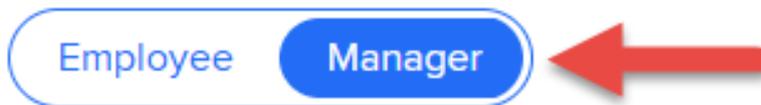


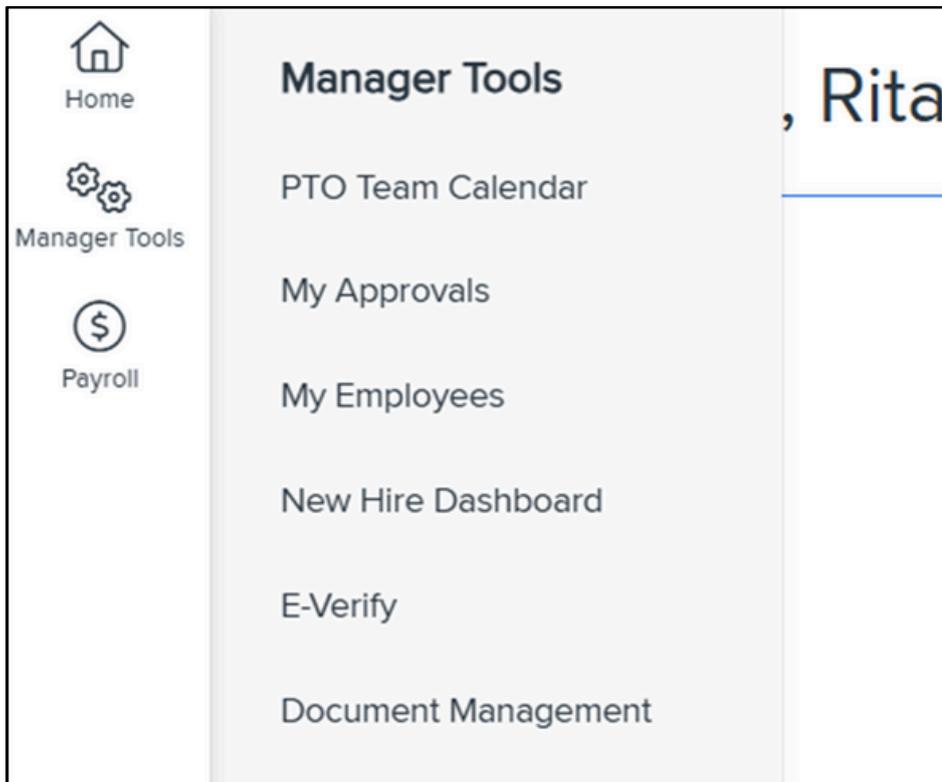
Manager Portal

Hiring a New Employee Using the New Hire Dashboard

Log into the Employee Portal and then toggle to the manager portal.



- Select the Manager Tools menu on the left side of the screen
- Select New Hire Dashboard under the Manager Tools menu
- Select New Hire Employee to enter an employee into the system



Enter a New Hire

- Complete the Employee Personal Information section
- Complete the Employment Details section for the following fields:
 - Work Location
 - Employer ID
 - Benefit Group
 - Employment Status
 - Position
 - Start Date
 - Employee Type
- Complete the Pay Details section for the following fields:
 - Pay Group
 - Standard Hours
 - Pay Rate
 - Pay Rate Basis
 - Pay Method

New Hire Dashboard > New Hire Form

New Hire Form

* Required

Employee Personal Info

* First Name:

* Last Name:

* Personal Email Address:

Mobile Phone:

[Show Additional Fields \(5\)](#)

Employment Details

* Work Location:

* Employer ID: Kelsey's PEO

* Benefit Group: PRIMARY

* Employment Status:

* Position:

* Hire Type:

* Employee Type:

* Start Date:

[Show Additional Fields \(1\)](#)

Employee Pay Details

* Pay Method:

Pay Rate Basis*: Hourly

* Standard Hours:

* Pay Rate:

* Pay Group:

New Hire

Space Man

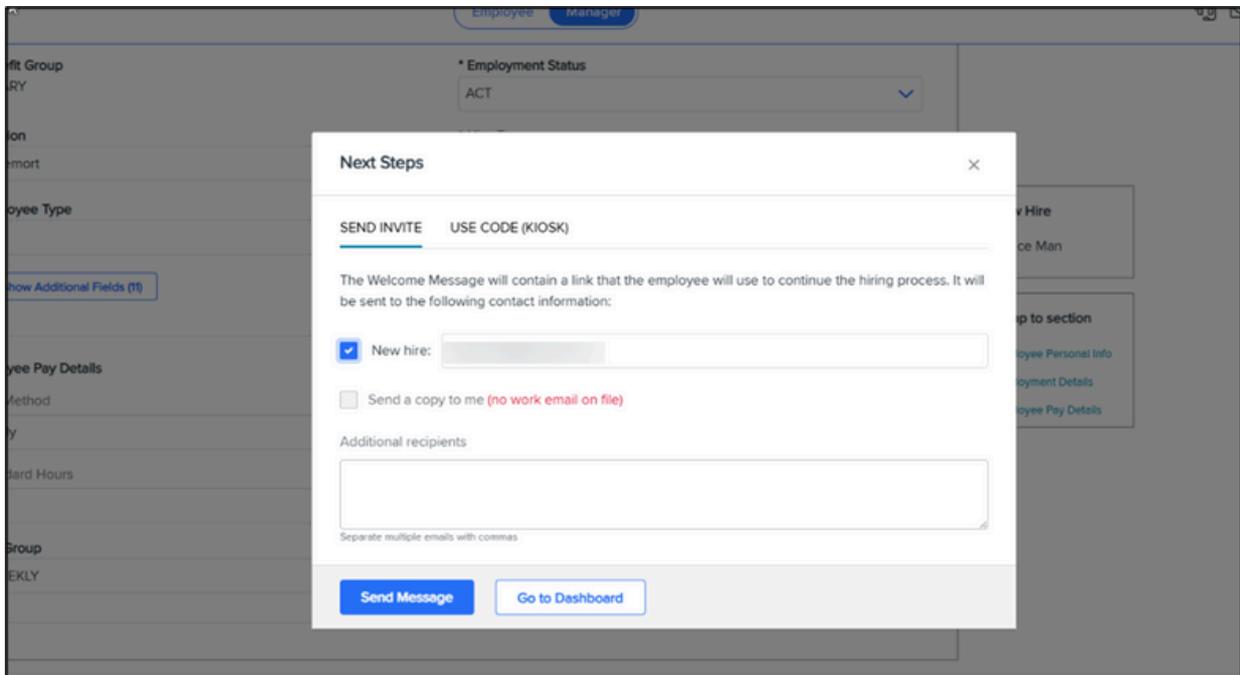
Jump to section

[Employee Personal Info](#)

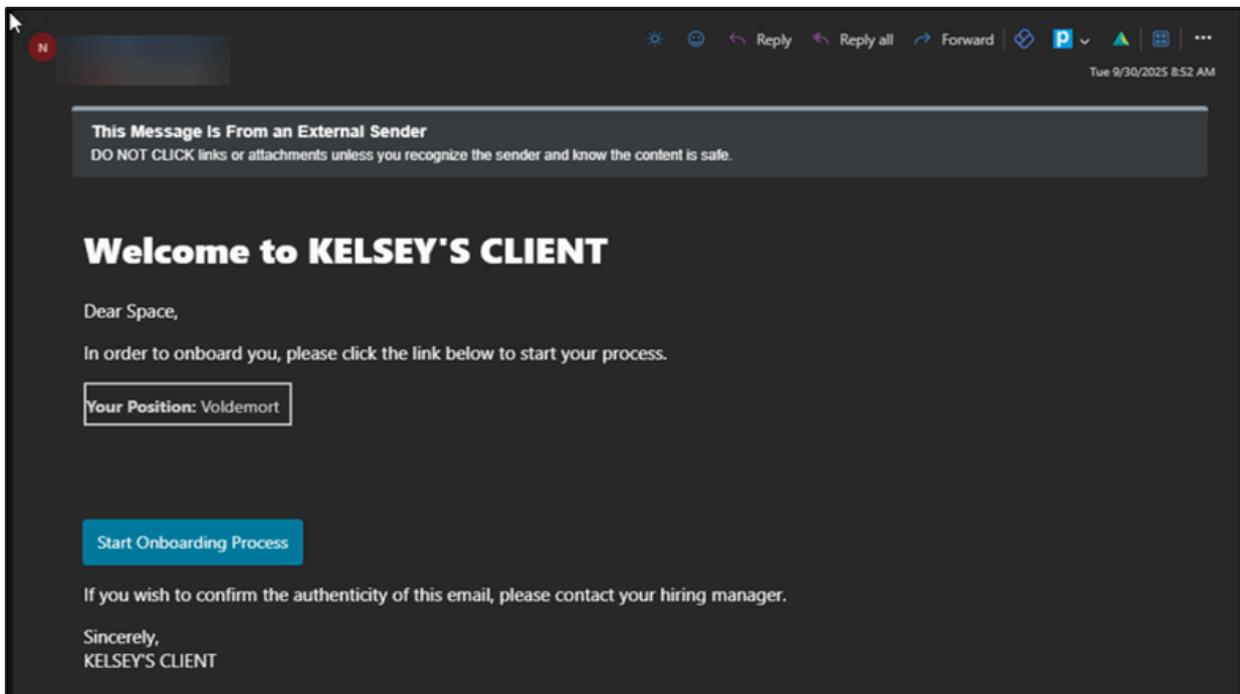
[Employment Details](#)

[Employee Pay Details](#)

Finally, click Save and the following dialog box will appear. Here you can send the invite to the employee's personal email address.



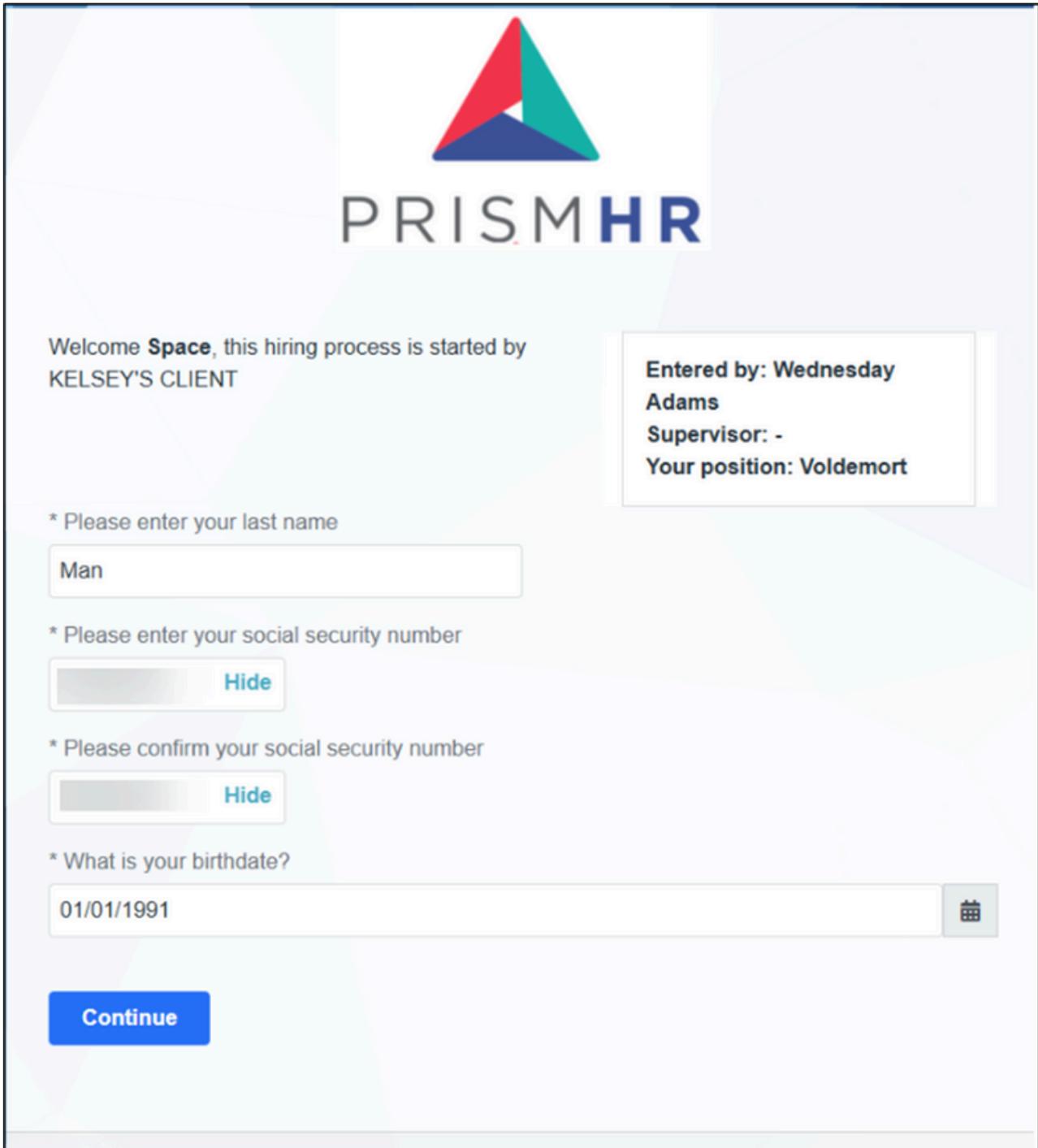
The employee will receive a Welcome onboard email. Here, the employee will need to select the "Start Onboarding Process" link.



Once the link is clicked, they will be taken to the onboarding process.

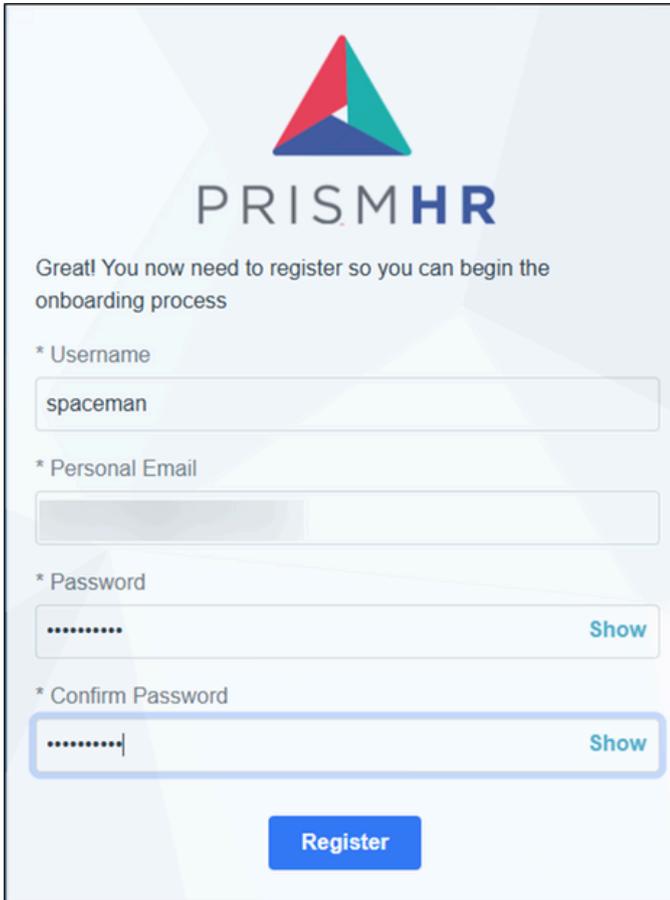
On the first screen of the onboarding process, the employee will enter their Last Name, SSN (twice), and Birthdate.

Once the information is entered, the employee can click Continue to move into onboarding.

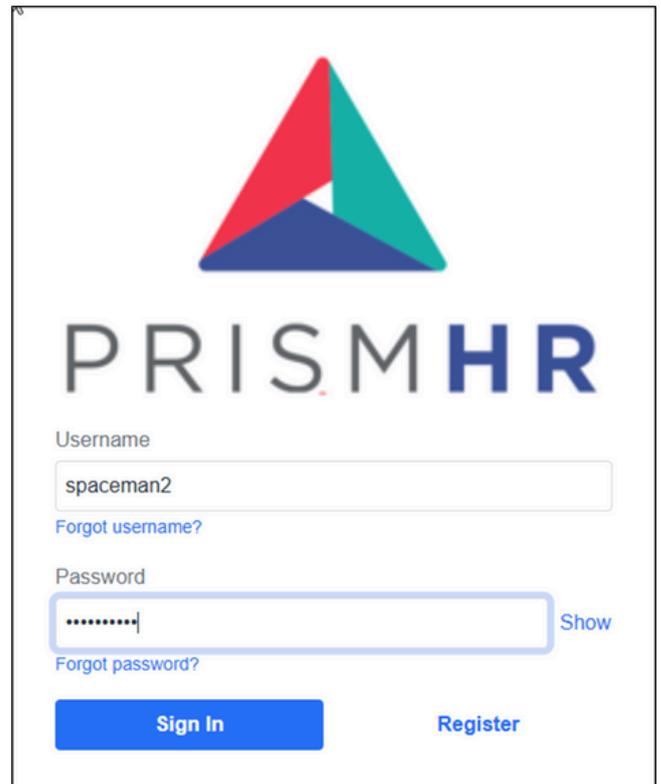


The screenshot shows the PRISM HR onboarding interface. At the top center is the PRISM HR logo, which consists of a stylized triangle with red, green, and blue sections above the text "PRISM HR". Below the logo, a welcome message reads: "Welcome **Space**, this hiring process is started by KELSEY'S CLIENT". To the right of this message is a white box containing the following information: "Entered by: Wednesday Adams", "Supervisor: -", and "Your position: Voldemort". The form contains four required fields, each with an asterisk: 1. "Please enter your last name" with a text input field containing "Man". 2. "Please enter your social security number" with a masked input field and a "Hide" button. 3. "Please confirm your social security number" with another masked input field and a "Hide" button. 4. "What is your birthdate?" with a date input field containing "01/01/1991" and a calendar icon. At the bottom left of the form is a blue "Continue" button.

Next, the employee will arrive at the Employee Portal login page. Once they register and log in, they will be able to complete their onboarding.

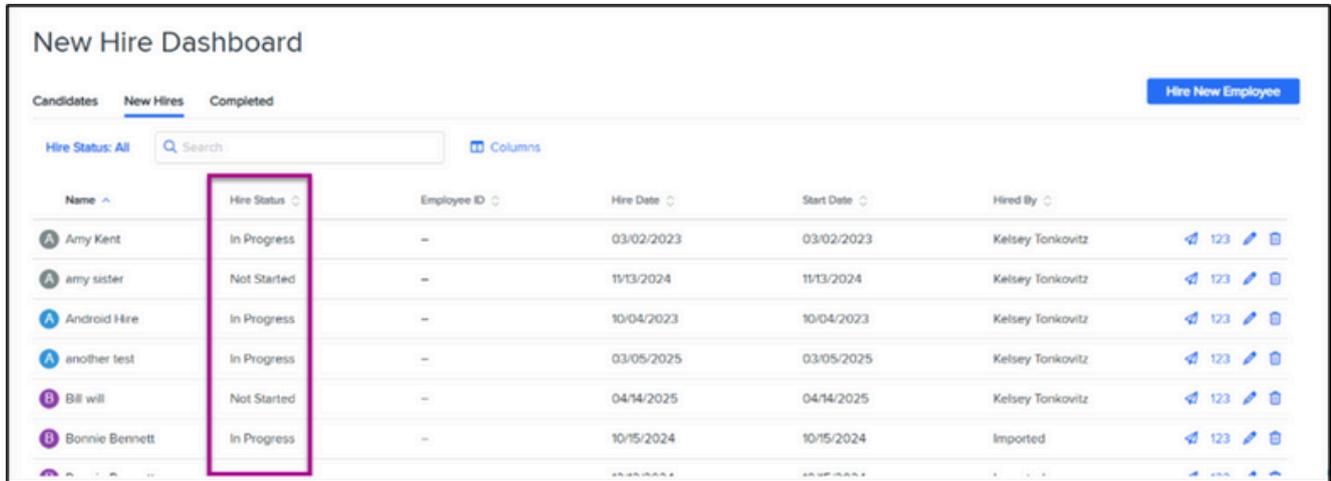


The registration form features the PRISMHR logo at the top, followed by a message: "Great! You now need to register so you can begin the onboarding process". Below this are four required fields: Username (containing "spaceman"), Personal Email (empty), Password (masked with dots and a "Show" link), and Confirm Password (masked with dots and a "Show" link). A blue "Register" button is positioned at the bottom center.



The login form features the PRISMHR logo at the top, followed by the text "PRISMHR". Below this are two input fields: Username (containing "spaceman2") and Password (masked with dots and a "Show" link). Each field has a corresponding "Forgot" link below it: "Forgot username?" and "Forgot password?". At the bottom, there are two blue buttons: "Sign In" and "Register".

Finally, when logged into the Employee Portal as a manager, you can review the employee's onboarding progress by going to the New Hire Dashboard to review their Hire Status. This will tell you if the employee has started, is in progress, or has finished their onboarding.



Name	Hire Status	Employee ID	Hire Date	Start Date	Hired By	
Amy Kent	In Progress	-	03/02/2023	03/02/2023	Kelsey Tonkovitz	123
amy sister	Not Started	-	11/13/2024	11/13/2024	Kelsey Tonkovitz	123
Android Hire	In Progress	-	10/04/2023	10/04/2023	Kelsey Tonkovitz	123
another test	In Progress	-	03/05/2025	03/05/2025	Kelsey Tonkovitz	123
Bill will	Not Started	-	04/14/2025	04/14/2025	Kelsey Tonkovitz	123
Bonnie Bennett	In Progress	-	10/15/2024	10/15/2024	Imported	123