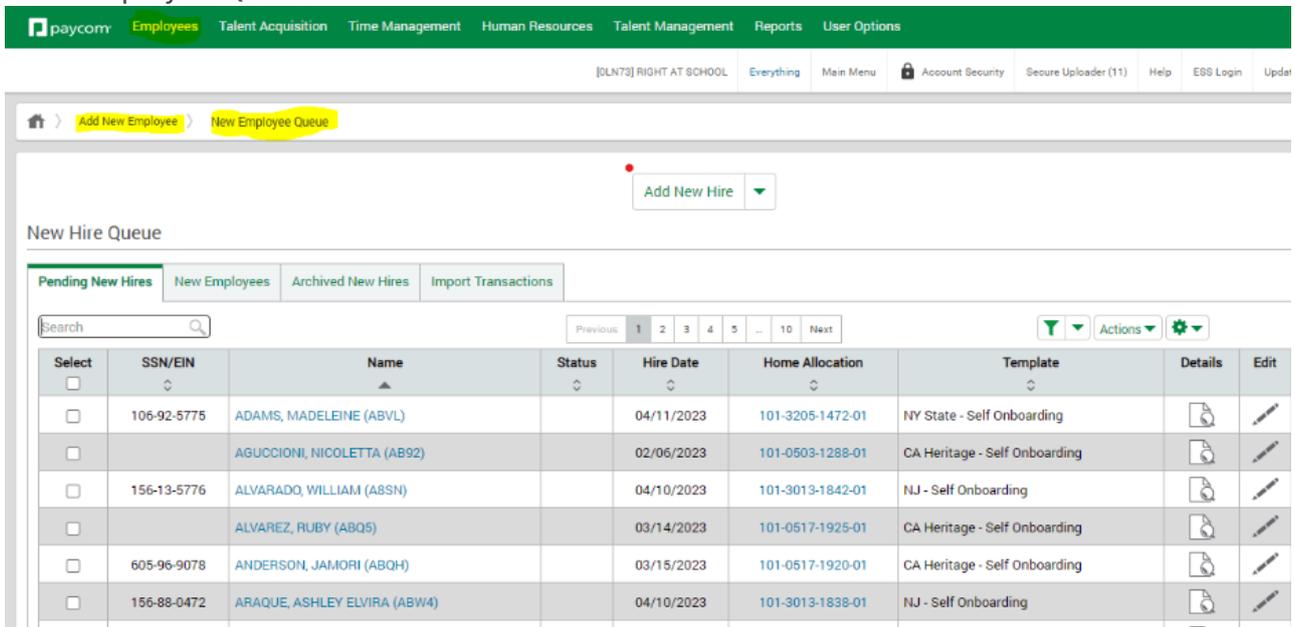


# How do I view the progress of my candidates' onboarding?

Please see the steps below on how to view their progress:

1. In Paycom, navigate to the employee tab, hover over "Add New Employee," and select New Employee Queue.



The screenshot displays the Paycom system interface for viewing the New Hire Queue. The top navigation bar includes 'paycom', 'Employees', 'Talent Acquisition', 'Time Management', 'Human Resources', 'Talent Management', 'Reports', and 'User Options'. Below this, a breadcrumb trail shows 'Add New Employee' > 'New Employee Queue'. A red notification dot is present next to the 'Add New Hire' button. The main content area is titled 'New Hire Queue' and features tabs for 'Pending New Hires', 'New Employees', 'Archived New Hires', and 'Import Transactions'. A search bar and pagination controls are located above the data table. The table lists six pending new hires with columns for Select, SSN/EIN, Name, Status, Hire Date, Home Allocation, Template, Details, and Edit.

Select	SSN/EIN	Name	Status	Hire Date	Home Allocation	Template	Details	Edit
<input type="checkbox"/>	106-92-5775	ADAMS, MADELEINE (ABVL)		04/11/2023	101-3205-1472-01	NY State - Self Onboarding		
<input type="checkbox"/>		AGUCCIONI, NICOLETTA (AB92)		02/06/2023	101-0503-1288-01	CA Heritage - Self Onboarding		
<input type="checkbox"/>	156-13-5776	ALVARADQ, WILLIAM (ABSN)		04/10/2023	101-3013-1842-01	NJ - Self Onboarding		
<input type="checkbox"/>		ALVAREZ, RUBY (ABQ5)		03/14/2023	101-0517-1925-01	CA Heritage - Self Onboarding		
<input type="checkbox"/>	605-96-9078	ANDERSON, JAMORI (ABQH)		03/15/2023	101-0517-1920-01	CA Heritage - Self Onboarding		
<input type="checkbox"/>	156-88-0472	ARAQUE, ASHLEY ELVIRA (ABW4)		04/10/2023	101-3013-1838-01	NJ - Self Onboarding		

- Click on the details button to the right of the screen. You will then see if they have completed, not started, or are in progress at each step.

The screenshot shows the 'New Hire Process' details for a candidate. A yellow warning banner states: 'The new hire is still in the process of completing self-onboarding.' Below this is a table with the following data:

Step	Status	Last Action	IP Address	Device
Language Selection (English)	Complete	04/03/2023 10:24 AM	68.133.43.205	Chrome 0.0 Win10 (Desktop)
Welcome Messages	Complete	04/03/2023 10:24 AM	68.133.43.205	Chrome 0.0 Win10 (Desktop)
ESS Credentials	Complete	04/03/2023 10:26 AM	68.133.43.205	Chrome 0.0 Win10 (Desktop)
Personal Information	Complete	04/03/2023 10:27 AM	68.133.43.205	Chrome 0.0 Win10 (Desktop)
Direct Deposit Setup	Complete	04/03/2023 10:31 AM	68.133.43.205	Chrome 0.0 Win10 (Desktop)
Tax Setup	Complete	04/03/2023 10:32 AM	68.133.43.205	Chrome 0.0 Win10 (Desktop)
Documents	In Progress	04/04/2023 12:20 PM	68.133.43.205	Chrome 0.0 Win10 (Desktop)

- In most cases candidates are in progress on the documents tab. If you would like to know more details about what they are missing, you can click on the onboarding settings and click the "Eyeball" icon to view the onboarding from the candidates' perspective.

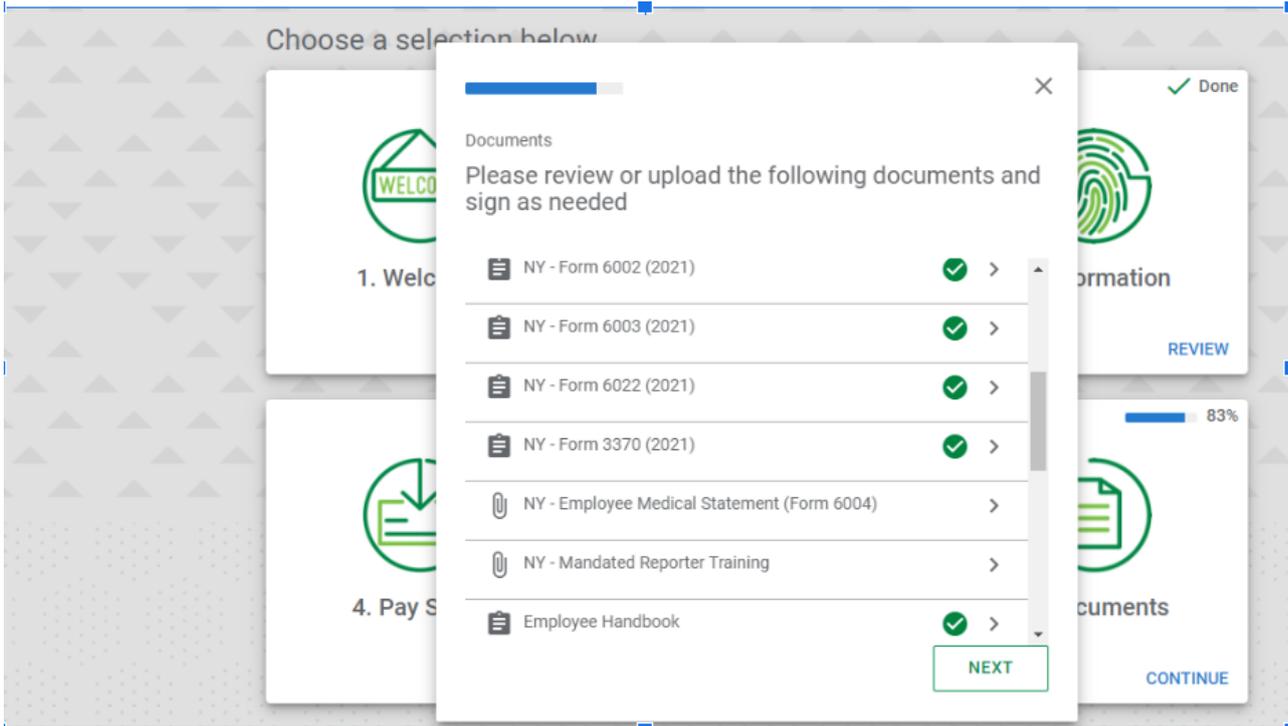
The screenshot shows the 'Onboarding Settings' view. It includes the following information:

- Access:** Active [Disable Access](#)
- Cancel Process:** [Cancel](#)
- Personal Email:** madams21@sacredheartacademy.org [Change Email](#)
- Primary Phone Number:** (716) 628-7706 [Change Number](#)

There is a green **Send Invitation** button. Below this is a table of invitation URLs:

Invitation URL	Sent On	Expires In	Cancel	View
<a href="https://www.paycomonline.net/v4/ee/web.php/onboard/verify?token=YzE4MjM5NGUwZjY1ODcxNzhiOGYzNjJhYjk0ZmMyZGQ=">https://www.paycomonline.net/v4/ee/web.php/onboard/verify?token=YzE4MjM5NGUwZjY1ODcxNzhiOGYzNjJhYjk0ZmMyZGQ=</a>	04/03/2023 09:05 AM	22 Days		

4. In this view you can click on each onboarding tile to see where they are at in the process. In the documents tile you will see a green check mark for documents that have been uploaded.



5. Once candidates have completed the onboarding process, the onboarding team will verify each document is accurate. If everything is correct the candidate will be hired into Paycom. If not, the onboarding team will reach out to the candidate via Workable with a new onboarding link and instructions on how to upload the correct documents.

Revision #1

Created 19 July 2024 22:46:27 by Nick Clements

Updated 19 July 2024 23:27:24 by Nick Clements