

Go from paper mess to paperless with your new hire documents!


With the All-Aboard New Hire Onboarding system from Alliance Payroll, you can take your organization to a new level of paperless efficiency





Welcome Aboard, Mike! We are excited to have you join our team!

Complete your new hire forms here:

Instructions

- Please visit and complete each of the items in the **Pre-Employment Needs** section below.
- Some items below will ask for your electronic signature.
- After you complete an item you can print it by clicking the  icon.
- Once all items have been completed you will be given the opportunity to download all of the items below in a single PDF file in the **Download** section below.

Pre-Employment Needs

Item	Signature Type Required	Status	Print
Electronic Signature	Information Only	 Redo	
Basic Info	Electronic	To Do	
Employee Handbook	Electronic	Has Prerequisite	
Health Care Exchange Notice	Electronic	Has Prerequisite	
Non-Compete	Electronic	Has Prerequisite	
Tax Credit Survey	Electronic	Has Prerequisite	
I9 Work Authorization	Electronic	Has Prerequisite	
Federal W4	Electronic	Has Prerequisite	
State Withholding	Electronic	Has Prerequisite	
Direct Deposit	Electronic	Has Prerequisite	
MyPay Signup	Electronic	Has Prerequisite	
Final Instructions	Electronic	Has Prerequisite	

SAVE TIME BY USING PAPERLESS NEW HIRE ONBOARDING

By allowing your new hires to complete their onboarding documents in a secure web-based environment, those paper-intensive days are history!

- Ability to complete and electronically sign I9, W4 forms, state withholding election forms
- Web forms in All-Aboard enforce data integrity and completeness
- No more missing data and illegible hand writing
- **Enforces, processes, and manages Work Opportunity Tax Credits (WOTC)**
- Employees can easily sign up for other efficient services such as direct deposit, pay cards and allows employees to sign up for MyPay employee self-service

Once your new team member has successfully completed and submitted their electronic new hire package, All-Aboard Onboarding gets to work:

- Automatically sends notifications to your HR department and/or other managers
- Allows your administrators to review and approve new hire documents online
- Once approved, all necessary employee data flows seamlessly into AllPay with *no manual keying*
- New hire documentation remains in AllPay for the new team member, managers, or administrators to review at any time

Simplify by going paperless with Alliance Payroll Services!

(800) 789-7655 • alliancepayroll.com

