Getting Started with FLIGHT Onboarding

Welcome to FLIGHT Onboarding, our electronic employee onboarding program. Let's get started!

Accessing FLIGHT Onboarding:

Step 1: Log in via your HUB portal. (FLIGHT Onboarding is not yet integrated with PPX.)

Step 2: Once in HUB, click the New Hires tab.

Building Your New Hire Document Library:

When you begin using FLIGHT Onboarding, one of the first things you want to do is make sure all the documents you need to give to new employees are in your library. So, select *Maintain New Hire Documents*.

- W-4, I-9, Certificate of Residency & LST Exemption form are included.
- You can upload company-specific documents (Word or PDF) to add to the library by clicking *Add New Document*.
- Click for information on customizing forms and adding merge tags.

Adding a New Hire:

Let's get started adding a new hire. Simply select:

or

Employee Information
- Your company information will automatically populate.
- The new hire contact person will also populate automatically **after** your first entry.
- You will need to add the employee name and email address to get started.
- Enter a custom **Welcome message** to be populated going forward or use the sample.
  - This message appears when the new hire enters the onboarding system.
  - You must enter a welcome message to continue.

Documents

Now you can select the documents you would like the employee to review and complete. You must select documents for each new hire, since different employees may need different documents.

> **ACA Documents**:
> This document is required to be presented to every new hire. This is a great way to meet compliance obligations. Follow the questions on the screen to set up your paperwork. This information will auto populate after set-up, but you will still need to select the documents.

> **Custom Documents:**
> These will pull from the library you have already established, including the Local Certificate of Residency and the LST Exemption Form. You may add more forms that are specific to the employee.

Questionnaire

This section is where you will gather important information from the employee.
- If you offer direct deposit, that information will be collected when the employee completes the questionnaire.
- The employee will also provide emergency contact information when completing the questionnaire.

Pre-Built Questions:
- There are nine pre-built questions available.
- The questions you select will auto populate for each new hire, but you can also modify for each new hire.

Custom Questions:
You can create customized questions and answers. Your answers must be in one of the following formats:

- Text entry – allows a single word answer
- Text entry (multiple lines) – allows a full text box answer
- Yes/No – allows only a *yes* or *no* answer
- Single select – you provide a list of customized answers
- Acknowledgement – a new hire acknowledges reading the statement

After Confirmed and Completed
You can now review the information you've entered. If you need to start over, you can delete the new hire and start over. Next, the new hire will receive an email with a link to start the onboarding process.

- The email link expires after seven days.
- New hires are able to stop and restart their paperwork until it is complete and submitted. New hires can reenter the onboarding process by going to the HUB log-in at www.PaySmartPa.com.
- You can reset a new hire's password by clicking in the new hire's box, scrolling down on the right side, and selecting *Click here to assign new password.* The new hire will need to enter their cell phone number to retrieve forgotten passwords.

We all tend to forget our passwords from time to time. If Bob is having trouble, click the link below to assign a new password and don't forget to let Bob know what you've set it to.

Click here to assign a new password

- If you need to remove a new hire, you can continue scrolling down past the password reset to *Remove this new hire.*

Remove this new hire

If you made a mistake and need to remove this new hire, click the button below. We'll immediately deactivate their papework and send you back to the New Hire Dashboard.

REMOVE THIS NEW HIRE

- You can see how far a new hire is in the process by clicking the employee's box on the New Hires page:

Status: New hire/employee completion in process

Once the new hire has submitted the completed forms, the box will turn green and say *Waiting for your review*.

Status: Waiting for your review
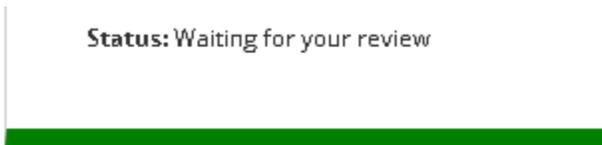
Wrapping it up and Submitting to PaySmart

You will need to enter some additional information before submitting the new hire information to PaySmart.

- Employee number: DO NOT enter the employee number unless you have a specific number you would like to use.
- Enter title and hire date, and indicate if the employee is full-time or part-time.
- Divisions & Departments: These are available in the drop-down menus.
- Pay information: Remember to enter salary based on pay frequency, not annually.
- Check the Add to Payroll box then click *Complete & Add to Payroll.*

The status will now change to *Review complete - connecting to payroll*:

Status: Review complete - connecting to payroll
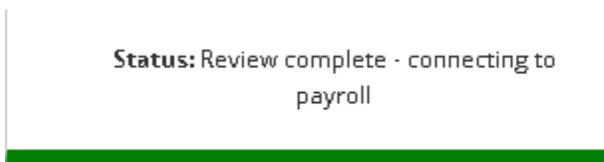
Once Paysmart has brought the new hire into the system, the employee will move from *New Hire* tab to *Admin* tab with the other employees.

Reports

You can generate a report showing the activation status of employees. This report can be exported to a .csv file format.

Questions? Email us at paysmartpa.com or call (717) 766-1777!