

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**.



Employee Name	Ext	Work	Mobile	Work Email
Anderson, Joseph			801-555-1234	
Ballard, Rico			801-735-8098	oneyton@helpside.com
Brown, Robert			801-324-8562	
Cron, Chris			801-472-2036	sanderson@helpside.com
Davis, Patricia				
Garcia, Alejandro				
Hagar, Samuel				newtonchr@gmail.com
Jackson, Jessica				
Johnson, Dwayne				akeele@helpside.com
Jones, Elizabeth				
Krauss, Alison			615-319-9995	
Martinez, Sofia				
McBride, James				sanderson@helpside.com
Miller, Jennifer			801-555-4567	
Moore, David			801-555-3794	

- HR | Change
 - Employee Details
 - Employee Flexible Spending Accounts
 - Event Categories
 - FMLA Events
 - OSHA Cases
- HR | View
 - Employee Benefit Overview
 - Employee Flexible Spending Accounts Inquiry
 - Employee PTO Registers
 - Employee Retirement Plan Register
 - Employee Tax Deferral Register
 - Organization Chart
 - Pay History
 - Position History
- HR | Action
 - DocuSign New Hires and Rehires
 - PTO Register Enrollment

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.

The screenshot shows the Helpside website navigation bar with links for ABOUT, SERVICES, CONTACT, CASE STUDIES, CAREERS, BLOG, EVENTS, EMPLOYER, and EMPLOYEE. The main heading is "Helpside New Hires and Rehires". Below the heading is a paragraph of instructions: "Please enter the new hire's name and email to start the new hire process. The new hire will receive an email with a link to begin filling out the forms. If the new hire needs to stop before finishing the documents, they can save their work in DocuSign by clicking Other Actions >> Finish Later." Below this is a question: "Did your company become a Helpside client after August of 2017?" with radio buttons for "Yes" and "No". A blue arrow points to the "No" option. Below the question is a section titled "Employee Information" with three input fields: "New Hire Name:", "New Hire Email:", and "Worksite Manager Name:". A blue arrow points to the "New Hire Name" field. In the bottom right corner, there is a "zendesk chat" widget with the text "Chat with us." and the Helpside logo.

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**.

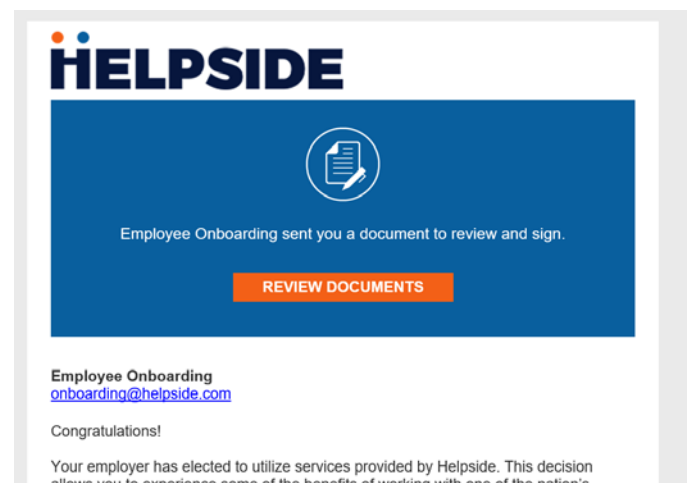
Employee Information

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.



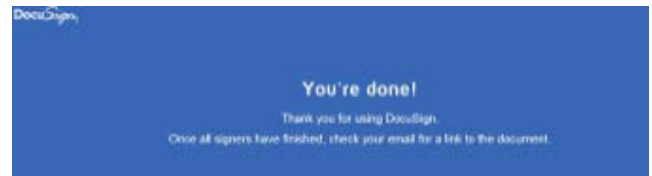
This link will bring the employee to the DocuSign website where they will click on **Continue** to begin.



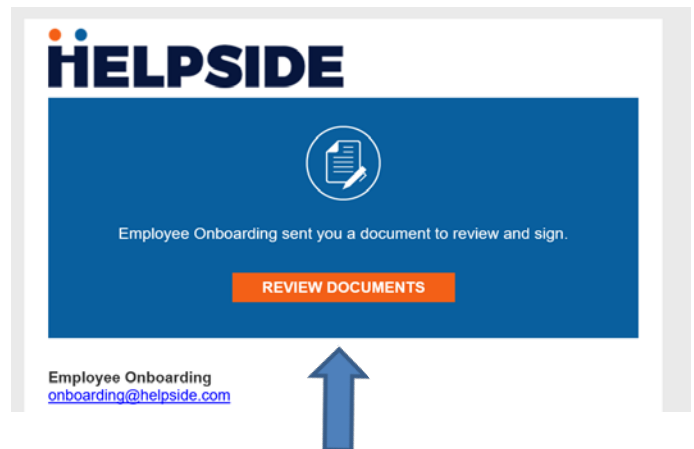
If an employee needs to stop completing the forms and come back to them later, click on **Other Actions** and then choose **Finish Later** from the drop-down menu.



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

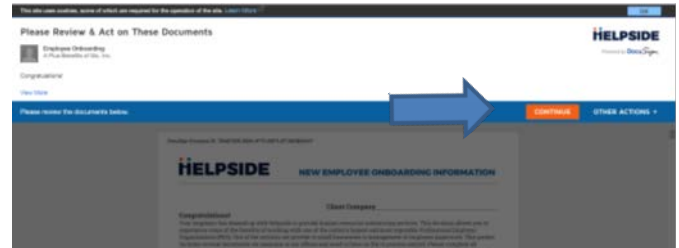


When the employee completes their paperwork, the worksite manager will receive an email from DocuSign (dse_na3@docusign.net) with a link to complete their portion. Click on **Review Document** in the email to begin.



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.

A screenshot of a form titled 'To Be Completed by the Client/Employer'. The form contains several sections: 'HELPSIDE HIRE DATE', 'CLIENT HIRE DATE', and 'JOB TITLE'. Below these are fields for 'Pay' (Salary Only \$, Hourly \$, Commission Only), 'JOB-Type' (Full Time, Part time, Seasonal Full Time, Seasonal Part Time, Temporary Full Time, Temporary Part Time, On Call, Weekend/Compensation Code), 'EEO Code' (1-8), 'Overseas Status', 'Non-exempt', and 'Exempt'. There are also checkboxes for 'Full Time', 'Part time', 'Seasonal Full Time', 'Seasonal Part Time', 'Temporary Full Time', 'Temporary Part Time', 'On Call', 'Weekend/Compensation Code', 'Non-exempt', and 'Exempt'. A 'NEXT' button is visible on the left side of the form.

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.