

Applicant Tracking & On Boarding with Paycom

Types of Applications

- Emailed Applications - Emailed applications from our short form, snagajob or indeed, etc. You can do a quick phone interview with those applicants and then direct them to use our full application link on our website before or after they come for their interview. Please see the end of this packet for directions on how to manually add an employee into Paycom.
- Paycom Application - To find our full application, go to hundalco.com, saltlakesmoothies.com or eastbaysmoothies.com and fill out the complete application. If you are not able to sit down with someone right when they arrive, you can also ask them to fill out the full application while they wait. When someone applies through paycom you will get a vague email letting you know someone has applied.

Applicant Tracking Portal in Paycom

How to find your applicants, set them up for interviews and hire them:

Log Into your Client Portal with Paycom, Click on Applicant Tracking under Talent Acquisition

Go to Applicant Tracking Dashboard

This is your dashboard where you can see any interviews set up, your new and archived applications, and your applicants who you offered a position to but have not completed paperwork.

The dashboard includes a search bar at the top, followed by search filters for applications. Below this is a calendar for September 2017. At the bottom, there is a list of application pipelines. One pipeline, 'Jamba Juice - Blended Star LLD - 1559 Application Pipeline', is highlighted with a red arrow.

Click in the pipeline to view new applicants

This is an application once you click into it. There are a number of tools you can use, if you wish, to keep track of applicants:

The applicant profile for 'Banana Man' includes contact information (Email: marketing@hundaico.com, Phone: (801) 123-1234), application details (Applied for: Team Member - Jamba Juice - St. George [Req ID: 2292], Current Step: New Applicant), and various tabs for application management. The 'Notes' tab is highlighted with a red arrow.

Flag Candidates Here

Keep notes here

paycom Employees Talent Acquisition Human Resources Talent Management Reports User Options

Current Year 2017 [0X1E1] INTEGRITY MANAGEMENT JJ-1559 Main Menu Inbox (0) Help Updates Log Out

Home > Applicant Tracking > Applicant Tracking Dashboard > Application Information: Team Member - Jamba Juice - St. George (Job ID:5119)

Search...

Return to Applications List Return to Dashboard

Banana Man Application Actions

Email Address marketing@hundalco.com Applied for Team Member - Jamba Juice - St. George [Req ID: 2292] Current Step New Applicant Application History Maintain Application Record Candidate Profile

Phone (801) 123-1234 Assigned Recruiter [None] Scheduled For TARA LINDSTROM

Application Information Application Questions Resume and Documents Notes Scheduled Tasks

Current History

Scheduled Tasks Hiring Group - Jamba Juice - Blended Star LLC - 1559

Task	Primary Users	Status	Decision Reason	Scheduled Time
New Applicant	LINDSTROM, TARA	Pending	Reason: Search or Make Selection Comment:	Date: 00/00/0000 Time: 00:00 Time Zone: (UTC-06:00) Central Time (US and Canada)

Date: 00/00/0000
Time: 00:00
Time Zone: (UTC-06:00) Central Time (US and Canada)

New Applicant Save

Use this drop down to move them from a new applicant to a Good Candidate

Use Scheduled tasks to set interview time which will then show on your dashboard

Next- Click on "Application Actions" when you want to do something with a candidate-

- 1- **Print** the application
- 2- **Offer** the person a job
- 3- **Reject** the person and remove them from your portal
- 4- **(Do not "save for later")**
- 5- **Transfer** them to another location

paycom Employees Talent Acquisition Human Resources Talent Management Reports User Options

Current Year 2017 [0X1E1] INTEGRITY MANAGEMENT JJ-1559 Main Menu Inbox (0) Help Updates Log Out

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Banana Man Application Actions

Email Address marketing@hundalco.com Applied for Team Member - Jamba Juice - St. George [Req ID: 2292] Current Step New Applicant Application History Maintain Application Record Candidate Profile

Phone (801) 123-1234 Assigned Recruiter [None] Scheduled For TARA LINDSTROM

Application Information Application Questions Resume and Documents Notes Scheduled Tasks

Demographics

Application ID	32750	Primary Phone	(801) 123-1234 [Other]
Name	Man, Banana Jamba	Secondary Phone	
Social Security Number	*** - ** - ****	Email Address	marketing@hundalco.com
Acknowledged	Yes	Signature	Banana Man [09/14/2017]
Address	123 SMOOTHIE STREET	Referral Source	
City, State, Zip Code	SALT LAKE CITY, UT, 84043, USA	Referral Name	

Education

Type	Institution	Dates Attended	Attended As	Major/Minor	Degree	GPA	Graduated
H	Better Blended High School	(N/A)		(N/A)	(N/A)	0.00	No

REJECTING A CANDIDATE:

If you Reject them, there is an **optional** email step, but it is always nice to notify applicants of your decision if you are not hiring them. This is what it will send the candidate if you send an email:

Rejection email: Availability

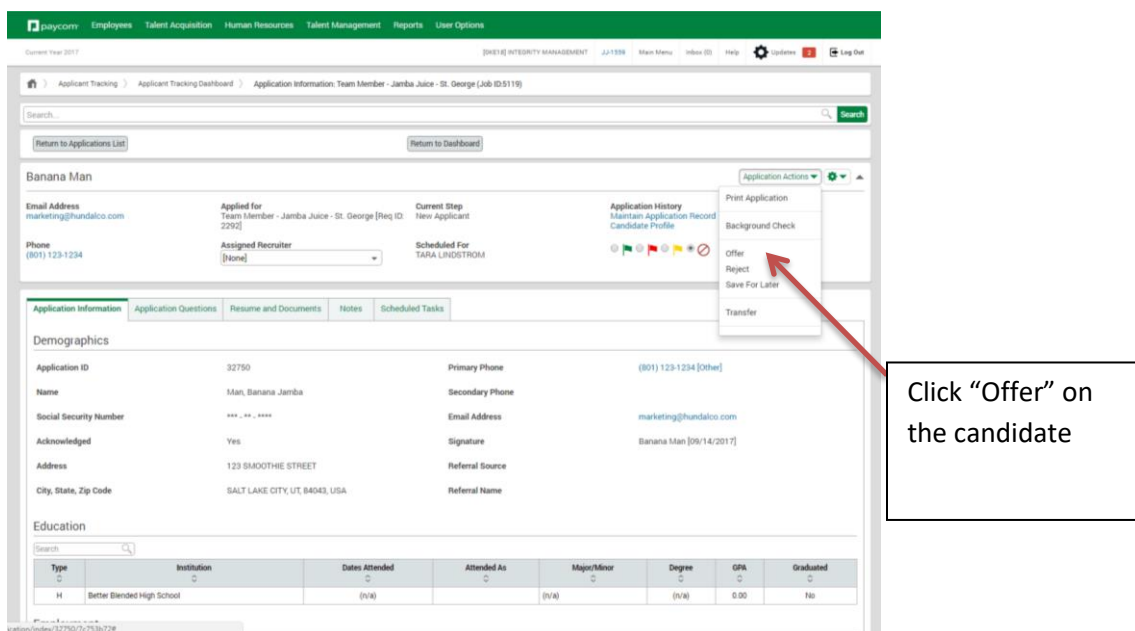
“Thank you for your interest, at this time your availability does not fit our need. In the future if your availability changes, please re-apply and we would be happy to meet with you again.”

Rejection email: Not a good fit

“Thank you for your time and interest in our franchise company, at this time we will be moving forward with other candidates for the position you applied for, but feel free to apply in the future again or for other positions within our organization.”

OFFERING A CANDIDATE:

Once you know you want to hire them (usually right after the interview) please complete this step:



The screenshot shows the paycom interface for an applicant named Banana Man. The 'Application Actions' dropdown menu is open, and the 'Offer' option is highlighted with a red arrow. A text box next to it says "Click 'Offer' on the candidate".

Application Actions:

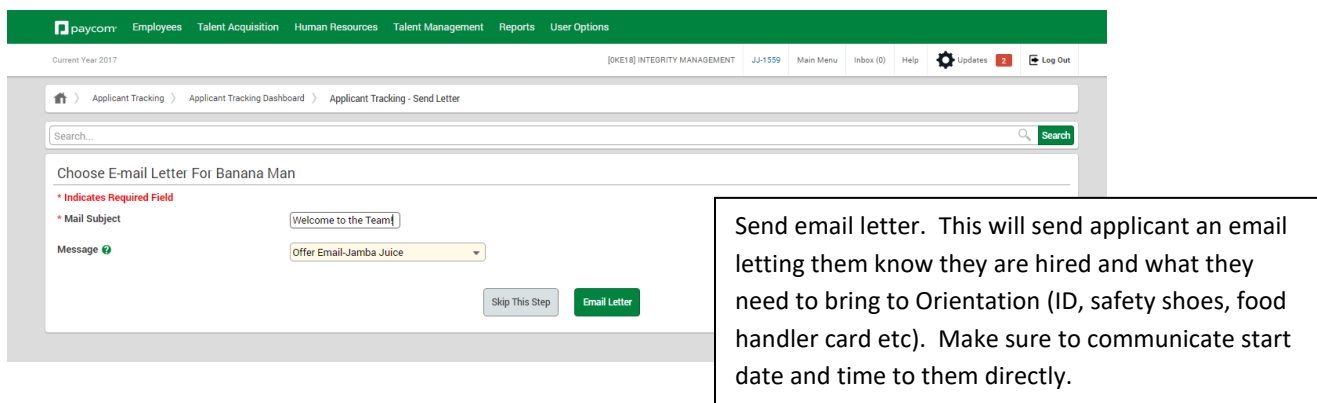
- Print Application
- Background Check
- Offer
- Reject
- Save For Later
- Transfer

Demographics:

Field	Value
Application ID	32750
Name	Man, Banana Jamba
Social Security Number	***-**-****
Address	123 SMOOTHIE STREET
City, State, Zip Code	SALT LAKE CITY, UT, 84043, USA

Education:

Type	Institution	Dates Attended	Attended As	Major/Minor	Degree	GPA	Graduated
H	Better Blended High School	(N/A)		(N/A)		0.00	No



The screenshot shows the 'Send Letter' step in the paycom system. The 'Message' field is filled with 'Offer Email-Jamba Juice'. A text box next to it says "Send email letter. This will send applicant an email letting them know they are hired and what they need to bring to Orientation (ID, safety shoes, food handler card etc). Make sure to communicate start date and time to them directly.".

Choose E-mail Letter For Banana Man

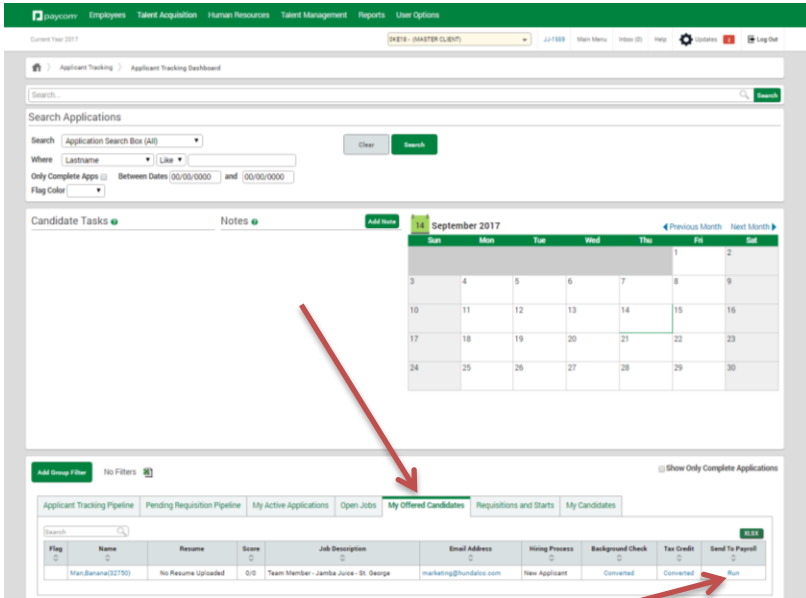
* Indicates Required Field

* Mail Subject: Welcome to the Team

Message: Offer Email-Jamba Juice

Skip This Step | Email Letter

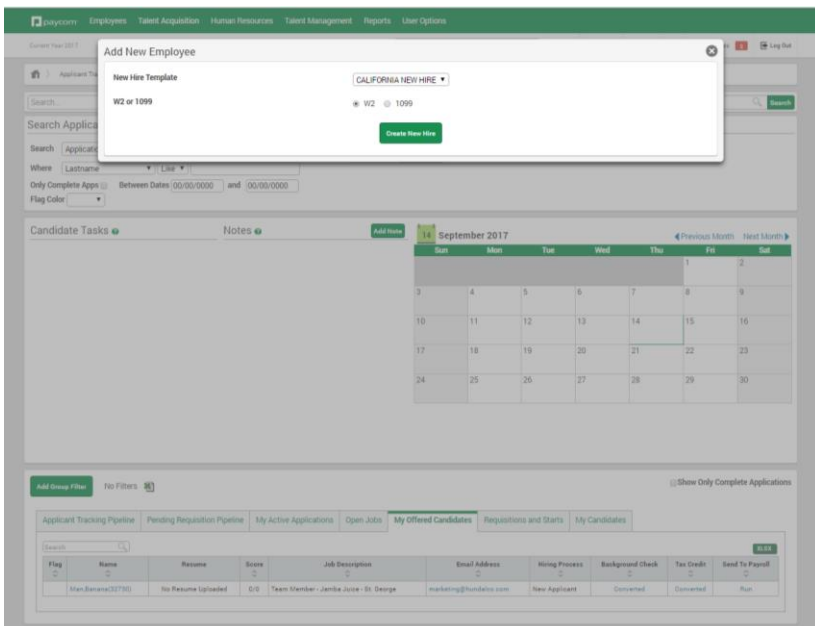
This employee now moves to **“My Offered Candidates”** and should stay there until they arrive with their documentation to complete onboarding paperwork.



SEND TO PAYROLL/ONBOARDING:

Once an employee has arrived for their first day **with all proper documentation**, it's time to send them into the Payroll System by hitting “run” (see above).

This screen will come up where you can select “CALIFORNIA NEW HIRE” or “UTAH NEW HIRE”. The employee should be a W-2 Employee.



This will pull all information into the person’s profile that they entered in their application. Please have them review to make sure nothing has changed. You will need to select the PAYROLL PROFILE but will only be able to pick from the companies you have access to.

Note: Gender, Birthdate and Social Security Numbers were optional fields (by law) in the application but are not optional in hiring, so if they are not filled in, you will need to get this information from the employee. Please verify Social Security number with their SS card as well.

SCREEN 1- PERSONAL INFORMATION

1. Personal Information 2. Work Information 3. Supervisors 4. Pay Information 5. Paycheck Deposit 6. Taxes 7. HR Information 8. Custom Fields

Personal Information

* Indicates Required Field

* Payroll Profile
Search or Make Selection
BLENDED STAR LLC [J4E2Q]
Person-generated

New Employee Code
 Override Auto-generated EE Code

* Employee Name
Banana (M)an

* Social Security Number
123 - 44 - 6981

* Address
123 SMOOTHIE STREET

* City, State, Zip
SALT LAKE CITY Utah 84043

Primary Phone
801 - 123 - 1234 Other

Personal Email
marketing@hundaico.com

* Birth Date
08/18/2000 Age: 17

* Gender
 Male Female I do not wish to self-identify

Save

Valid Image formats
Choose File | No file chosen
Reset Employee Photo Crop Employee Photo

Select Payroll Profile and complete any other information missing

SCREEN 2- WORK INFORMATION

1. Personal Information 2. Work Information 3. Supervisors 4. Pay Information 5. Paycheck Deposit 6. Taxes 7. HR Information 8. Custom Fields

Work Information

* Indicates Required Field

Hire Date
10/04/2017 Pre-hire

* DOL Status
Part Time

* EEOC Category
Service Workers

* Position Family
Jamba Juice

* Position Title
Team Member JJ

* Work Email
Work Email

* Home Department
Team Labor

* Home Class
J_1559_ST_GEORGE [1559]

Location
Jamba # 1559

Previous Save

DOL STATUS: Part Time (Unless working 30+ hours regularly right away, in which case they are full time)

PLEASE ENTER THEIR **PERSONAL EMAIL** INTO THE "WORK EMAIL" FIELD as this is used for notifying them if documents need to be completed

Please select Home Class by typing your store number in. It should match "Location"

Hit "Next" to go to screen three (Supervisors). You do not need to do anything here. Hit "Next" to go to Pay Information

SCREEN 4- PAY INFORMATION

1. Personal Information 2. Work Information 3. Supervisors 4. Pay Information 5. Paycheck Deposit 6. Taxes 7. HR Information 8. Custom Fields

Pay Information

* Indicates Required Field

* Pay Frequency
Bi Weekly

* Pay Type
Hourly

* Pay Basis Check Display
Hourly

* Rate 1
\$

Previous Save Next

Rate is all that needs to be filled in here

Hit "Next" to go to screen five (Paycheck Deposit). Here you can ask the employee if they want a paper check (CA Only) or Direct Deposit. (Direct Deposit is used for Paycards OR Bank Direct Deposit.)

SCREEN 5- PAYCHECK DEPOSIT

Paycheck Deposit

*** Indicates Required Field**

*** Paycheck Deposit**

Direct Deposit Paper Check

Direct Deposit Net Pay Account

Enable Net Pay

Direct Deposit Distributions

Enable Distributions

Main Account (Net Pay)

Account Type

Bank Name

*** Routing Number**

*** Verify Routing Number**

*** Account Number**

*** Verify Account Number**

For paycard or direct deposit, select **direct deposit** and check “**enable net pay**”. Fill in the Bank Info, Routing and Account Number.

NOTE: For personal checking/savings accounts, the proper backup from bank must be uploaded during the onboarding process so we can insure it was entered correctly. If employee does not have info, please select paper check or use paycard until they bring it in.

How to add a Paycard in the “Paycheck Deposit” Screen:

A paycard is a “**direct deposit**”

- Check Direct Deposit Net Pay Account ==**Click Enable Net Pay**
- Under “Main Account” select the following:
 - Account Type= **Checking**
 - Bank Name= **BFI**
 - Routing Number = **264171241**
 - Account Number= 10 digits on front of paycard envelope (see below)



SAMPLE PAYCARD ENTRY:

Paycheck Deposit

*** Indicates Required Field**

*** Paycheck Deposit**

Direct Deposit Paper Check

Direct Deposit Net Pay Account

Enable Net Pay

Direct Deposit Distributions

Enable Distributions

Main Account (Net Pay)

Account Type

Bank Name

*** Routing Number**

*** Account Number**

Hit “Next” to go to Screen 6 (Taxes).

SCREEN 6- TAXES

Filing Status	Exemptions / Allowances	Additional Amount
Single	0	\$ 0.00
Single	0	\$ 0.00

In taxes, please ask the employee if single or married and how many exemptions. If they are not sure you can leave as-is at Single 0 as the employee will complete a tax form during orientation.

SCREEN 7- HR INFORMATION

Please leave this screen as-is, all is filled out correctly.

SCREEN 8- CUSTOM FIELDS

Custom Fields (Screen 8) is where you can enter the school name and expiration date for a student, and also a food handler card expiration date for the employee.

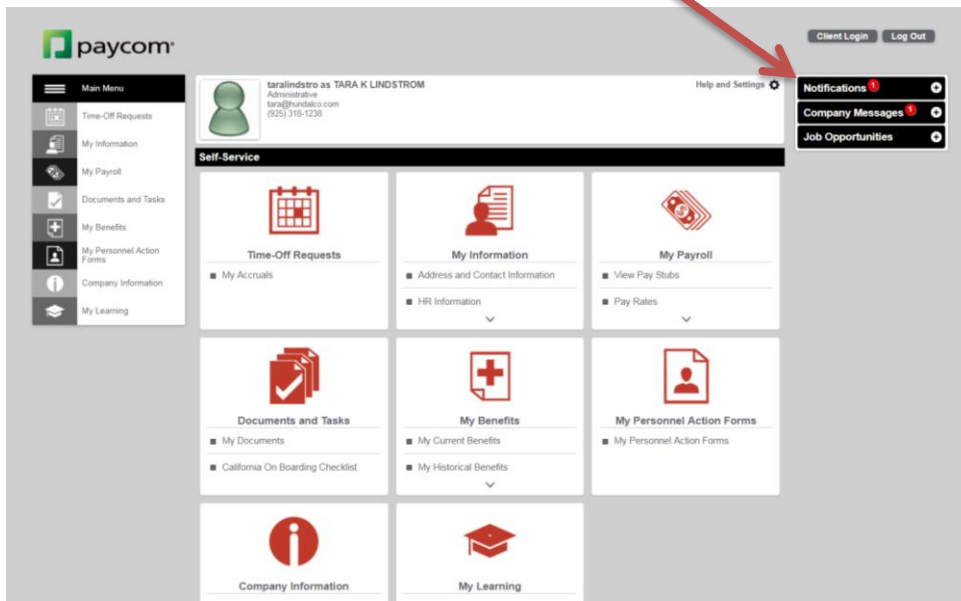
Note: If employee does not have food handler card yet, please put a date 30 days from current date to allow employee time to get it.

When you are finished please click “complete”. THE EMPLOYEE IS NOW HIRED IN PAYCOM!

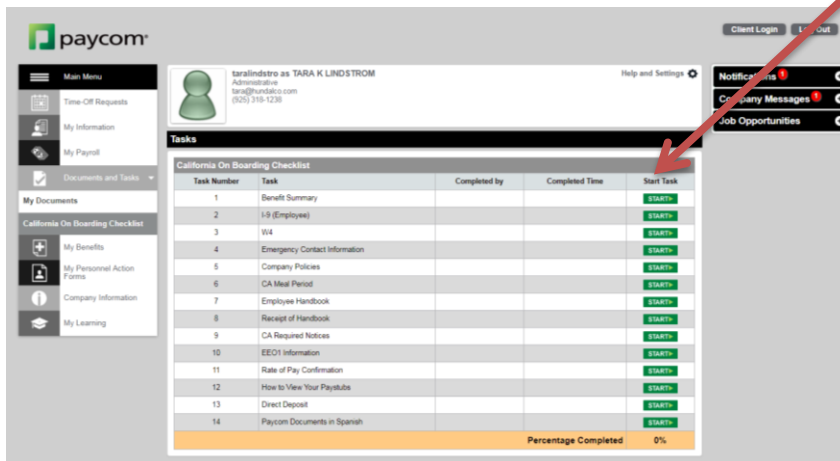
An email with the employees log in information for Paycom will be sent to the employee immediately after you hit complete.

Employee Paperwork

To start paperwork, the employee must log into their ESS Profile and Click on “Documents and Tasks/California Onboarding Checklist” (You can also find this under “Notifications”)



Here is what the employee will see. Click “start” and then complete each task:



Manager Paperwork

Afterwards, the manager will log in under “Human Resources/Document and Task Management” and go to the “Task Management Dashboard”. Here is where they can complete their side of the tasks:

Form 16 - To-Do List(s)

Complete	Task ID	Task @	Task Type	Task For @	Completed By	Time Completed	Start Task
<input type="checkbox"/>	9885	Benefit Summary	Document	Employee			
<input type="checkbox"/>	912	I-9 (Employee)	I-9	Employee			
<input type="checkbox"/>	911	I-9 (Employee)	I-9	Employee			START
<input type="checkbox"/>	9994	W-4	W-4	Employee			
<input type="checkbox"/>	1481	Emergency Contact Information	Emergency Contacts	Employee			
<input type="checkbox"/>	9884	Company Policies	Document	Employee			
<input type="checkbox"/>	9887	CA Meal Period	Document	Employee			
<input type="checkbox"/>	9990	Employee Handbook	Document	Employee			
<input type="checkbox"/>	9991	Receipt of Handbook	Document	Employee			
<input type="checkbox"/>	9961	CA Required Notices	Document	Employee			
<input type="checkbox"/>	1485	EEO1 Information	Voluntary EEO1	Employee			
<input type="checkbox"/>	1486	Rate of Pay Confirmation	Note	Employee			
<input type="checkbox"/>	9947	How to View Your Paystubs	Document	Employee			
<input type="checkbox"/>	9901	Direct Deposit	Document	Either			START
<input type="checkbox"/>	9879	Employee Discount Policy	Note	Employee			START
<input type="checkbox"/>	9880	Cell Phone/Social Media Policy	Note	Employee			START
<input type="checkbox"/>	9881	Cover Time and Attendance Policies	Note	Employee			START
<input type="checkbox"/>	9882	Paystubs	Note	Employee			START
<input type="checkbox"/>	9883	General Policies for Employees	Note	Employee			START
<input type="checkbox"/>	9886	Paycom Documents in Spanish	Document	Employee			

Percentage Completed 0%

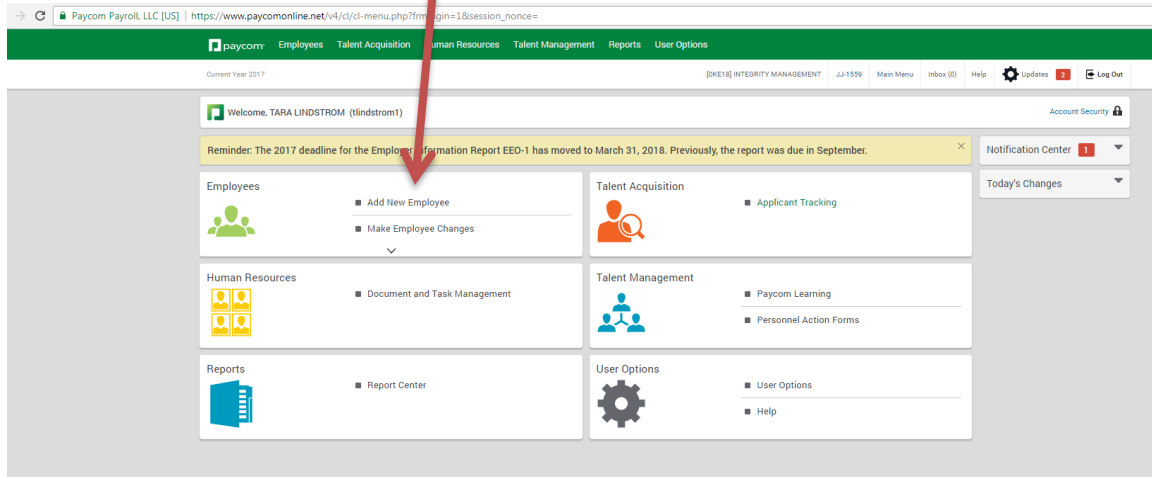
Please make sure that all tasks are complete before the employee starts work.

Manually Hiring an Employee into Paycom

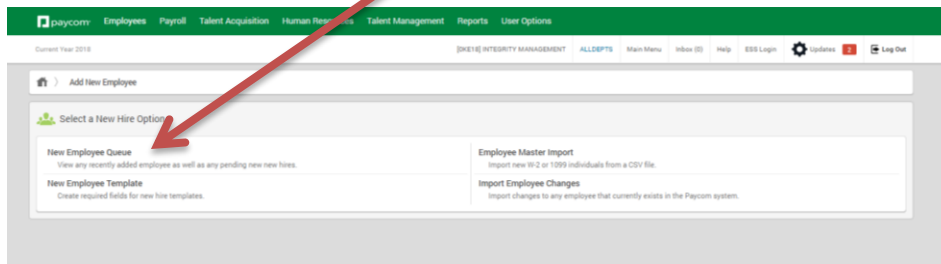
When manually hiring someone into paycom they have to had filled out the Short Form Application.

We highlight recommend having the applicant fill out the full application, however if they filled out the short form and are in a pinch you can manually hire someone into paycom instead of having the applicant complete the full application.

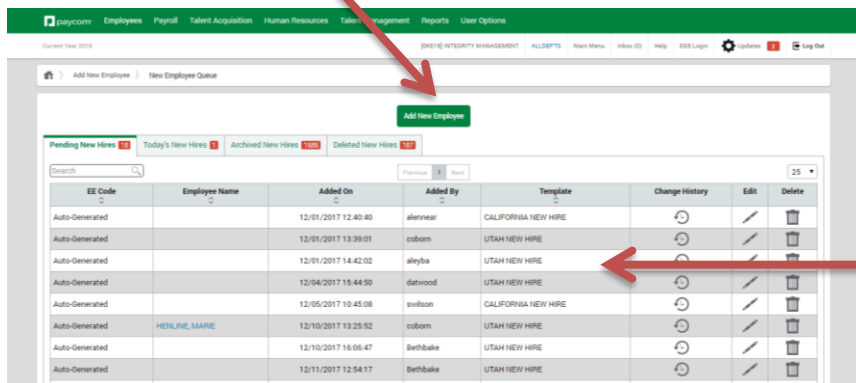
Go to Employees, Add New Employee



Then click on New Employee Queue



Then Add New Employee



Under Pending new hires, it will show the entire companies new hires.

Once you click on Add New Employee please follow the instructions on How to Send to Payroll / Onboarding in the above instructions.