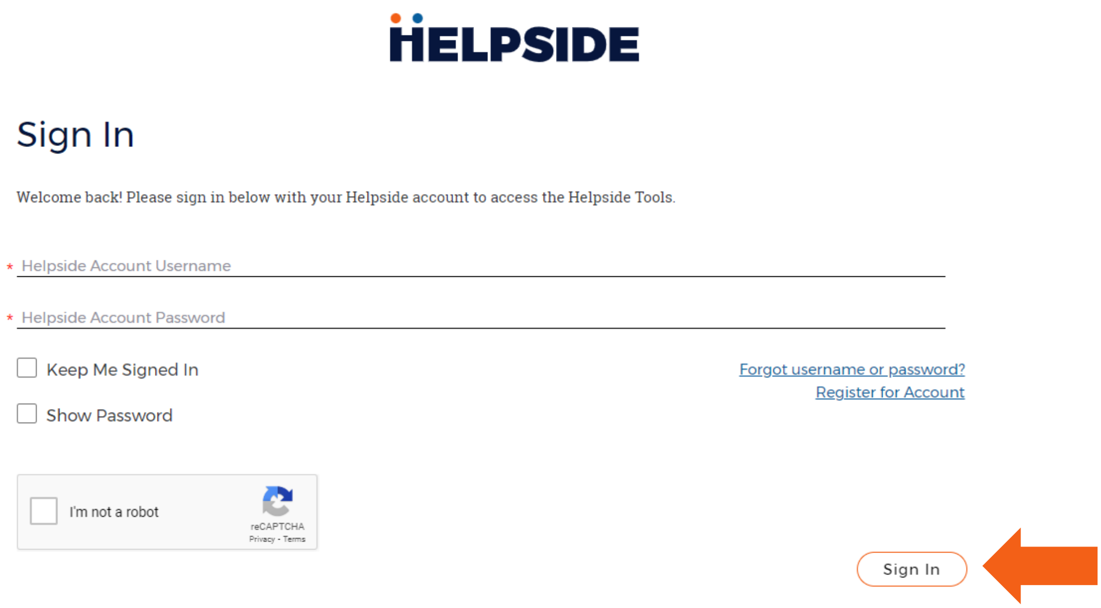
MANAGER TOOLS-ONBOARDING REHIRES

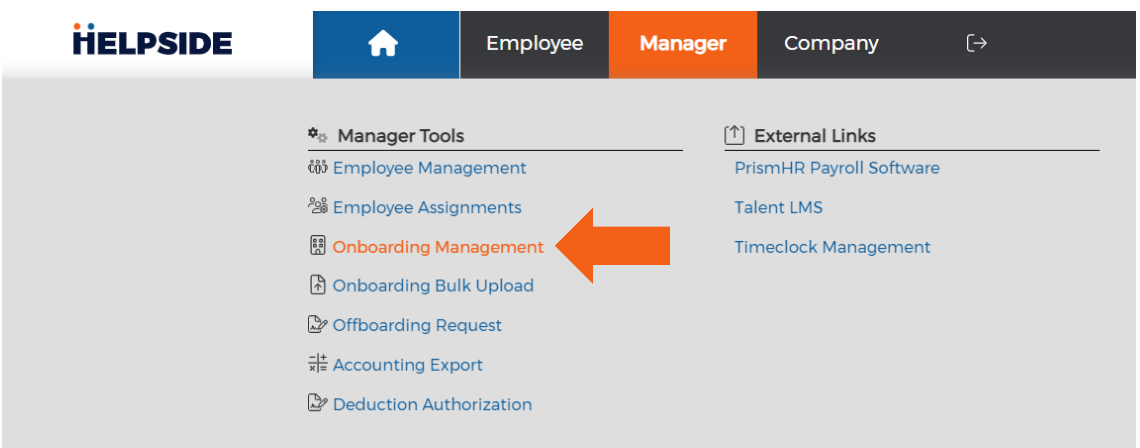
The online employee onboarding tool allows clients and employees to complete all new hire and rehire documents online. Managers can also track employee progress through the onboarding tool. The employee onboarding tool is accessed through the Helpside Tools login, where you go to see your personal payroll information.

Login to Helpside Tools at **tools.helpside.com**

Enter your username and your password and click **Sign In**.



After you login to Helpside Tools, you will notice a menu option at the top of the screen that says Manager. This is where you will find the Onboarding Management tool.



Click on **Onboarding Management** to begin the onboarding process for a new employee. Click on **Rehire Employee** to start the onboarding process.

Onboarding Management

Hire New Employee | Rehire Employee

Resend All Onboarding Emails

Click to select an employee from the dropdown list. Then click on **Submit**.

Rehire Terminated Employee at Demo Client

Please type or selected the name terminated employee you wish to rehire.

If you're unable to find the employee in the list, then they are not already in the Helpside system and will need to be added through the new hire process. Go to Add/Hire Employee form.

Select an employee...

Close | Submit

Add additional employee details including full name, citizenship status. job duties, and work location and click **Submit**.

Before filling out this form, we recommend you please ensure all the needed options (Location, Position, Department, etc.) are available for the employee to be onboarded. Can't find the option you're looking for, or something needs to be updated or removed?

If yes, please call Helpside at 801-443-1090, or contact your assigned payroll specialist: Linda Daybell (, or ldaybell@helpside.com)

Employee's Personal Information

First Name
* Ryan

Last Name
Test

* Personal Email

Work Email

Don't send invite email

Once you submit this form, the rehired employee will be sent an email with instructions for completing their portion of onboarding documents.

HELPSIDE

Congratulations,

Your employer has teamed up with Helpside to provide HR outsourcing services. One of the services we provide to businesses is the management of new employee onboarding. This process provides us with the information we need to process payroll for In-house. Please click the link below to start the employee onboarding process. Please be sure to complete all the applicable sections. The new employee onboarding process will take 15 to 20 minutes to complete. It will be helpful if you have your information for direct deposit (bank routing number and account number) readily available.

Please click the link below to continue the process.

Complete New Employee Onboarding Process

If you're having trouble clicking the link above, copy and paste the URL below into your web browser.

https://localhost:44351/EmployeeManagement/EnterEmployeeOnboarding/?lock=107&key=7f9e909f-d4e8-402b-ac28-95105b3389d7

If you have questions or concerns while you are completing the new employee onboarding process, please contact our Client Success Team via phone at (801) 443-1090, email at service@helpside.com or live chat on our website at www.helpside.com. Our customer service hours are 8:00 am - 5:00 pm Monday through Friday.

Thank you,

HELPSIDE
395 W. 600 N. Lindon, UT 84042
Local: 801-443-1090
Toll-Free: 1-800-748-5102
www.helpside.com

Back on the Onboarding Management screen you will see all employees who have gone through onboarding in the new employee onboarding tool and where they are in the process.

Manager | Company

Onboarding Management

Hire New Employee | Rehire Employee

Resend All Onboarding Emails

Show 10 entries

Filter:

Employee	Current Step	Form I-9 Status	Helpside Review Status	
Employee Details	**Completed**	Section 1: ✓ Section 2: ✓ Print/View Form I-9 Form I-9, Section 3	Pending	Edit Delete

Showing 1 to 1 of 1 entries

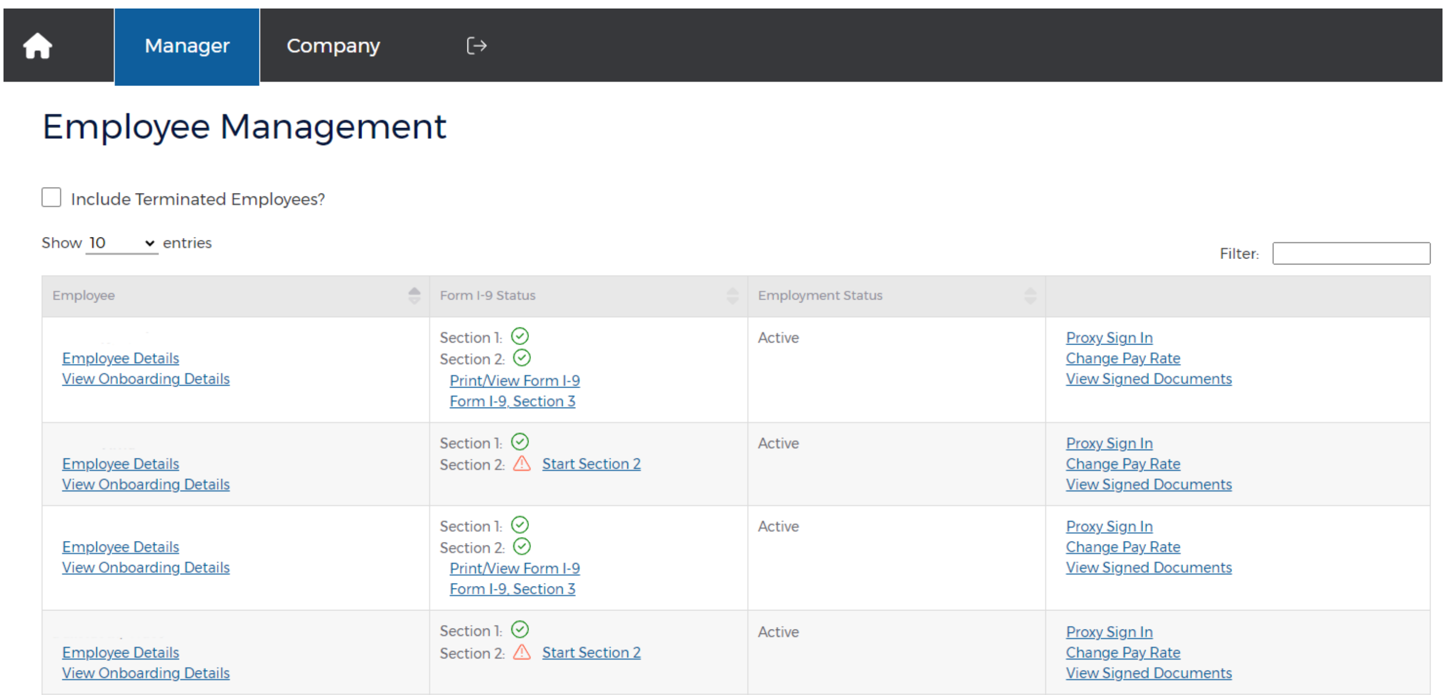
Previous 1 Next

The Form I-9 column on the table is where you can see whether or not the employee has completed their portion of the I-9 form (Section 1). Once the employee has completed Section 1, you can click on "Start" which will show Form I-9 Section 2 where you will look that the employee's documents.

Once both Section 1 and Section 2 are complete, you will have a few additional links to either print a copy of the Form I-9 or to fill out Section 3 online. (if needed).

The links in the far right of the table will allow you to make edits to any of the data you have entered (you cannot edit data entered by the employee) and to completely delete the new employee from the onboarding tool.

The Employee Management tool in the Manager menu will allow you to see employee details for all of your employees that have already been onboarded.



If you have any questions about the onboarding tool, please contact a member of the Client Success team at Helpside at 1-800-748-5102 or service@helpside.com.