

E-Z Hire™ On-Boarding Solution

Improve the Efficiency of Your New-Hire Data Collection Process

What Is E-Z Hire™?

Paypro's E-Z Hire™ On-Boarding Solution is an integrated web-based tool that gives new hires the ability to enter, complete and view new hire documents online prior to their first day of employment.

This includes the completion of demographic data, tax forms, direct deposit election, company handbooks, policy acknowledgments, benefits enrollment information and other required reading. Once this information has been collected, the company can access and review all entries and forms within the E-Z Hire™ Portal. Upon approval, all applicable data will be imported into either Paypro's HRIS or Payroll Systems.

How Does It Work?

Paypro's EZ Hire™ On-Boarding Management Tool helps eliminate the paperwork and redundancy associated with the hire process. On-Boarding helps you to speed your new employees to productivity, and practically eliminates risk factors associated with hiring such as:

- ◇ Data entry mistakes
- ◇ EEOC compliance
- ◇ Missing vital information/forms such as I9s, confidentiality factors and non-disclosure agreements

Welcome to the On-Boarding process for Schenckleff. The next step of the process consists of signing your pre-hire documents including your application and the W-4. Prior to starting the On-Boarding process, you will need to have the following information available:

- Social Security Card
- Valid form of employment eligibility verification for I-9 ([click here for instructions](#))
- Mailing Address, Asset Number and/or Address Number

For your protection, all of the information collected is on a secure server and all data is encrypted.

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W-4 Form Instructions

You will now be asked to provide tax information for pre-population into the Federal W-4 form. Once you have completed the W-4, you will be asked to electronically sign the document.

If you have never signed a document using electronic signature, please view the demonstration below prior to continuing.

[View e-Signature Demo](#)

Please click "Continue" to proceed.

[Continue >>](#)

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For assistance, [click here to email us online](#), or call 1-888-772-8773, M-F 9:00 EST - 5:00 PM EST
Support Code 1709730



With Paypro's E-Z Hire™ On-Boarding Solution you will be able to:

- ◇ Eliminate costly prints and mailings
- ◇ Electronically store and manage all on-boarding forms
- ◇ Display up-to-the-minute on-boarding status for new hires and company representatives

An employee's first day of work should be a valuable opportunity for companies to set the tone for successful employment. With Paypro's E-Z Hire™ your new employees don't have to spend hours of their first day filling out forms while the company spends subsequent days chasing down missing information.

What's The Cost?

Paypro's E-Z Hire™ On-Boarding tool is cost effective. For a small charge per new hire you'll tap into a new and innovative way to manage your On-Boarding process.

Contact Sandata Today:

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