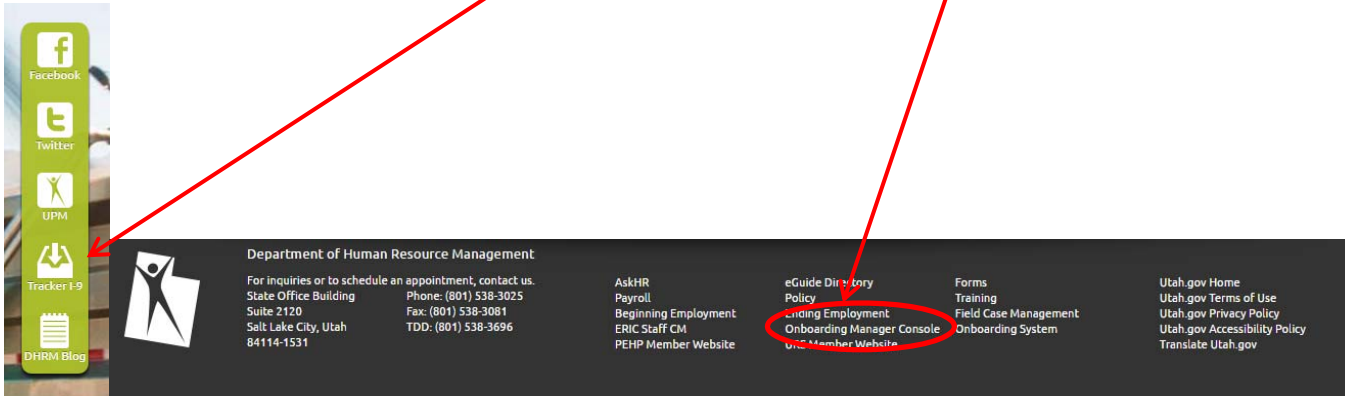
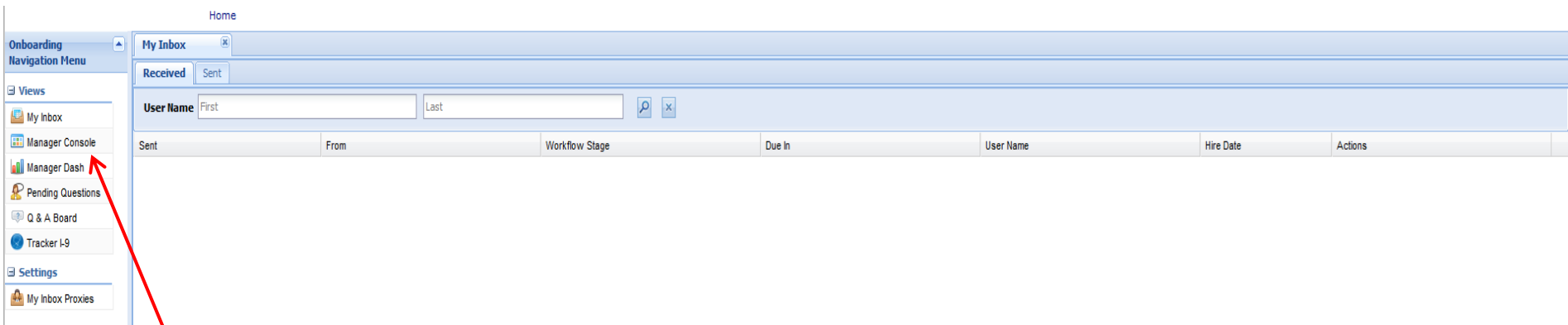


Log in to the onboarding system (use the Tracker I9 link) or the Onboarding Manger Console link



This is the main screen a manager will see.



Click on Manager Console

Home

My Inbox | Manager Console

All Tours... | Tour Status... | Tour Schedule... | Workflow Status... | Group... | Name First | Last

Name	Tour	Ver	Tour Status	Progress	%	Tour Due Date	Workflow Status	Data Status	Actions
ABBEY FLORA	Welcome to State Employment	1	Complete	Completed 10 of 10	100%	04/02/2016	Sent	Sent	[Icons]
CHRISTINA MOE	Completing the Hiring Process	2	Complete	Completed 9 of 9	100%	03/02/2016	Sent	Sent	[Icons]
CHRISTINA MOE	Welcome to State Employment	1	Not Started	Completed 0 of 10	0%	03/05/2016	Sent	Sent	[Icons]
ELORA FENTON	Completing the Hiring Process	2	Not Started	Completed 0 of 9	0%	08/03/2016	Pending	Pending	[Icons]
ELORA FENTON	Welcome to State Employment	1	Not Started	Completed 0 of 10	0%	08/06/2016	Pending	Pending	[Icons]
JOSHUA FARLEY	Completing the Hiring Process	2	Complete	Completed 9 of 9	100%	01/20/2016	Sent	Sent	[Icons]
JOSHUA FARLEY	Welcome to State Employment	1	Complete	Completed 10 of 10	100%	07/23/2016	Sent	Sent	[Icons]
JULIUS FAAMATAU	Completing the Hiring Process	2	Complete	Completed 9 of 9	100%	07/20/2016	Sent	Sent	[Icons]
JULIUS FAAMATAU	Welcome to State Employment	1	Complete	Completed 10 of 10	100%	07/23/2016	Sent	Sent	[Icons]
LAURYN PHILLIPS	Welcome to State Employment	1	Complete	Completed 10 of 10	100%	07/10/2016	Sent	Sent	[Icons]
MELANIE CRAGHEAD	Welcome to State Employment	1	Complete	Completed 10 of 10	100%	07/10/2016	Sent	Sent	[Icons]
MELANIE TAUFA	Completing the Hiring Process	2	Complete	Completed 9 of 9	100%	02/18/2016	Sent	Sent	[Icons]
MELANIE TAUFA	Welcome to State Employment	1	Not Started	Completed 0 of 10	0%	02/21/2016	Sent	Sent	[Icons]

Page 1 of 2 | Displaying 1 - 20 of 21

All the employees that are in various stages will show in the console. If it is **green** it means they are within the deadlines to complete the tours. If it is **yellow** they are nearing the deadline. If they are **red** they are past due.

You can search for as specific employee by typing part or all of their name in these fields. Then click the search button. This feature is nice when you have a lot of employees in your console.

My Inbox | Manager Console

All Tours... | Tour Status... | Tour Schedule... | Workflow Status... | Group... | Name juli | faa | [Search] [X]

Name	Tour	Ver	Tour Status	Progress	%	Tour Due Date	Workflow Status	Data Status	Actions
JULIUS FAAMATAU	Completing the Hiring Process	2	Complete	Completed 9 of 9	100%	07/20/2016	Sent	Sent	[Icons]
JULIUS FAAMATAU	Welcome to State Employment	1	Complete	Completed 10 of 10	100%	07/23/2016	Sent	Sent	[Icons]

Click on the employees name for information about the tour they completed. "Completed the Hiring Process" is tour 1. "Welcome to State Employment" is tour 2. In order for the new hire action to be processed in HRE, Tour 1 must be complete and the data status must say "Sent".

In this example I clicked on the employee's name for tour 1.

Page 1 of 1

Tour Steps: 9 Workflows: 0 Messages: 0 User Details

JULIUS FAAMATAU - Completing the Hiring Process

Step Status	Step	Date	Time Spent
✓	Governor's Message	07/18/2016	00:09
✓	Personal Information	07/18/2016	00:07
✓	Emergency Contact	07/18/2016	00:07
✓	I-9	07/18/2016	00:56
✓	W-4	07/18/2016	00:46
✓	Criminal History Check Authorization	07/18/2016	00:20
✓	Overtime Agreement	07/18/2016	00:54
✓	URS Statement of Ineligibility	07/18/2016	00:18
✓	Whats Next	07/18/2016	00:16


This shows the date each step of the tour has been completed and how long it took them to complete that section.

Page 1 of 1

Tour Steps: 9 Workflows: 0 Messages: 0 **User Details**

JULIUS FAAMATAU

User ID:	203246
Hiring Manager:	SHANNON STEC
Recruiter:	DEBI TRIPP
Start Date:	07/18/2016
Job Title:	PSYCHIATRIC/DEVELOPMENTAL TECHNI
Agency Name:	200 Dept of Human Services
ERIC:	Rachel Parkinson



If you click on the User Details tab you will be able to see information about the employee including their EIN, who the hiring manager is, who the recruiter is, the employees start date, their job title, agency name, and the assigned ERIC staff member.