

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.