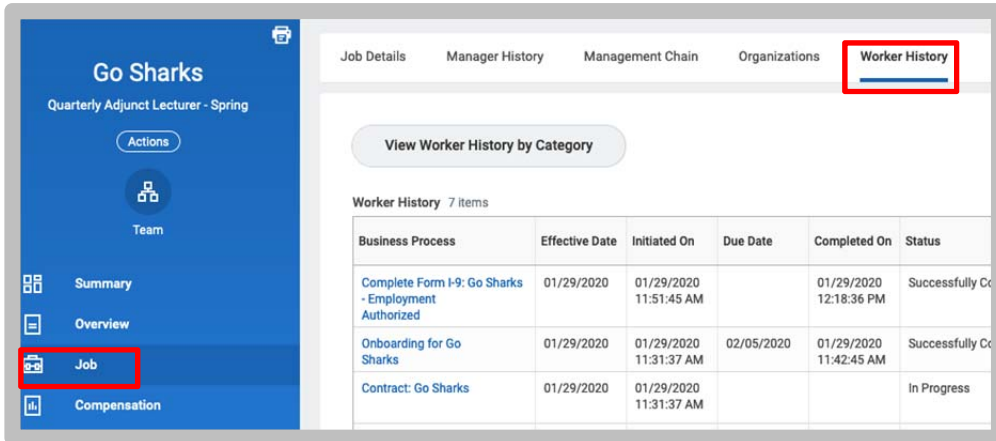
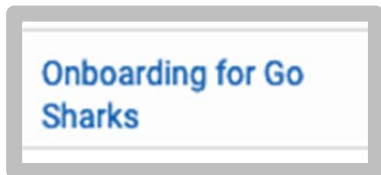


View the progress for onboarding tasks can be found in the Worker History.

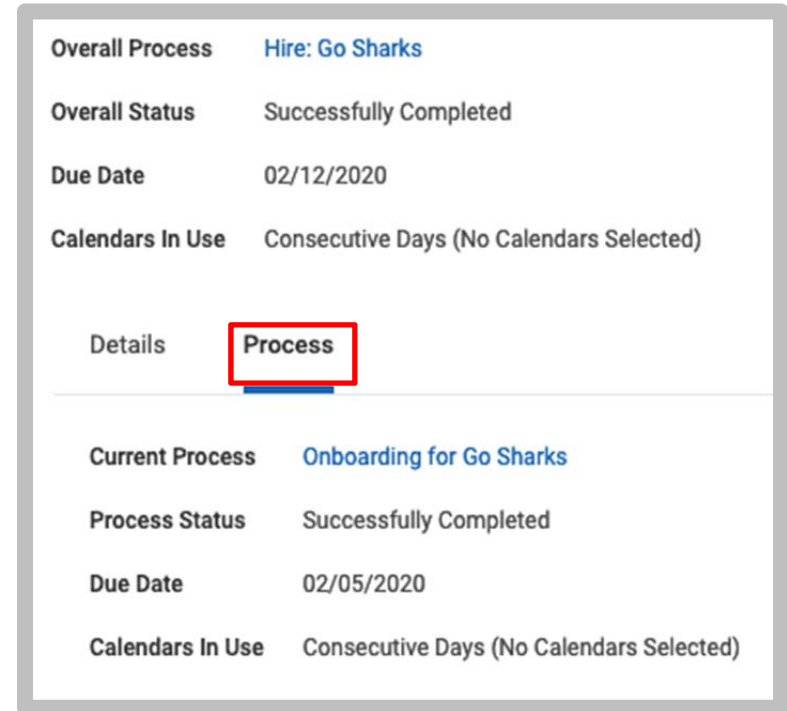
- 1. Go to the employee record.
- 2. Navigate to **Job** → **Worker History** tab



- 3. Click the **Onboarding** link in the Business Process column.



- 4. Select the **Process** tab.



- This page will display completed tasks in the **Process History** section. The last line-item will display the current task that is currently pending in the employee's inbox.

Process History 6 items		
Process	Step	Status
Onboarding	Onboarding	Automatic Complete
Onboarding	Personal Information	Submitted
Onboarding	Personal Information	Completed
Onboarding	Home Contact	Submitted
Onboarding	Home Contact	Completed
Onboarding	Edit Government IDs	In Progress

- If there are tasks that still need to be triggered to their inbox, these tasks will be found in the **Remaining Process** section (found at the bottom of the screen) and can be visited by clicking on the button. **NOTE:** This button will only appear if there are pending tasks that still need to be triggered to the employee's inbox.

Remaining Process

Click on the button below to review remaining process details.

Remaining Process

Notes for the Dean Partner:

- Complete Form I-9 task: Employee must first submit the I-9 form on their end in order for the Dean Partner to receive the action task to verify the documents
- State and Local Withholding Elections task: This form is ineligible to be completed until the employee's hire date. They will receive an error message when trying to submit this form if before their hire date. The hire date will depend on their appointment letter.

To see onboarding progress: Go to Job --> Worker History. Click on the "Onboarding" link in the first column. Then click on the "Process" tab. This section will inform you where the employee is in the onboarding process.

Steps for Onboarding

Order	Type	Task	Optional
1	Initiation		No
2	Tasks	Home Contact	No
2	Tasks	Personal Information	No
3a	Action	Edit Government IDs	No
3b	Action	Complete Federal Withholding Elections	No
3c	Action	Manage Payment Elections	Yes
4a	To Do	Sexual Harassment Training	No
4b	Review Documents		No
4c	Action	Complete Form I-9	No
4d	Action	Change Self-Identification of Disability	No
4e	Action	Change Veteran Status Identification	No
4f	Action	Change Emergency Contacts	Yes
5	Action	Complete State and Local Withholding Elections	No
5	Action	Change Benefit Elections (benefits eligible)	No
6	Review Documents		No

Each Order Step can have multiple steps in it.

In the case of Completing the I-9, all previous steps MUST BE completed in order for trigger to be sent to your dashboard.

Employees will receive errors indicating their I-9 steps haven't been completed and can't enter hours.