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.

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:

Flag Candidates Here

Keep notes here

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

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

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

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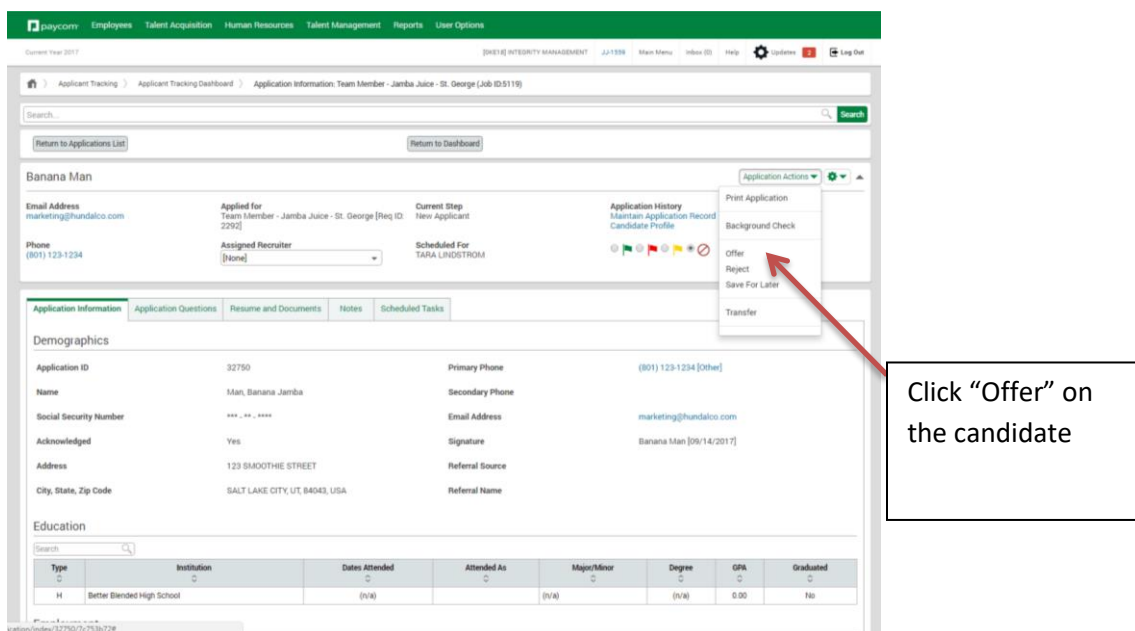
Rejection email: Availability
"Thank you for your interest, at this time your availability does not fit our need. In the future if your availability changes, please re-apply and we would be happy to meet with you again."

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:

Click "Offer" on the candidate
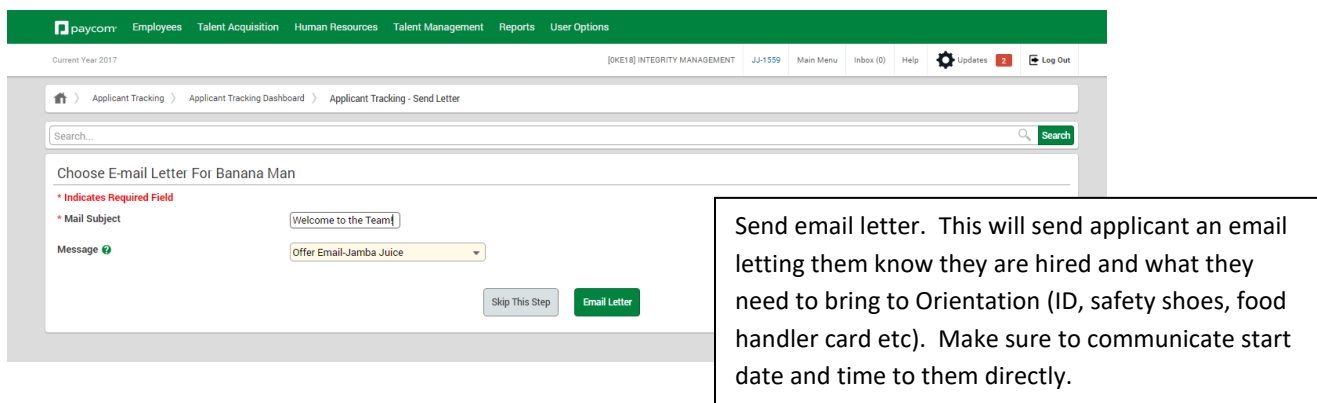
Send email letter. This will send applicant an email letting them know they are hired and what they need to bring to Orientation (ID, safety shoes, food handler card etc). Make sure to communicate start date and time to them directly.
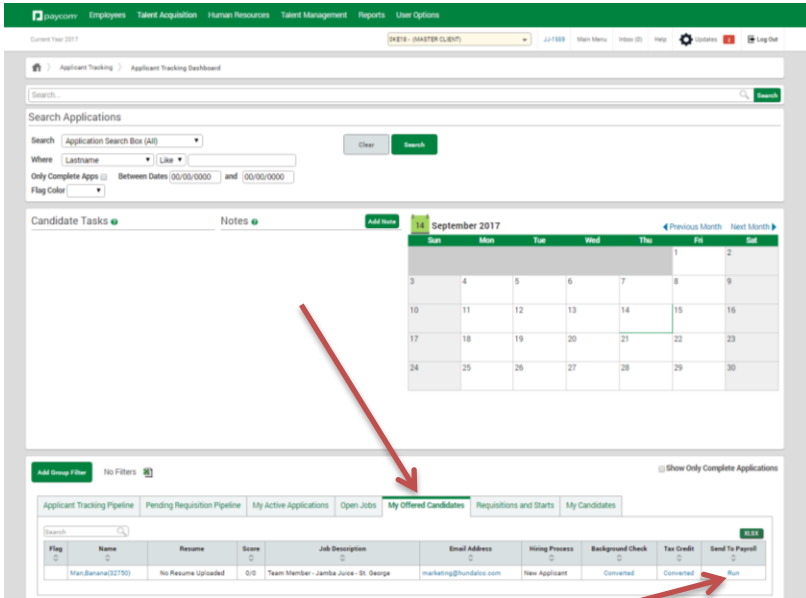
This employee now moves to "**My Offered Candidates**" and should stay there until they arrive with their documentation to complete onboarding paperwork.

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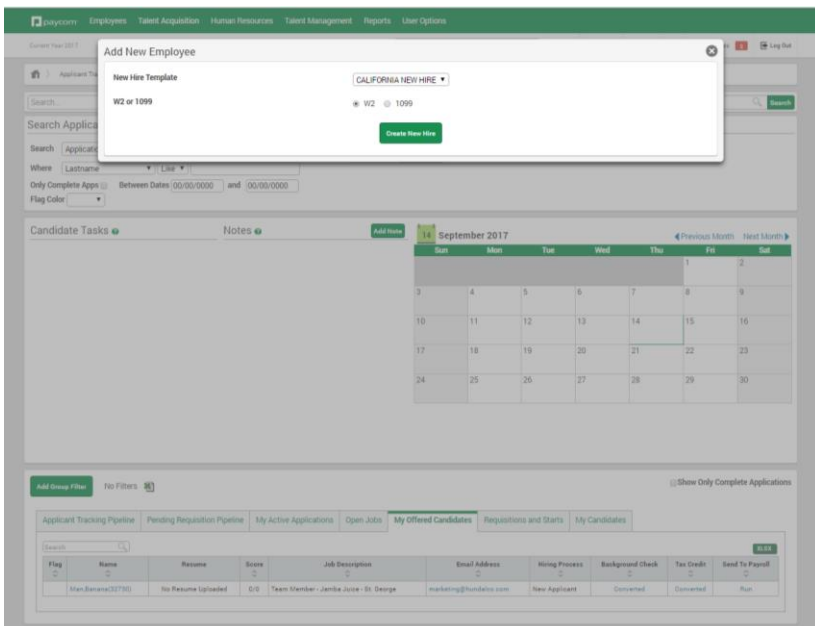
This will pull all information into the person's profile that they entered in their application. Please have them review to make sure nothing has changed. You will need to select the PAYROLL PROFILE but will only be able to pick from the companies you have access to.

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

Select Payroll Profile and complete any other information missing

SCREEN 2- WORK INFORMATION

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

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

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:

Hit "Next" to go to Screen 6 (Taxes).

SCREEN 6- TAXES

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")
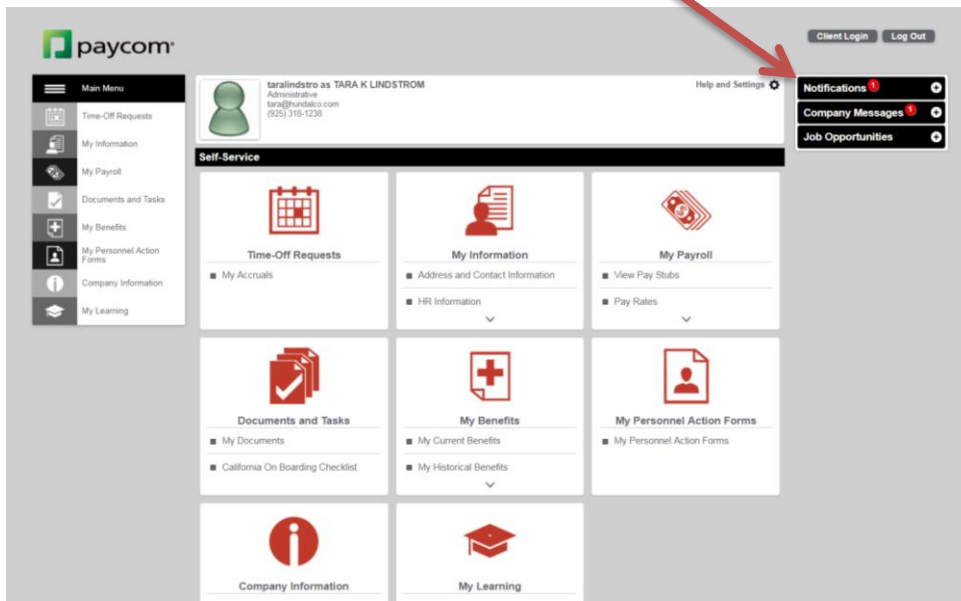
Here is what the employee will see. Click "start" and then complete each task:
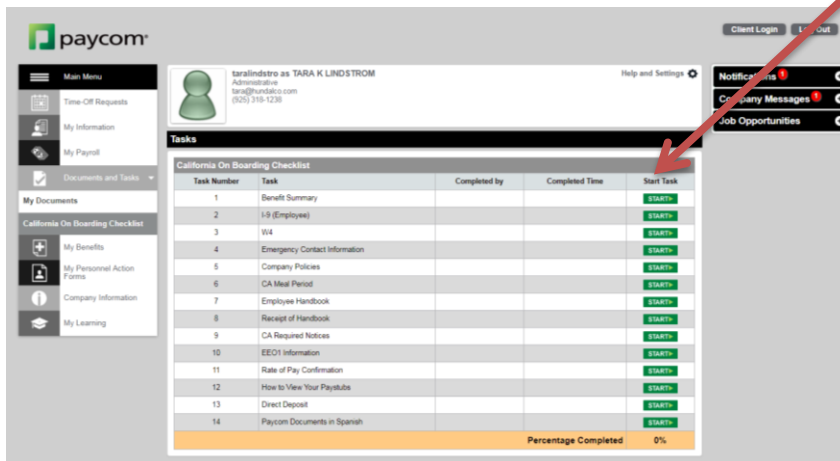
Manager Paperwork

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:


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.
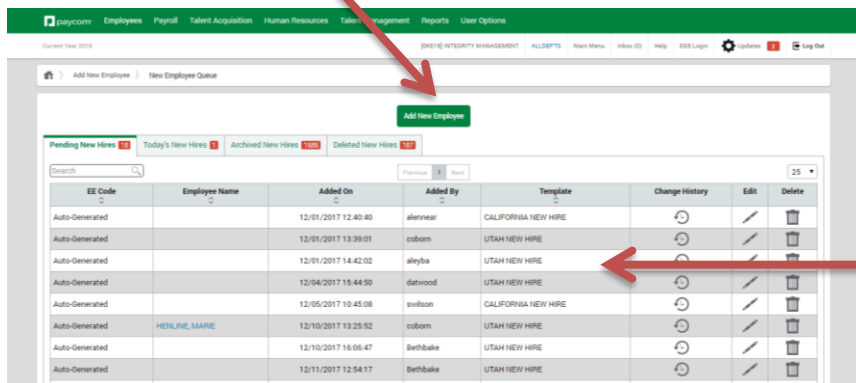
Go to Employees, Add New Employee
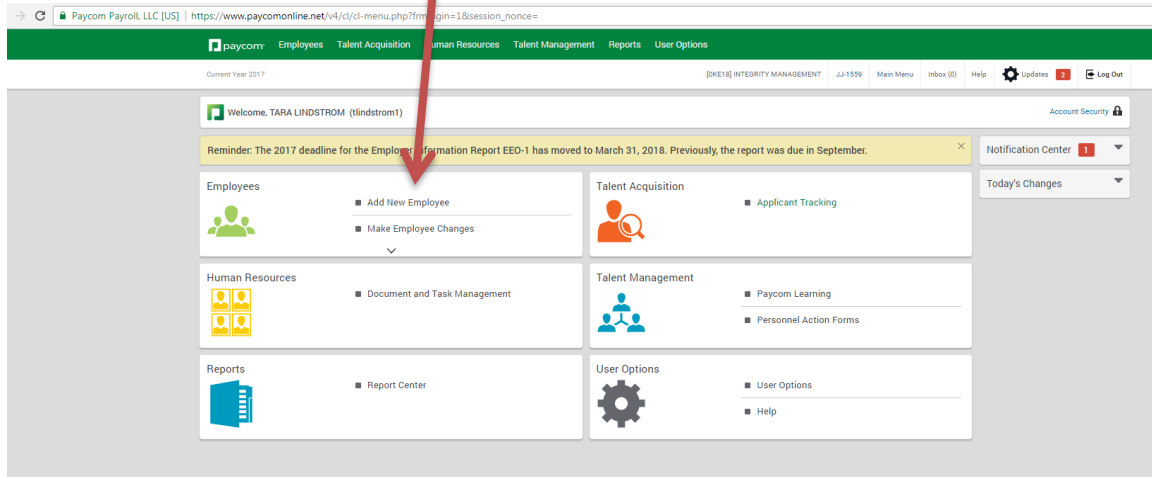
Then click on New Employee Queue
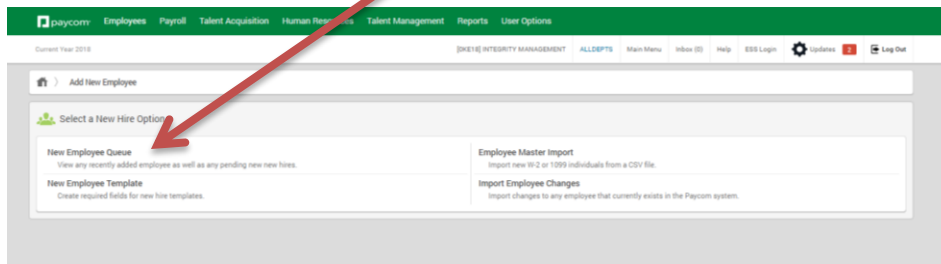
Then Add New Employee

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.