

Adding a New Employee in HireForms

Introduction

How to add a new employee directly into HireForms.

STEP 1

For HR Admins, on your Home Page, you will select the division you would like to create a new employee in.

The screenshot displays the 'Alpine Springs Administrator' interface. At the top, there is a navigation bar with icons for Messages, Tasks, Staff, Divisions, Forms, Reports, Settings, Search, Help, and Account. Below this is a breadcrumb trail: 'Home / Alpine Springs Administrator'. The main content area is titled 'Alpine Springs Administrator' and features an 'Admin Navigation' sidebar on the left with options like 'Employee Reports', 'Expiring Documents', 'Incomplete Employee Status', and 'Scheduled Reports'. The central area is divided into two sections: 'Divisions' and 'HR Administrators'. The 'Divisions' section is highlighted with a red border and contains a 'Quick Lookup' field, a 'Create New Division' button, and five buttons for 'Full Time', 'Part Time', 'Rehire', 'Seasonal (4)', and 'Temp'. The 'HR Administrators' section below it has a 'Quick Lookup' field, a 'Create New HR Admin' button, and a grid of administrator cards for John Doe, Stephanie Mitchell, Jane Doe, Alicia Bowers, and Denise Kasanicky.

STEP 2

From the division page, choose “Add New Employee”

(HR Staff see this page automatically upon logging into HireForms)

The screenshot shows the HireForms interface for HR Staff - Alpine Springs, Full Time. The page is divided into two main sections: Division Navigation and Division Stats. The Division Navigation section includes a Forms section with buttons for View My Forms (0) and Unassigned Forms (0), and an Employees section with input fields for First Name and Last Name, a search icon, and buttons for View Current Employees, Add New Employee (highlighted with a red box), and Add Group of Employees. The Division Stats section includes a table for Division Stats and a table for Statistical Overview. The Division Stats table shows Incomplete Employees (1), Inactive Employees (0), and Current Employees (1). The Statistical Overview table shows Unassigned Forms (Non-archived) (0), Number of forms submitted today (0), and Average number of forms submitted per day (0). The Number of Forms in Status (for non-archived forms) is also displayed. At the bottom, there is a search bar for the FAQ and a button for Common Division Questions.

ALPINE SPRINGS

Messages Tasks Staff Divisions Forms Reports Settings Search Help Account

Home / Alpine Springs Home / Divisions / Full Time / HR Staff - Alpine Springs, Full Time

HR Staff - Alpine Springs, Full Time

Division Navigation

Forms

View My Forms (0)

Unassigned Forms (0)

Employees

First Name Last Name

View Current Employees

Add New Employee

Add Group of Employees

Division Stats

Division Stats

Incomplete Employees	1
Inactive Employees	0
Current Employees	1

Statistical Overview

Unassigned Forms (Non-archived)	0
Number of forms submitted today	0
Average number of forms submitted per day	0

Number of Forms in Status (for non-archived forms)

Need Help? Search the FAQ here Go Common Division Questions

STEP 3

You will need to complete the following information about the new employee:

- First Name
- Last Name
- Email Address

*Username and Password will generate automatically but can be changed.

*Additional Employee Information is only required if pre-filled information is turned on for your forms.



★ **First Name:**
* required

★ **Last Name:**
* required

★ **Email Address:**
will be used to send activation email

Username:
ASHUZcAnZ ✓

Password:

This username and password have been auto-generated for your convenience. Feel free to change them.

★ **Additional Employee Information**
The following questions can be pre-populated for this employee to assist with the onboarding process

* Name of Manager:

* Manager's Title:

Select the Forms You Would Like to Make Available to the Employee
The designated division's default forms have already been selected

- Direct Deposit 1b
Form that specifies what bank accounts to use for direct deposit.
- Employee Personal Information 2b
- Federal W-4 - 2022
Calculates income withheld for federal taxes.
- I-9 (Expires 10/31/2022)
Form I-9, Employment Eligibility Verification. New employees must present required identification documents to the employer.
- ★ Offer Letter 1
This welcome letter confirms the employment offer.

Sort By Name check/uncheck all

you can also give this employee additional roles Manage Other Roles

Print New Hire Details **Onboard!**

STEP 4

Next you will select the forms you would like to assign. Your division defaults will be checked automatically, but these can be changed as needed for each employee.

Once done, click "Onboard" and your new employee will be sent their activation email with login instructions.