**Paycom Onboarding Process**

1. To view new applications, log on to Paycom and go to the Applicant Tracking section under Talent Acquisition. Select the Recruiter Dashboard. Only applicants under the “Interview” column are eligible for your review.
2. Click on the number above the word “Interview” and then select an applicant’s name to view the application. If you decide to move forward with the applicant go to the “Availability and Tasks” tab and check the box for “Approved” next to your name under “Interview Feedback” and click “Save”. If you do not want to interview you will reject the applicant using the Application Actions dropdown on the top right of the page.
3. After you send them for a Drug Test you will receive an email that the applicant is eligible or not eligible for hire from Terra (or Kristi in Terra’s absence). If they are eligible, you will go back to their application on the dashboard select “Offer” from the Application Actions dropdown. You will hit “Skip” twice.
4. You will be returned to the Recruiter Dashboard and will find your candidate in the “Offers” box. Select the “Actions” dropdown and “View All” on the right side of the Offers box. Then select “Hire” in the “Employee Actions” column to send them to payroll. All employees will be W2 and use the Manager Template.
5. Confirm and enter all missing information on Steps 1, 2, 4, and 7 (do not check the “Pre-Hire” box on Step 2). Assign the “Onboarding-Part Time Team Member” Checklist on step 7. (unless hired for a different position) Be sure and save after all information is confirmed! The employee will receive their Paycom login information once we push them through on our side.
6. After the employee has completed their onboarding checklist, you will have 2 Manager Onboarding tasks. (Completing the Employer I-9, and Uploading their scanned documentation) **This must be completed within 3 days of their hire date! The employee cannot begin working until these steps are completed.**

The RTO password is “payroll123!” The usernames remain the same.