

Did you know?

1. On February 6th, the new hire task list will be updating to the new format.

New hire tasks

Lucky Kleinschmidt
Position
Admissions Representative TEST
Start date
14 Jan 2019

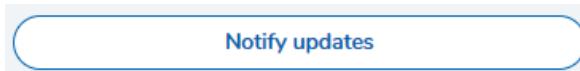
Notify updates

Add optional tasks
No tasks
My Favorite Tasks

Assigned to
All tasks | Manager | Employee

Task	Assigned to	Due date	Status
Complete Immediately			Open
Create / Enter Your eID	Lucky Kleinschmidt		Open
Complete Hire Forms	Lucky Kleinschmidt		Open
Prior to your Arrival			Open
Setting the Stage for your New Hire	Harry Hire	13 Jan 2019	Open
Prepare First Day & Week One Agenda	Harry Hire	13 Jan 2019	Open
Order 30 Day Parking Permit	Harry Hire	13 Jan 2019	Open
Schedule your Benefits Orientation	Lucky Kleinschmidt	13 Jan 2019	Open

2. Pay attention to whom the tasks are assigned to in the **Assigned to** column. It is vital for these tasks to be completed in a timely fashion.
3. If the Employee needs to be notified to complete tasks, click on the **Notify Updates** button to send an email reminder to the Employee with instructions on how to complete tasks.



4. **Reminder:** The **W-4** and **K-4** automatically default to Single and Zero in HRIS. Therefore, the departments do not need to complete these forms in person. If the employee wants to update their tax status, they will need to pay attention to the task "**Update Tax Withholdings in Employee Self Service**" which is listed in the First Week category.

5. For the full Electronic Onboarding User Guide, [click here](#).

Hiring Highlight - Why is onboarding important:

- Onboarding programs can improve employee performance by **11.5%**
- Manager satisfaction increases **20%** when employees have formal onboarding training

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