

# E-Z Hire™ On-Boarding Solution

## Improve the Efficiency of Your New-Hire Data Collection Process

### What Is E-Z Hire™?

Paypro's E-Z Hire™ On-Boarding Solution is an integrated web-based tool that gives new hires the ability to enter, complete and view new hire documents online prior to their first day of employment.

This includes the completion of demographic data, tax forms, direct deposit election, company handbooks, policy acknowledgments, benefits enrollment information and other required reading. Once this information has been collected, the company can access and review all entries and forms within the E-Z Hire™ Portal. Upon approval, all applicable data will be imported into either Paypro's HRIS or Payroll Systems.

### How Does It Work?

Paypro's EZ Hire™ On-Boarding Management Tool helps eliminate the paperwork and redundancy associated with the hire process. On-Boarding helps you to speed your new employees to productivity, and practically eliminates risk factors associated with hiring such as:

- ◇ Data entry mistakes
- ◇ EEOC compliance
- ◇ Missing vital information/forms such as I9s, confidentiality factors and non-disclosure agreements



With Paypro's E-Z Hire™ On-Boarding Solution you will be able to:

- ◇ Eliminate costly prints and mailings
- ◇ Electronically store and manage all on-boarding forms
- ◇ Display up-to-the-minute on-boarding status for new hires and company representatives

### Contact Sandata Today:

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