

Onboard Faster by Automating the Busy-Work

Onboarding new employees can be stressful when you're managing it all on your own.

Deadlines, compliance requirements, and hard-to-read handwriting **can overshadow the warm welcome** you'd like to give every new teacher and staff member. But with the right technology, teams can bypass the headaches and simplify the experience.

Take a look at how digitizing processes with **Unified Talent™ Employee Records** simplifies onboarding. Online checklists, digital storage, centralized tracking, automated alerts, and information forwarding combine to create a more positive experience. Say goodbye to the calls, emails, and tedious verifications that hamper traditional, paper-based onboarding processes.



Unified Talent™ Employee Records

"You're hired!"

Annita is hired! Her data is **automatically pulled** from the applicant tracking system into Employee Records.

"Let's start your onboarding."

Employee Records **automatically sends a link to the new-hire checklist**, where Annita can electronically access everything she needs: required forms, information about the school, and even welcome videos.

Done—and staff didn't have to do a thing.

"Welcome aboard!"

Annita completes all of the paperwork online. No printing needed! If Annita misses something or messes up, Employee Records automatically sends reminders or correction alerts. **Done.**

When Annita comes into the school for her I-9 documentation, staff can focus on welcoming her rather than checking and correcting forms.

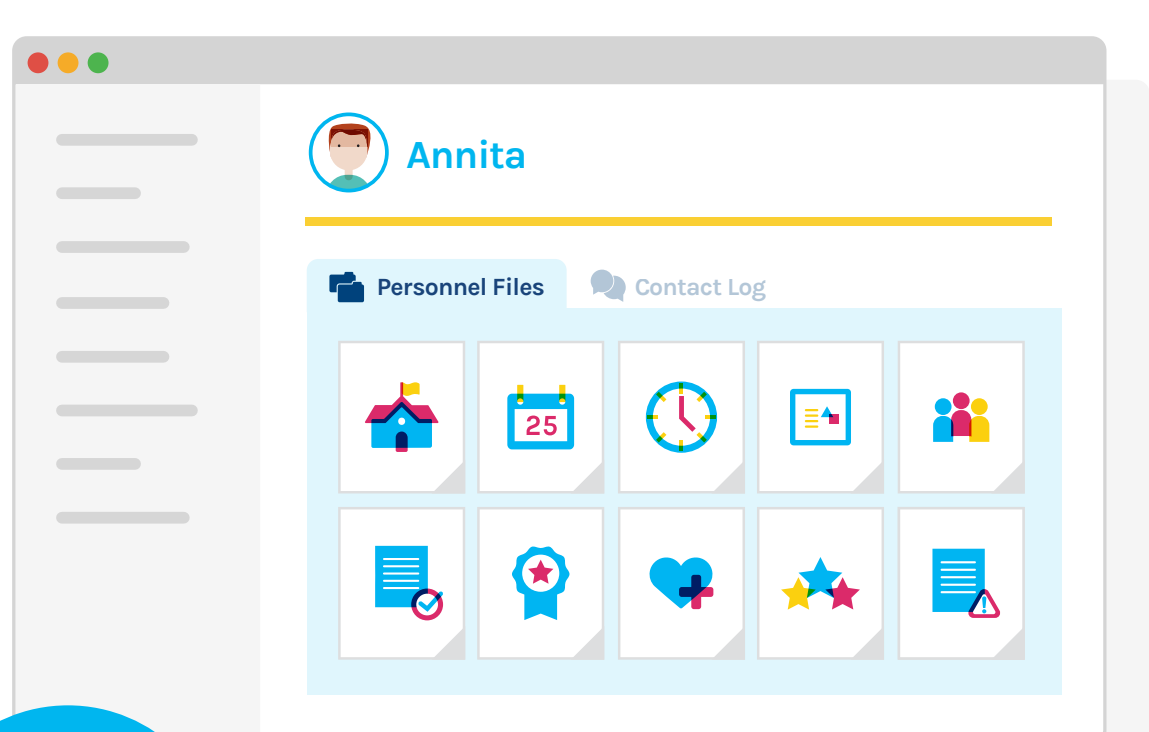
"Let's make sure you're set for your first day!"

As Annita works through her new-hire checklist in Employee Records—like reviewing the employee handbook—the **system automatically tracks and records her progress.**

With the reading done, her **completed forms automatically route electronically to wherever they need to go.** Annita's information entered throughout the process continues to auto-populate across SIS, HR, and payroll systems.

Annita can spend more time focusing on first-day preparations than ensuring her forms are complete and that she'll receive her first paycheck on time.

Now that's easy.



Traditional Route

1

"You're hired!"

Albert is hired! Staff **manually enters his new-hire information** into the staffing record for the onboarding process to begin.

2

"Let's start the paperwork."

Albert receives an email from the school explaining the new-hire paperwork. They then follow-up with a phone call to answer any questions about the process.

The new-hire packet is prepared, then **staff draft and send an email with the new-hire packet attached** for Albert to download, print, and complete.

3

"I have some questions."

Albert requests an appointment to go over a few forms. Staff meets with him to help complete the paperwork.

Oops! We forgot a form in the new-hire packet. Let's dig through the filing cabinets to find a copy, scan it, and print it for Albert to complete. Are there others?



4

"Here's the reading list."

Staff checks in with Albert to make sure he read the employee handbook and other key documents.

Albert didn't receive the handbook. Did it come in the mail? An email? Was he supposed to print it?

Staff sends another email with a link to the handbook.

5

"We're done! Almost..."

Staff verifies once more that all of the forms are complete.

Oops! A signature is missing. Staff calls Albert, leaves a message, and hears back the next morning.

"I'll come by tomorrow ... my printer isn't working."

Once the new-hire packet is finally complete, **staff begins manually entering Albert's employee information** into the payroll system—much of the same information already captured elsewhere.

6

"Where's the filing cabinet key?"

HR staff sorts Albert's completed new-hire forms, then files and delivers them to the appropriate people and departments for processing.

"Is that an 'a' or an 'o'?"

"Sandra says she didn't get Albert's forms, but I'm positive I put them on her desk..."

Staff manually verifies that Albert's name, address, and other information is correct across disparate systems.

You didn't forget anything, did you?

SUCCESS WITH EMPLOYEE RECORDS

Learn how Boerne ISD smoothly transitioned to a totally online system

READ THE CASE STUDY

PowerSchool Unified Talent™ Employee Records is your complete online solution for HR processes and documentation management. Get every tool you need to keep HR running smoothly with e-signatures, document management, and digital workflows. [Learn more about Employee Records >>](#)