



## onboarding

# First Impressions Count

An engaging onboarding experience begins before a new hire's first day.

Make the onboarding process more efficient for you and your new employees with our Onboarding tool. Imagine building your onboarding workflow once, and simply pressing "Play." Of course, you can configure and automate workflows by role or department to determine what information they're asked for, and what communications they'll receive. This way, you can maximize a personalized onboarding experience without the manual production. Free up your time so you can focus on creating an engaging Day One and beyond, helping new hires feel connected from the start.

## Setting the Stage for New Hires

A new hire's first experiences at your company can define their level of engagement going forward, and ultimately whether or not they decide to stay. Create a personalized onboarding program that continues the conversation after their first day. Use our Learning Management System (LMS)\* to check in during important new hire milestones. Get the feedback you need to boost retention while giving them an opportunity to tell you about their experience.

88%

of employees think their last onboarding process fell below expectations.<sup>1</sup>



**Assign**  
targeted training and  
new hire surveys to  
individual employees



**Notify**  
with personalization to  
encourage completion



**View**  
Track progress and  
performance easily all  
in one platform.

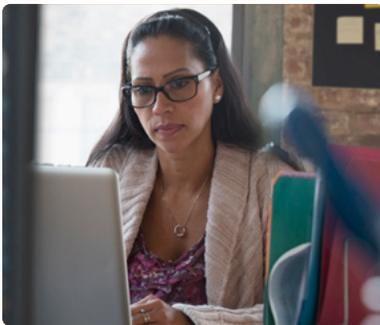
## Your Onboarding Checklist



### Simple Setup & Automation for Scale

Configure and customize onboarding packets to include and automate:

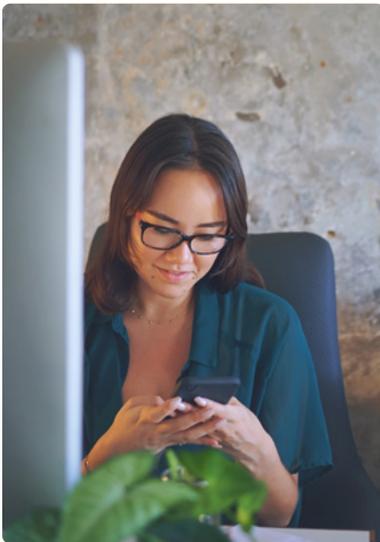
- Specific hiring materials (e.g. by department, seniority, role, etc)
- Alerts to other parts of the organization of tasks they need to complete for the new hire
- Individual employee progress indicator so they can see completed and remaining tasks
- Manual- and auto-assigned training modules from our LMS\*
- Feedback collection in 30, 60, and 90-day follow-ups via auto-assigned Surveys\*
- Ability for employees' to share pronouns and preferred names, which they can choose to be surfaced throughout the suite



### Digital Data Collection to Stay Compliant

Easily gather important employee information:

- Handbook acknowledgment
- Contact/emergency contact details
- Tax Withholding forms
- I-9 Document verification
- Direct deposit information



### Customizable Company Insights

Give new hires a glimpse into your organization:

- Welcome notes from leaders
- Introductory videos
- Company culture information
- Procedure or policy data
- Team bios and profiles
- Customized welcome videos\*

### Tax Geolocation to Make Compliance Easy

- Automatically determine employees' state and local taxes based on home and work locations
- View applicable tax rates, recommended changes, and exclusions during onboarding and throughout employment
- If an employee falls outside of standard taxes set up for a company, the solution will alert the administrator of the exception

**To learn how you can give new hires best first impression,  
contact your paylocity sales rep today!**

\*Available as an add-on

1. [gallup.com/workplace/238085/state-american-workplace-report-2017.aspx](https://www.gallup.com/workplace/238085/state-american-workplace-report-2017.aspx)