New Hire Workcenter Quick Reference Guide

**Blank New Hire WorkCenter**

1. Scroll down to the bottom of the screen
2. Click on the “More” link on the right side of the New Hire Workcenter box
3. Immediately click on the “New Employee Work Center” option that appears

   *Note: the option disappears if your mouse pointer is moved before you click on the box*

[Click here](#) for detailed step-by-step instructions for completing New Employee Work Center activities.

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**Completing the Pending Hire Activities**

4. Pending Hire Activities will appear in the New Employee Work Center box on the left side of the window
5. Complete all the items checked as “Required” in the order presented on the screen
6. Click on the refresh icon to confirm the successful completion of “Required” New Hire activities

[Click here](#) for detailed step-by-step instructions for completing New Employee Work Center activities.
7. You are ready to Sign Out if the boxes in the “Done” column are checked for all “Required” activities.

Click here for detailed step-by-step instructions for completing New Employee Work Center activities.

Congratulations! Your new hire activities are now complete.