

How to Manage the Pending Employee Dashboard

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

   Description automatically generated
2. Under the Status column, you will see one of two statuses:  
   Graphical user interface, application

   Description automatically generated
   1. Assigned to Me - The employee has completed the onboarding wizard and is ready for you to finalize onboarding.
   2. Waiting on Employee - The employee has not completed the onboarding wizard yet.
3. Under the Actions column, click on the ellipsis (…) next to an employee’s name. You will be presented with a few options:  
   Graphical user interface, text, application

   Description automatically generated
   1. Client New Hire Wizard – Only available if the employee has completed the onboarding wizard. Re-directs you to the New Hire Wizard to finalize the onboarding of the employee and complete the hiring process.
   2. Resend Activation Email – Sends the onboarding activation e-mail to the employee again.
   3. Delete Pending Employee – Stops the onboarding process and removes the employee from the onboarding system.