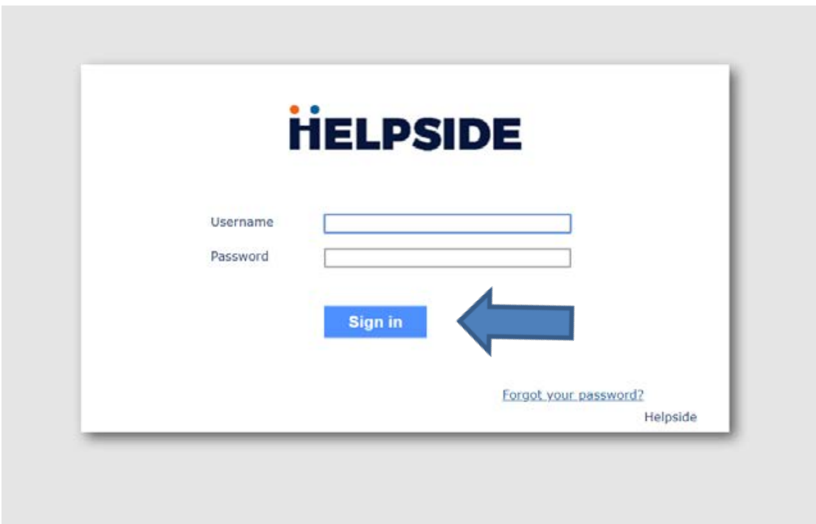
ONBOARDING PAPERWORK FOR NEW AND REHIRED EMPLOYEES

Our online DocuSign New Hire Onboarding Process allows new and rehired employees and their worksite managers to complete the necessary paperwork to set up the employee in the Helpside payroll system.

Worksite managers can email the link for new hire or rehire paperwork to employees through the Manager Self Service (MSS) portal on our website.



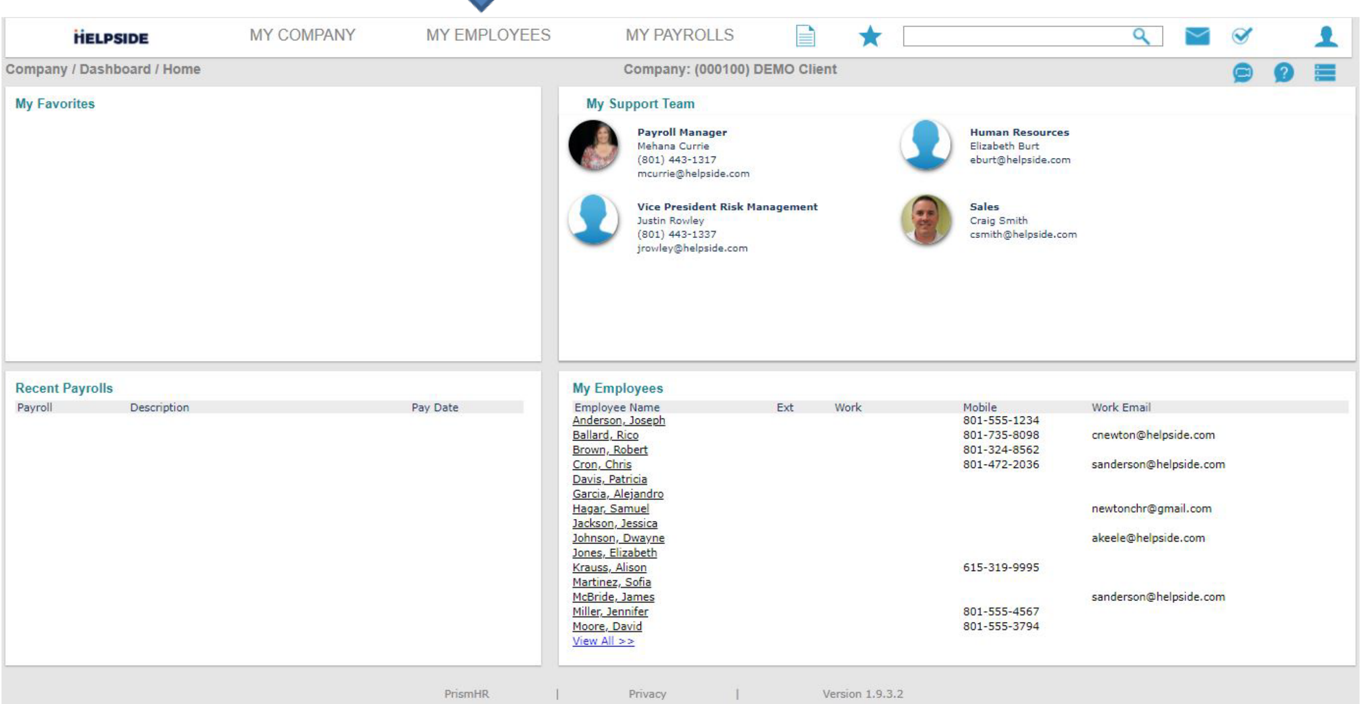
Go to: www.helpside.com

Click on **Employer** and then **MSS**

Enter your username and password

Click on: **Sign in**

After logging in, you will be taken to the main Dashboard seen below. Click on **My Employees.**

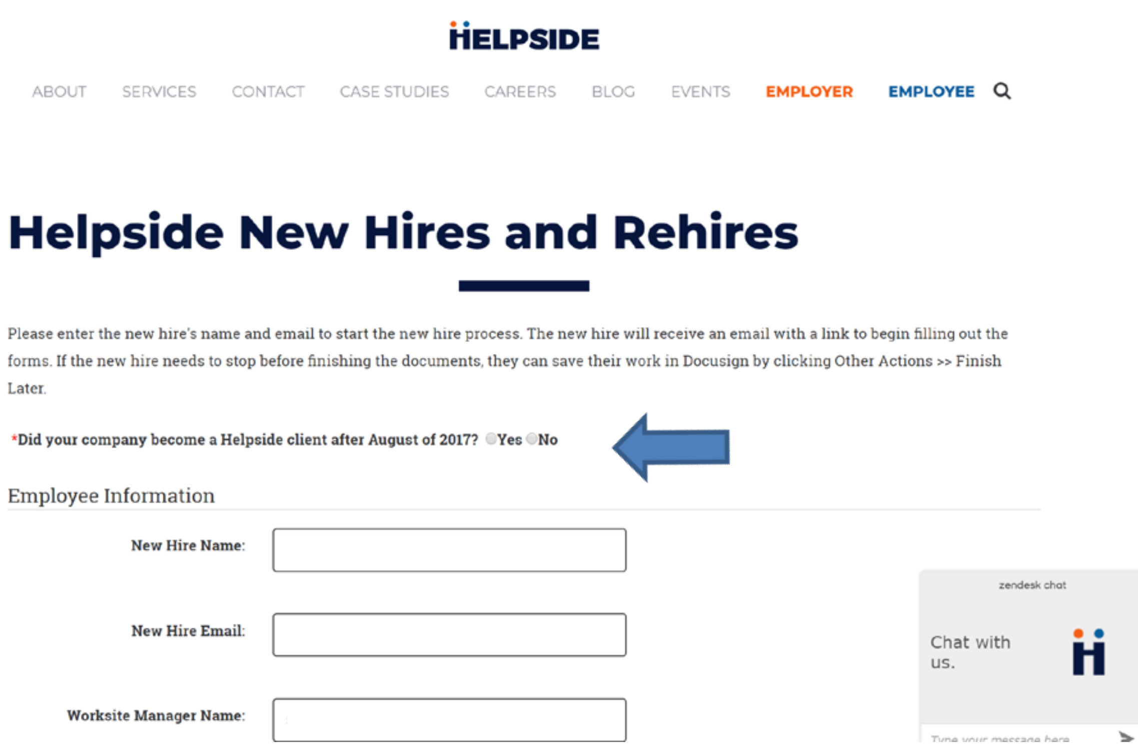


This will pull up a drop-down list of available options.

Click on **Docusign New Hires and Rehires** under the HR Action section.

This will take you to a page on the Helpside website where you can enter the information for your new employee. Your name, email address and your Payroll Specialist's email address will automatically be populated into the form.

First, answer whether your company began working with Helpside after August 2017.



Then, select which type of hire the employee is.

Is this employee a New Hire or a Rehire?

- Rehire who worked for the company within the last 90 days.
- Rehire who worked for the company more than 90 days ago.
- New Hire who has never worked for the company before.

Enter the employee's name and email address and click **Submit**.

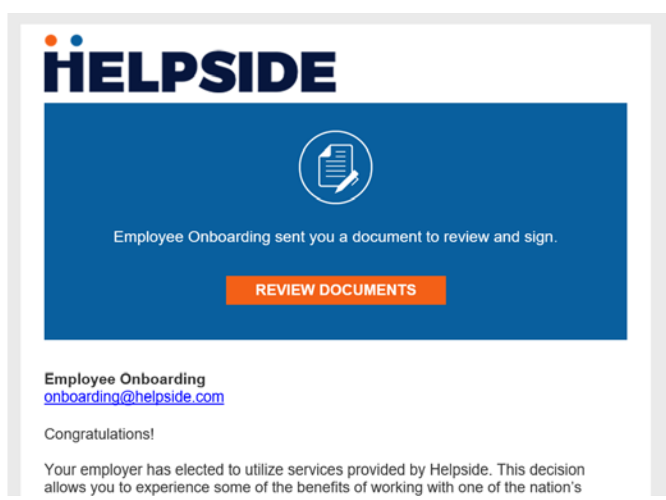
Employee Information

New Hire Name:

New Hire Email:

Now you need to wait until the employee completes their portion of the paperwork for you to continue. You will receive an email from DocuSign when the employee section is complete.

The employee will receive an email from DocuSign (dse_na3@docusign.net) with a link to start the new hire paperwork. The employee should click on **Review Document** in the email to begin.


HELPSIDE

Employee Onboarding sent you a document to review and sign.

REVIEW DOCUMENTS

Employee Onboarding
onboarding@helpside.com

Congratulations!

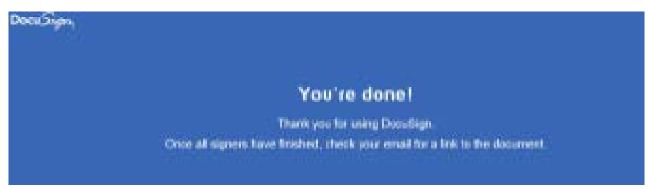
Your employer has elected to utilize services provided by Helpside. This decision allows you to experience some of the benefits of working with one of the nation's

ONBOARDING PAPERWORK FOR NEW AND REHIRED EMPLOYEES

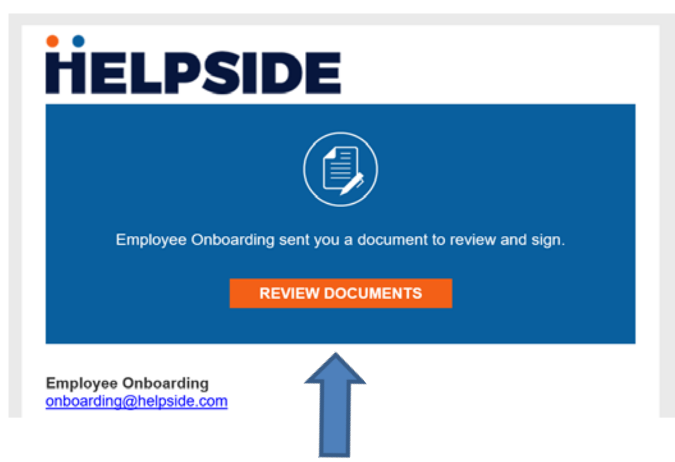
This link will bring the employee to the DocuSign website where they will click on **Continue** to begin.

If an employee needs to stop completing the forms and come back to them later, click on **Other Actions** and then choose **Finish Later** from the drop-down menu.

All required fields must be completed in order to continue with the process.



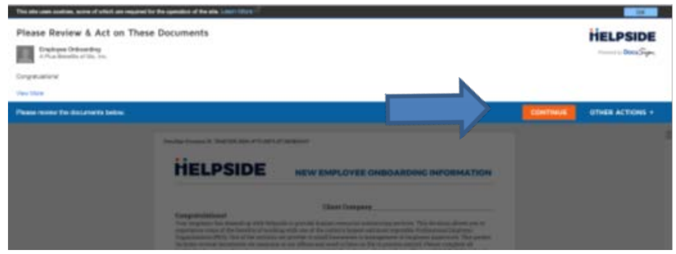
When the employee completes their paperwork, the worksite manager will receive an email from DocuSign (dse_na3@docusign.net) with a link to complete their portion. Click on **Review Document** in the email to begin.



ONBOARDING PAPERWORK FOR NEW AND REHIRED EMPLOYEES

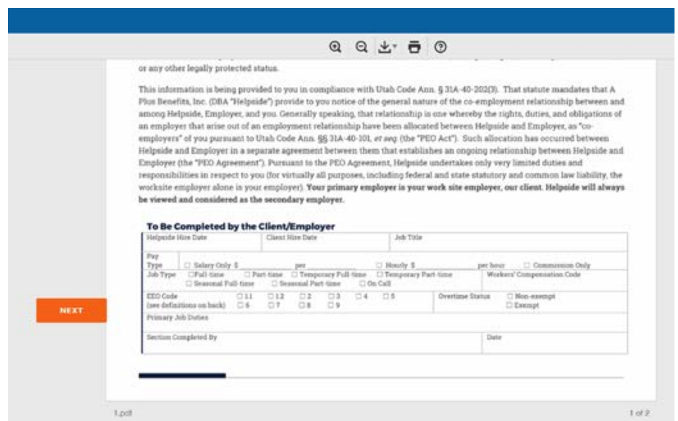
This link will bring the worksite manager to the DocuSign website to begin completing their sections of the employee paperwork.

Click on **Continue** to begin.



All required fields must be completed in order to continue with the process.

Once the worksite manager completes all of the required fields, the forms will automatically be sent to Helpside for processing.



If you have any questions about the employee onboarding process, please contact a member of the Client Success team at Helpside at 1-800-748-5102 or service@helpside.com.