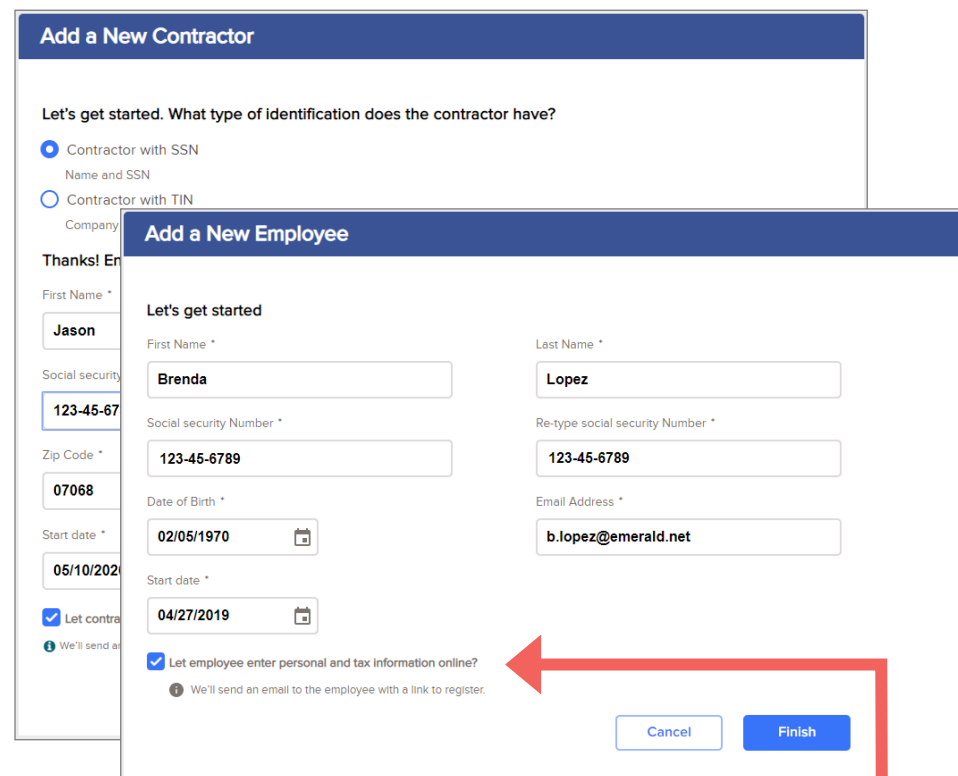- I-9 Form (download, complete, and return to you)

Your new hires enter their information and it automatically flows right into RUN Powered by ADP®. Everything is connected and simple!
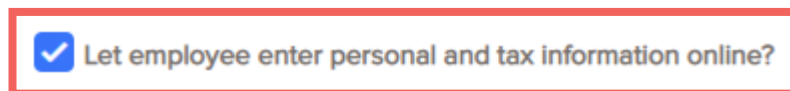
Add your New Hire in RUN

Starting Point: Employees > Add Employee or Add Contractor

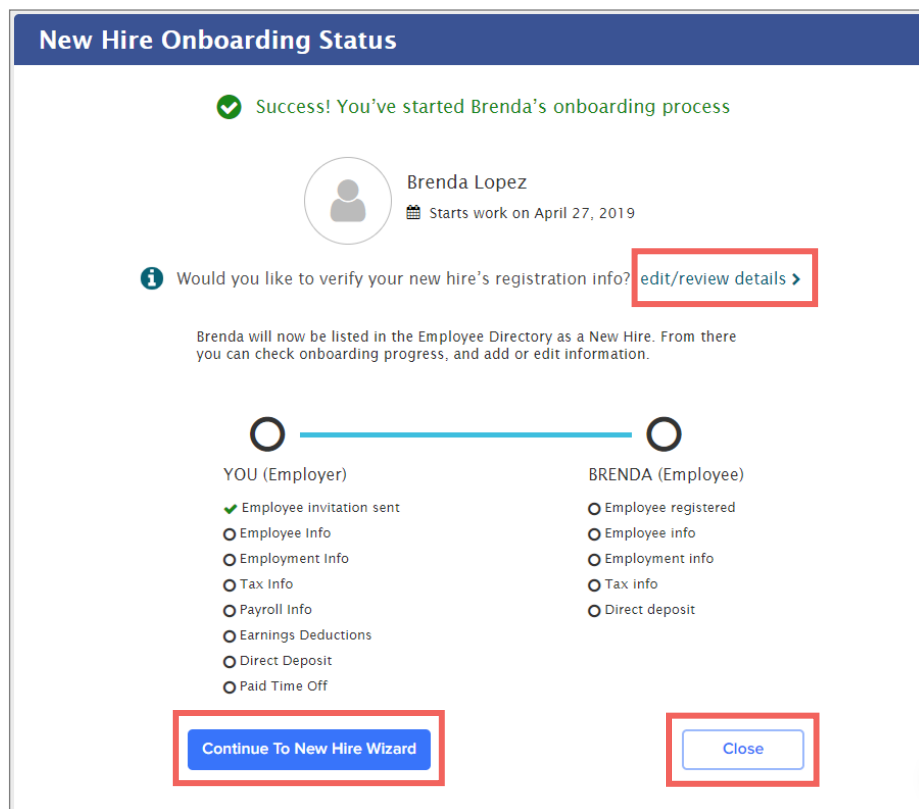**1** Select the check box for each employee that will use Employee Access.

2 If you want your new hires to be able to complete their own paperwork online, make sure this option is selected.

3 Click **Finish**.

We'll send a Welcome email to the new hire using the email address you entered in Step 1.

4 The New Hire Onboarding Status screen is displayed. Here, you have a few options:

- To verify the new hire information you added in Step 1, click **edit/review details**.
- To finish entering the information that you need to complete for the new hire, click **Continue to the New Hire Wizard**. You can do this now or later.
- To go back to the Home page, click **Close**.

New Hire Onboarding Status

✅ Success! You've started Brenda's onboarding process

👤 **Brenda Lopez**
📅 Starts work on April 27, 2019

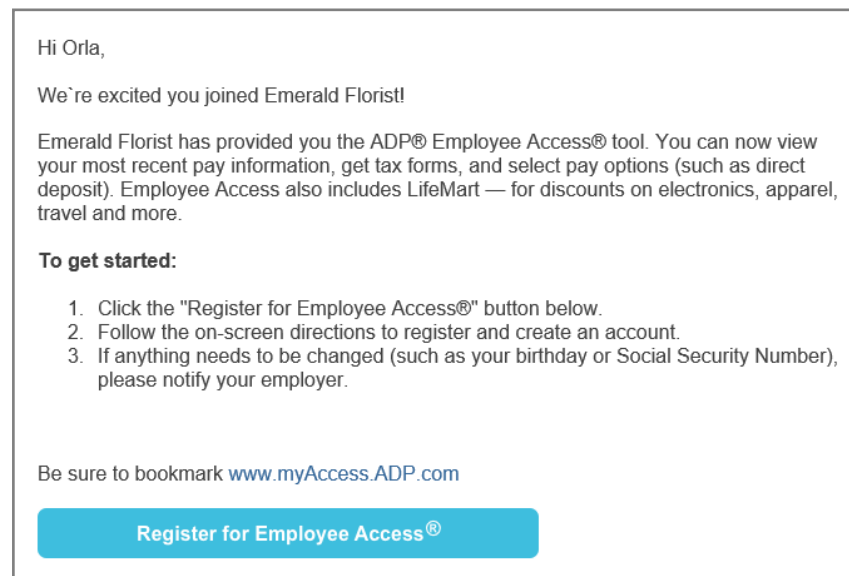ℹ️ Would you like to verify your new hire's registration info? **edit/review details >**

Brenda will now be listed in the Employee Directory as a New Hire. From there you can check onboarding progress, and add or edit information.

YOU (Employer)
- ✔ Employee invitation sent
- ○ Employee Info
- ○ Employment Info
- ○ Tax Info
- ○ Payroll Info
- ○ Earnings Deductions
- ○ Direct Deposit
- ○ Paid Time Off

BRENDA (Employee)
- ○ Employee registered
- ○ Employee info
- ○ Employment info
- ○ Tax info
- ○ Direct deposit

Continue To New Hire Wizard   **Close**

What Does My New Hire See?

Your new hire will receive an email that looks like this:

Hi Orla,

We`re excited you joined Emerald Florist!

Emerald Florist has provided you the ADP® Employee Access® tool. You can now view your most recent pay information, get tax forms, and select pay options (such as direct deposit). Employee Access also includes LifeMart — for discounts on electronics, apparel, travel and more.

To get started:

1. Click the "Register for Employee Access®" button below.
2. Follow the on-screen directions to register and create an account.
3. If anything needs to be changed (such as your birthday or Social Security Number), please notify your employer.

Be sure to bookmark www.myAccess.ADP.com

Register for Employee Access®

For details on what they'll see once they register, see *Completing Your New Hire Paperwork*. We suggest that you send a copy of the document to your new hires to help them step through the process.

How Do I Keep Track of My New Hire's Progress?

Starting Point: Employees > Directory

At the top of the Directory under New Hires, you'll see the percent of progress complete for both you and your new hire.

How Do I Finish Entering a New Hire?

If the Employer Progress indicates that you have more to do, no problem.

1 Click the new hire's name to open the New Hire Onboarding Status panel.

2 Click **Continue to New Hire Wizard**.

3 Enter the required information and click **Next** to move to the next page, working your way through the Wizard.

You can also open the Wizard by clicking the Complete [employee name] task in the To Do list on the Home page.

Employees (W2)	Contractors (1099s)	All				

Find: [   ]   Search by name   Status: Active & new hires ▼   Filter by status

★ New Hires (1)

Status	Name		Employer Progress	Employee Progress	Action
On-boarding	Lopez, Brenda	▼	0%	0%	Verify new hire registration info

Go to the Onboarding Status page

👥 Active Employees (5)

Status	Name		Paperless	Address	City	State	Zip Code	Phone Number
Active	Chavez, Layla	EA ▼	✔Payroll ✔W2	56 Cherry Lane #4	Charleston	SC	29425	
Active	Cook, Frita	EA ▼	✔Payroll ✔W2	#6 17th Street	Wilmington	NC	28412	
Active	Dickson, Jaime	EA ▼	✔Payroll ✔W2	345 Winding Way #566	Charleston	SC	29425	
Active	James, Emma	EA ▼	✘Payroll ✘W2	34 Hillside Ave	Macon	GA	31201	
Active	Jones, Rianna	EA ▼	✔Payroll ✔W2	67 Elm Street	Macon	GA	31211	

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