

Deluxe Onboarding is a fast, easy, and compliant way to onboard new hires electronically.

New hires can complete:

- Federal and state documentation including Forms I-9 and W-4
- Employee handbook
- Direct deposit information
- Work Opportunity Tax Credit documentation
- Equal Employment Opportunity information
- Customized onboarding forms

Why does my business need an electronic onboarding system for new hires?

With Deluxe Onboarding, you can send out an onboarding packet to a new hire in just a few seconds. As the new hire completes their documentation, it's stored securely in the cloud. With Deluxe Onboarding, you can eliminate all paperwork from the employee onboarding process.

Are there penalties for not keeping onboarding documents?

Yes, and the penalties can be severe. For example, The U.S. Immigration and Customs Enforcement may penalize employers up to \$1,100 per violation for failing to produce a Form I-9.

Does Deluxe Onboarding have the ability to add customized onboarding documents?

Yes, employers may add an unlimited amount of customized onboarding documents.

Can new hires complete their onboarding forms on their mobile devices?

Yes, Deluxe Onboarding is mobile optimized.

Onboard a New Hire in 3 Steps:

STEP 1

Enter the new hire's name and email address

 Name

Daniel Rao

 Email

Daniel.Rao@e-hps.com

 Add Employee

- ✓ Personal Information (address, emergency contact, phone etc)
- ✓ I-9 / Eligibility Verification Documents (driver license, passport etc)
- ✓ W-4 / Tax
- ✓ Payroll Information (routing, account number, bank)
- ✓ Work Opportunity Tax Credit
- ✓ Employee Handbook
- ✓ Health Insurance Marketplace
- ✓ Coverage Options

STEP 3

Your new hire will receive a welcome email that will contain a link to begin their onboarding process

STEP 2

Select the documents you'd like to include in your new hire's onboarding packet

Email

Onboarding Documents

 Deluxe
to me ▾

Hello Jen,

Congratulations on your new career!

Please click on the following link to begin your onboarding process:
<http://www.deluxe-hr.com/secure/jensmith>

Thanks,

The Deluxe Team
888-XXX-XXXX