



A more human resource.™

# Applicant Onboard

One-time setup of the New Hire/Rehire Template

ADP Workforce Now®



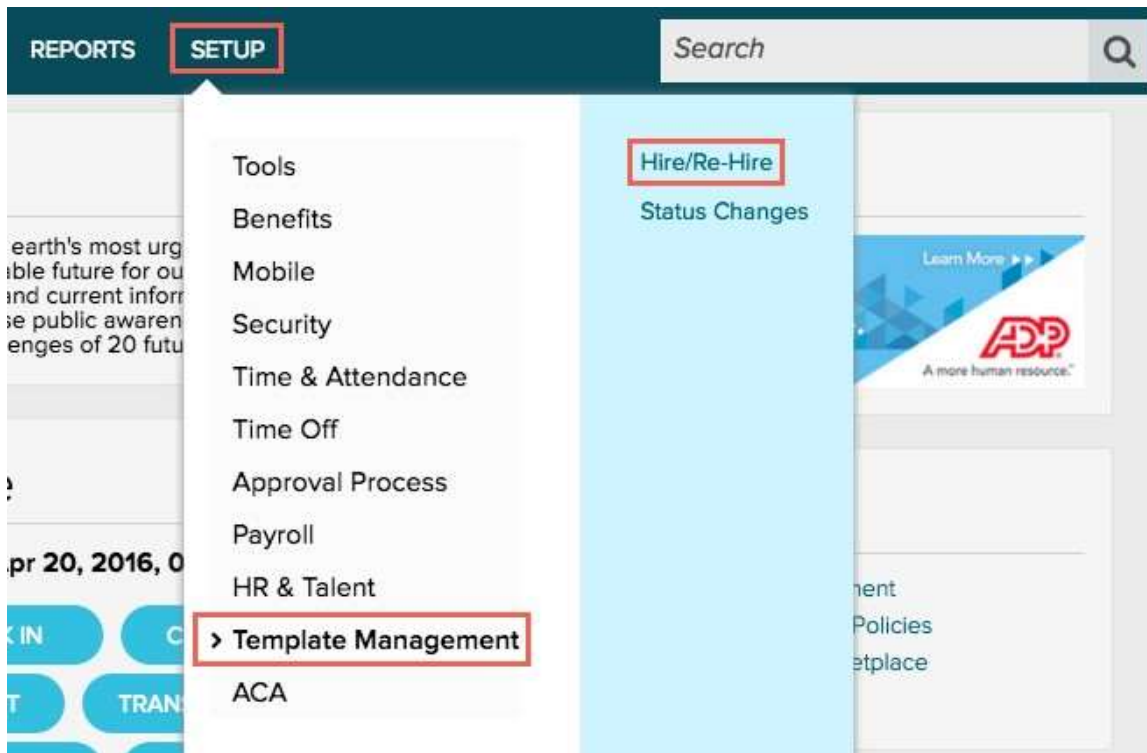
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# Create Applicant Onboard New Hire Template

**Step 1:** Proceed to SETUP > Template Management > Hire/ReHire



**Step 2:** Check the box next to any existing New Hire Template, Click COPY

(If **Applicant Onboard** template exists here, skip to **Step 4**)



**Note:** You may also choose to ADD a new template.

**Step 3:** Enter “Applicant Onboard” in the “Name of New Template” field, Click YES

Copy Template

Copy this new hire template?

TEMPLATE NAME	COUNTRY	ACTIVATED?	CREATION DATE
HR Only (System)	US	Yes	7/3/2013

Name of New Template:

**Step 4:** Click “Yes” to activate the Applicant Onboard Template, Click Applicant Onboard

Hire/Re-Hire

New Hire Templates | Custom Checklists

### Manage New Hire Templates

ADP provides standard New Hire templates. You can copy standard templates and edit them as needed, or create custom templates to reflect your new hire process.

[ADD](#) | [DELETE](#) | [COPY](#)

TEMPLATE NAME	COUNTRY	ACTIVATED?	CREATION DATE
<input type="checkbox"/> Applicant Onboard	US	<input checked="" type="radio"/> Yes <input type="radio"/> No	4/20/2016
<input type="checkbox"/> HR + Payroll (System)	US	<input checked="" type="radio"/> Yes <input type="radio"/> No	7/3/2013
<input type="checkbox"/> HR + Payroll + Time (System)	US	<input checked="" type="radio"/> Yes <input type="radio"/> No	7/3/2013
<input type="checkbox"/> HR + Time (System)	US	<input checked="" type="radio"/> Yes <input type="radio"/> No	7/3/2013
<input type="checkbox"/> HR Only (System)	US	<input checked="" type="radio"/> Yes <input type="radio"/> No	7/3/2013
<input type="checkbox"/> International (System)	Internation...	<input checked="" type="radio"/> Yes <input type="radio"/> No	7/3/2013

**Step 5: Click Assign Users, choose both profiles under ALL STEPS – ASSIGN PROFILE(S)**

Hire/Rehire ? ↗

- Name Template
- Select Steps
- Select Fields
- Order Steps
- Assign Users
- Set Notifications
- Confirm Selections

**Template Name:** Applicant Onboard

Select the profile(s) of user(s) who can enter information for the steps in this template. If you plan to enter new hire information, be sure to select your profile. Any user in a profile can enter information for the assigned step(s).

**ALL STEPS - ASSIGN PROFILE(S)**

All new hire information will be entered by a user in the profile(s):

VIEW USERS IN SELECTED PROFILES ▾

- Practitioner
- Profile for system users established by Marketplace Data Connector applications

**Step 6: Click Confirm Selections, Click DONE**

Hire/Rehire ? ↗

- Name Template
- Select Steps
- Select Fields
- Order Steps
- Assign Users
- Set Notifications
- Confirm Selections

**Template Name:** Applicant Onboard

Verify your template selections, and then click Done to create the template.

**1- PERSONAL**

Entered by: **Practitioner or Profile for system users established by Marketplace Data Connector applications**

<input type="checkbox"/> Hire Date *	<input type="checkbox"/> Birth Date *	<input type="checkbox"/> Zip/Postal Code
<input type="checkbox"/> Reason for Hire *	<input type="checkbox"/> Use as Legal Address *	<input type="checkbox"/> County
<input type="checkbox"/> Associate ID *	<input type="checkbox"/> Country *	<input type="checkbox"/> Home Phone
<input type="checkbox"/> Company Code *	<input type="checkbox"/> Address 1 *	<input type="checkbox"/> Home Fax
<input type="checkbox"/> Correspondence Language	<input type="checkbox"/> Address 2	<input type="checkbox"/> Personal Cell
<input type="checkbox"/> Tax ID Type *	<input type="checkbox"/> Address 3	<input type="checkbox"/> Personal Pager
<input type="checkbox"/> Applied For *	<input type="checkbox"/> City *	<input type="checkbox"/> Home Email
<input type="checkbox"/> Tax ID *	<input type="checkbox"/> State/Province/Territory *	<input type="checkbox"/> Use For Notification
<input type="checkbox"/> Salutation	<input type="checkbox"/> Zip/Postal Code *	<input type="checkbox"/> Marital Status
<input type="checkbox"/> First Name *	<input type="checkbox"/> County	<input type="checkbox"/> Effective Date
<input type="checkbox"/> Middle Name	<input type="checkbox"/> Use as Legal Address	<input type="checkbox"/> Tobacco User *
<input type="checkbox"/> Last Name *	<input type="checkbox"/> Country	<input type="checkbox"/> Medicare *

CANCEL PREVIOUS NEXT **DONE**

# Continue the Hire/ReHire Process

After posting an applicant into the New Hire Wizard, the delegated user should see the CONTINUE button to continue the Hire/ReHire process.

Hire/ReHire ⓘ 📺 ↗

Complete your Assigned Steps

**Template Name :** Applicant Onboard - US    **Name :** Walker, Joe    **Paid :** No    **Time Tracking :** No

Review the completed steps for this employee below. Click Continue to complete your assigned steps.

STEP	STATUS	UPDATED	CONTRIBUTOR	ACTION
Personal	Incomplete	04/20/2016 05:19:36 P...	Marketplace, ADP	<b>▶ CONTINUE</b> DELEGATE
Employment	Incomplete	04/20/2016 05:19:36 P...	Marketplace, ADP	
Payroll	Incomplete	04/20/2016 05:19:36 P...	Marketplace, ADP	

Assign Checklist +

Checklists Already Assigned +

CLOSE