

How to Initiate a New Hire in iSolved Onboarding

1. Navigate to Employee Admin Tools -> Employee Administration -> Pending Employees.  
   Graphical user interface, text

   Description automatically generated
2. Click on + Initiate Onboarding  
   A picture containing graphical user interface

   Description automatically generated
3. Fill in the required fields and then click Save.  
   Graphical user interface

   Description automatically generated with medium confidence  
   Note: If you enter information in the Birth Date, SSN, or Hire Date fields, the system will generate a warning if those fields match the same fields for an existing employee (active or terminated) to help prevent you from accidentally onboarding an employee that should be a re-hire/re-board.