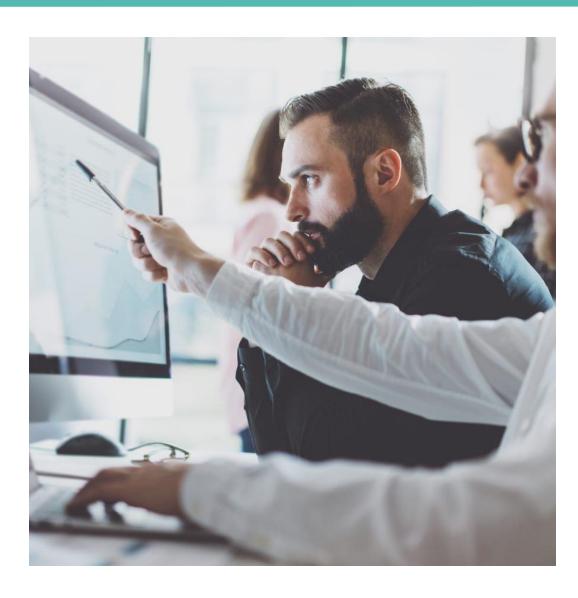


### Course Outline | **Definitiv Onboarding Module Webinar**



# Do you want a more manageable and convenient way to get new hires onboarded?

This course is designed for HR managers who are responsible for onboarding new employees. This Webinar provides a detailed demonstration of the onboarding module and the process from start to finish.

## What does this course cover?

- Introduction to Onboarding.
- Overview of Roles and Permission settings.
- Overview and creation of Document types.
- Creating Onboarding templates.
- Overview of the Onboarding settings.
- Starting a new Employee Onboarding

- process.
- Demonstration of what employee receives and is required to complete.
- Employee submit process.
- Approving the Onboarding process.
- Completing the employee record.

#### **Target audience**

Payroll Managers, HR Managers, and outsourcing customers who are new to Definitiv or have recently added the onboarding module.

## What do you need to know?

The expectation is that attendees have an existing understanding of their onboarding processes and knowledge of Definitiv.

## Delivery method and duration

Attend a 60 minutes webinar delivered via GoTo Webinar, with access to webinar recording post the live session.