ONBOARDING USER GUIDE

Overview

The Onboarding Module streamlines the process of integrating new hires into the organization.

 Getting Started

1. Login to the HRIS: Access the dashboard with your credentials.

2. Navigate to Onboarding: Click on the "Onboarding" tab.

 Creating Onboarding Tasks

1. Create Tasks: Define tasks that new hires need to complete during onboarding.

2. Assign Tasks: Assign tasks to new hires with deadlines.

 Tracking Onboarding Progress

1. Track Progress: Monitor the completion of onboarding tasks.

2. Send Reminders: Send reminders to new hires for pending tasks.

 Completing the Onboarding Process

1. Complete Tasks: Ensure all tasks are completed by the new hire.

2. Finalize Onboarding: Mark the onboarding process as complete.