## New Hire Tasks – Sending a Reminder

1. Did you know you can send a new hire an email reminder to complete their onboarding tasks? From your dashboard, simply go to the Offer Tile > Find the new hire's name > Click 'View All Tasks' at the far right. A new screen will open, shown below.

2. Click on the **Notify Updates** button. An email reminder will be sent to the Employee with instructions on how to complete the tasks in their applicant portal.
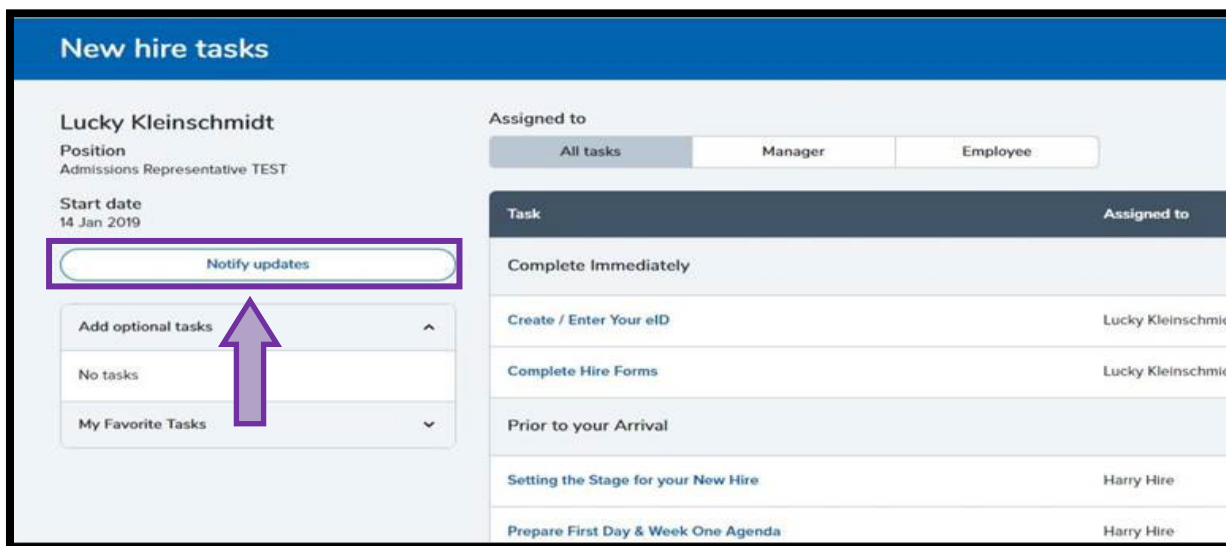


3. **Reminder:** The **W-4** and **K-4** automatically default to Single and Zero in HRIS. Therefore, the departments do not need to complete these forms in person. If the employee wants to update their tax status, they will need to pay attention to the task "***Update Tax Withholdings in Employee Self Service***" which is listed in the First Week category.

If you have questions, please contact your Talent Acquisition Strategic Partner.

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**Hiring Highlight - Why is onboarding important:**

➤ Onboarding programs can improve employee performance by **11.5%**
➤ Manager satisfaction increases **20%** when employees have formal onboarding training

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