

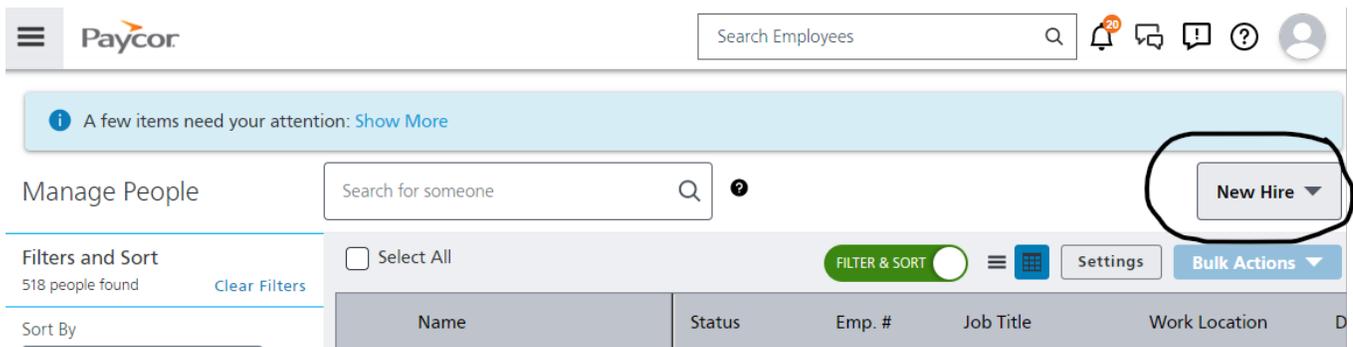
New Hire Onboarding – Complete in full before their first shift

Part 1 – Sending Employee the Onboarding Invitation

After logging into your Paycor profile, click “Manage People” to find your list of current employees.



Click “New Hire” in the top right corner and select “Single New Hire” from the drop down menu.



Enter the new hire's first name, last name, email address, planned start date, and work location. (Social security field is optional at this step.) Click next to continue.

New Hire Setup ✕

1 **Create Profile** 2 Delegate I-9 (optional) 3 Select Onboarding Group 4 Initiate Tasks (optional)

149349 - Chicago Scoops, LLC

Please select a new hire process below: ?

Send Onboarding Invite Manual Entry

1099 - Independent Contractor

First Name*

Last Name*

Home Email*

Planned Start Date* 

Social Security Number

Work Location* ? 

Entering a SSN can help us identify potential duplicate records

[Close](#) [Next](#)

Select "Delegate to Myself" which will allow you fill out the I-9 after the new hire has completed their paperwork. More on that later, after the new hire has completed their paperwork. Click next to continue.



Create Profile

2

Delegate I-9 (optional)

3

Select Onboarding Group

4

Initiate Tasks (optional)

Delegate Form I-9 Verification

When you delegate I-9 verification, it separates the I-9 process from the other hiring steps. You still need to stick to the three-day I-9 timeline, but you can choose to complete the other hiring steps before or after it. Assign I-9 verification to an authorized employee or a third-party representative. Or, delegate the task to yourself to add flexibility to the new hire process.

Select Delegate 

Delegate to Myself 



Back

Next

Select "Crew/Store Level Staff" onboarding group. If your store is located in the state of Illinois, please select "Crew/Store Level Staff Illinois" which includes additional training required by IL. Click next to continue.

New Hire Setup - Joe Schmoe ✕



Create Profile



Delegate I-9 (optional)



Select Onboarding Group



Initiate Tasks (optional)

Select an Onboarding Group, then upload any Additional Documents you would like the new hire to review during onboarding.

Onboarding Group*

Search Onboarding Groups ▼

- Crew/Store Level Staff
- Crew/Store Level Staff Illinois
- General Manager

Additional Documents ?



Upload a File

(Accepted file types are PDF, JPG, PNG or TIF.)



Back

Next

Select "Crew New Hire" to prompt back-office support team to send the new hire a R365 invitation on their start date. Finally, click "Send New Hire Invitation," which should send the new hire an email within minutes.

New Hire Setup - Joe Schmoe ✕

✓ Create Profile ✓ Delegate I-9 (optional) ✓ Select Onboarding Group 4 Initiate Tasks (optional)

You can initiate a Task List Template or add single tasks for onboarding this new hire.

Initiate a Task List Template? ?

Crew New Hire ▾

[+ Add a custom task](#)

Tasks to Initiate

R365 Invite	Due: 3/09/2023 Assigned to : Shackley, Jack;
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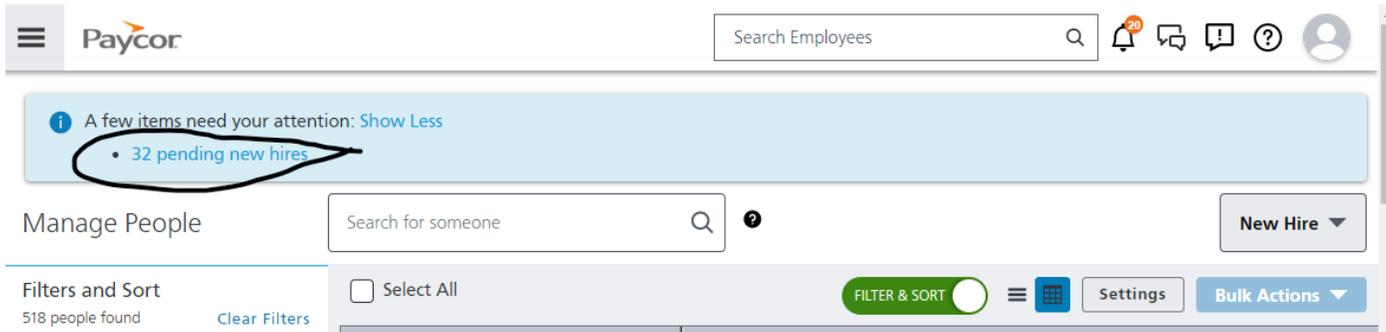
[Back](#) [Send New Hire Invitation](#)



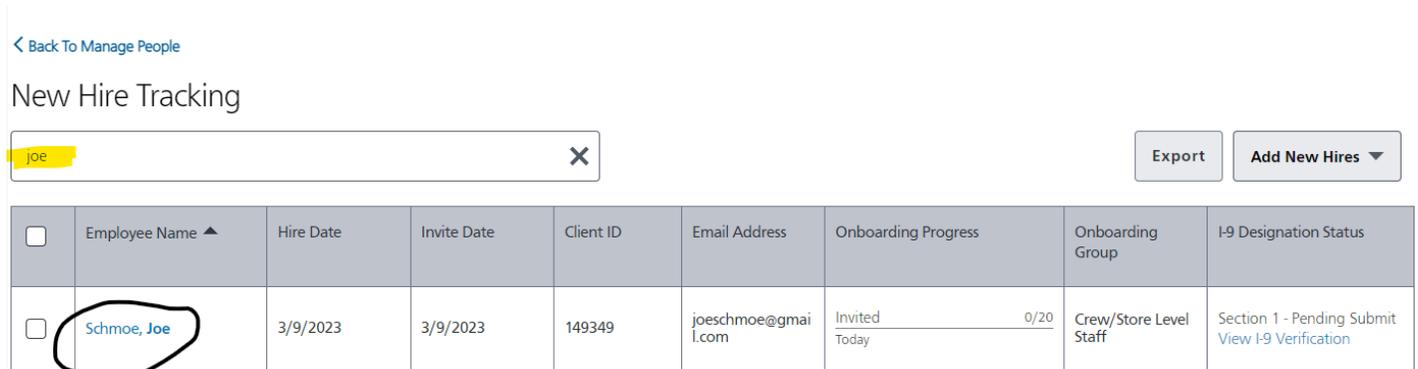
At this point, the new hire should have received the email. If not, please reach out to payroll for assistance at payroll@chicago-scoops.com

Part 2 – Entering New Hire’s Position and Pay Rate

Now that you’ve sent the onboarding invitation to your new hire, we will need to know their position title and pay rate. You can enter this information directly into Paycor. First, select your pending new hire list.

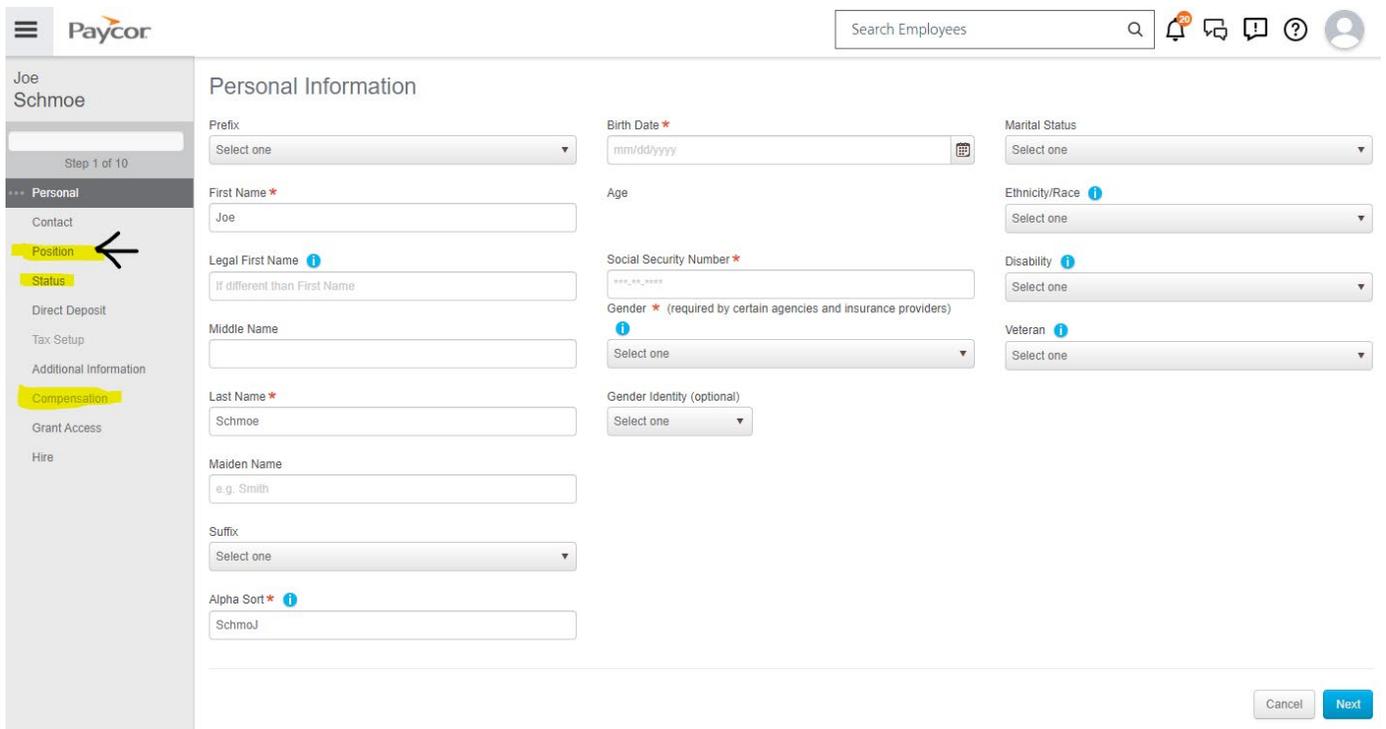


Search their name in search bar – click on their name which will open up their profile.



<input type="checkbox"/>	Employee Name ▲	Hire Date	Invite Date	Client ID	Email Address	Onboarding Progress	Onboarding Group	I-9 Designation Status
<input type="checkbox"/>	Schmoe, Joe	3/9/2023	3/9/2023	149349	joeschmoe@gmail.com	Invited Today 0/20	Crew/Store Level Staff	Section 1 - Pending Submit View I-9 Verification

Most information will be blank until new hire registers their account and answers the questions. But you can enter the position and pay rate using the **Position, Status, and Compensation** tabs. Start by clicking “Position.”



Position – Select the new hire’s position from the job title dropdown. (Examples include cashier crew, shift leader, assistant manager, etc.) Enter the department number and select the Crew Labor account corresponding with your store number. Paygroup should automatically fill in as “Biweekly.” Type in the store’s general manager into the “Manager” portion.

Joe Schmoe
Step 3 of 10
Personal
Contact
Position
Status
Direct Deposit
Tax Setup
Additional Information
Compensation
Grant Access
Hire

Search Employees

Client
149349 - Chicago Scoops, LLC

Job Title *
Department *
Paygroup *

FLSA ⓘ
Manager
Work Location

Employee Type *
Status Type *

Check Print Sort ⓘ

Benefits

Benefit Classification *

Cancel Previous Next

For all hourly employees, please select “Part time” in Status Type and “Not Benefits Eligible” in the Benefit Classification. (Please note: These are the default settings and we periodically look back on hours worked to determine when employees are qualified for benefits, at which point those two sections are updated.) Click next to continue.

Joe Schmoe
Step 3 of 10
Personal
Contact
Position
Status
Direct Deposit
Tax Setup
Additional Information
Compensation
Grant Access
Hire

Search Employees

Client
149349 - Chicago Scoops, LLC

Job Title *
Department *
Paygroup *

FLSA ⓘ
Manager
Work Location

Employee Type *
Status Type *

Check Print Sort ⓘ

Benefits

Benefit Classification *

Not Benefits Eligible

Cancel Previous Next

Status – Confirm start date was entered correctly and click next to continue.

Joe Schmoie
Step 4 of 10

Personal
Contact
✓ Position
*** Status
Direct Deposit
Tax Setup
Additional Information
Compensation
Grant Access
Hire

Status

Status
Active

Hire Date *
03/09/2023

Seniority Date
mm/dd/yyyy

Ownership / Retirement Information

Owner or Officer *
No

Ownership Percentage
00.0000%

- Key Employee
- Highly Compensated Employee
- Family Member of Owner
- Section 125 Ineligible Employee
- Retirement Plan Eligibility ⓘ
- Exclude from Retirement Plan

Cancel Previous **Next**

Next will bring you to the Direct Deposit page. Click Compensation in navigation to continue to compensation.

Joe Schmoie
Step 5 of 10

Personal
Contact
✓ Position
✓ Status
*** Direct Deposit
Tax Setup
Additional Information
Compensation ←
Grant Access
Hire

Direct Deposit

+ Add Account

Bank Name	Account	Routing Number	Account Number	Rate	Amount	Frequency	Deduction	Calculate	Actions
-----------	---------	----------------	----------------	------	--------	-----------	-----------	-----------	---------

Cancel Previous **Next**

Compensation – Enter new hire’s rate of pay, then click next to continue.

Joe Schmo

Step 8 of 10

Personal

Contact

✓ Position

✓ Status

Direct Deposit

Tax Setup

Additional Information

*** Compensation

Grant Access

Hire

Compensation

Pay Rate * Hourly

True Annual Salary ⓘ
\$0.00

Annual Hours
2080 (default hours)

Effective Date *

⚠ We recommend setting the Effective Date to the employee's hire or rehire date. Selecting a different date may affect their benefit eligibility.

Notes

03/10/2023 -

Benefit Base Salary ⓘ

Annual Salary Amount Effective Date

Cancel Previous **Next**

Click Paycor button in top left to exit new hire set up and return to home page. Position and pay rate are now added and there’s nothing further to complete until the new hire has finished their paperwork.

Joe Schmo

Step 9 of 10

Personal

Contact

✓ Position

✓ Status

Direct Deposit

Tax Setup

Additional Information

✓ Compensation

*** Grant Access

Hire

Grant Access

New Employees will be granted access to only their own information. You can grant additional access in Configure Access.

Access Type
Employee

Registration Email Address
joeschmo@gmail.com (Home)

Cancel Previous **Next**

Part 3 – Complete I-9 Verification

Once new hire paperwork has been completed, you'll receive an email inviting you to complete the I-9 verification.

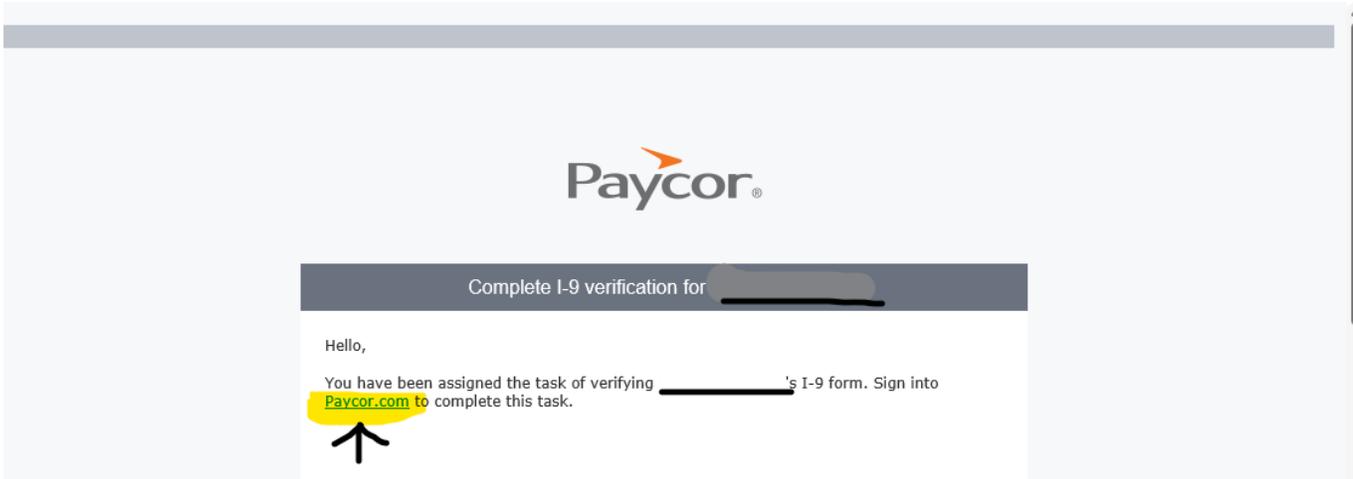
Complete I-9 verification for _____

 Paycor <NoReply@notifications.paycor.com>
To

  Reply  Reply All  Forward  

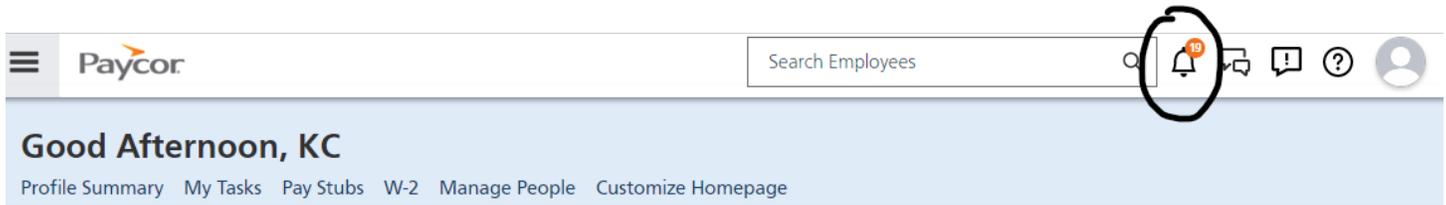
Fri 3/10/2023 9:34 AM

 If there are problems with how this message is displayed, click here to view it in a web browser.

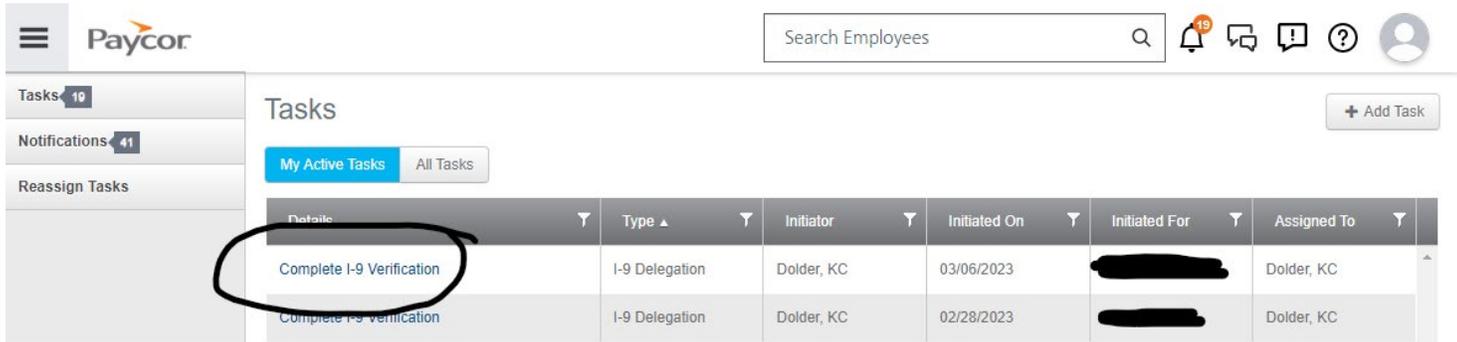


A. Clicking the link will prompt you to login to Paycor and bring you to the below page where you complete the I-9

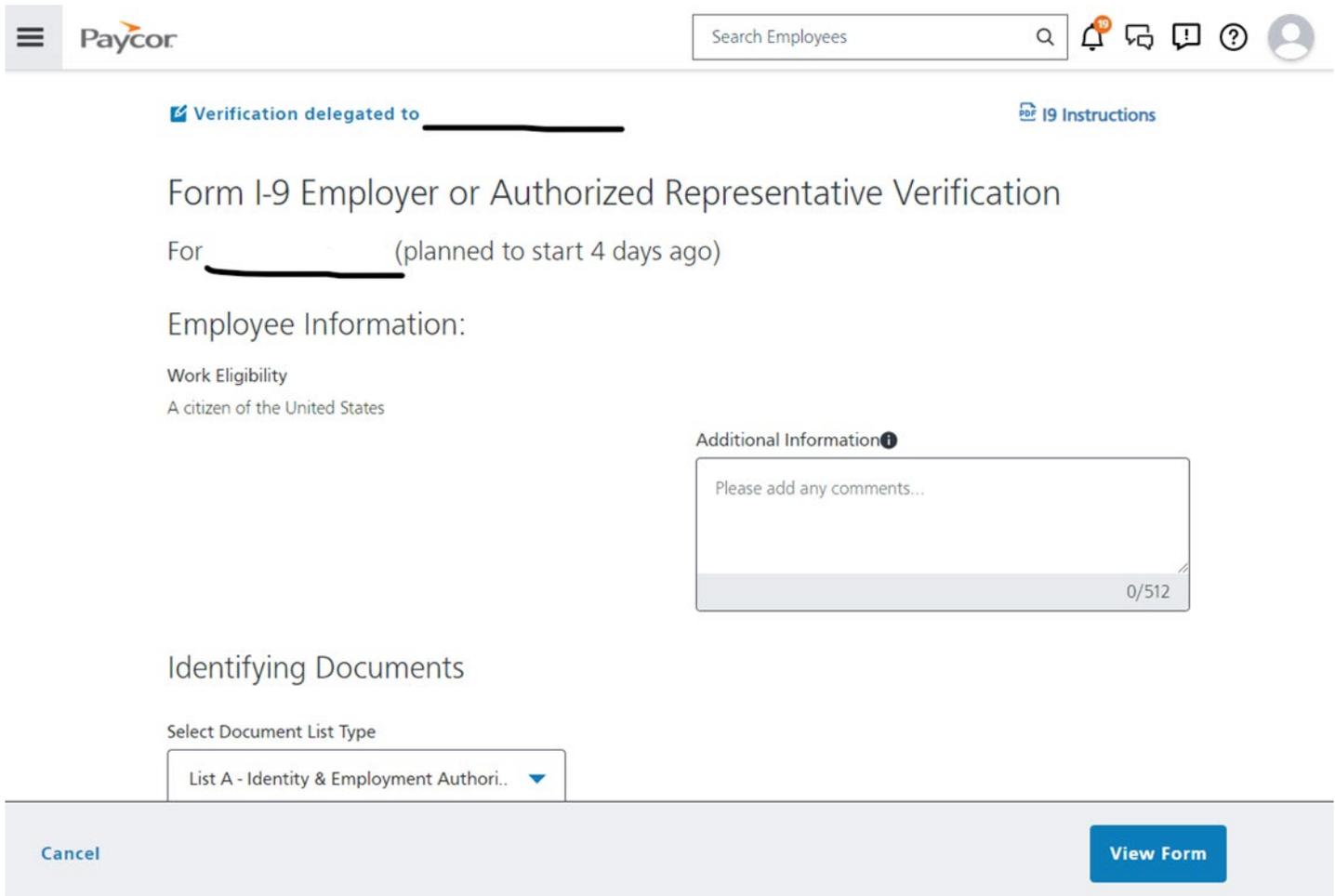
B. If you are already logged into Paycor, you can navigate to the I-9 verification by clicking the task icon circled below:



Then click on "Complete I-9 Verification" initiated for the employee



On the I-9 Verification page, scroll down to see more information about the Identifying Documents (shown on next page)



List A - If a person brought a Passport, Foreign Passport, Permanent Resident Card or any other identification classified by the federal government as a List A document, find the document title and enter the information for that document below before clicking "View Form"

Identifying Documents

Select Document List Type

List A - Identity & Employment Authori.. ▼

List A

Document Title

Select One... ▼

Issuing Authority

[Redacted]

Document Number

[Redacted]

Show Number

Expiration Date

MM/DD/YYYY [Redacted] 



Cancel

View Form

List B - If the new hire brought in a driver's license/state ID/school ID and a social security card or birth certificate, select "List B" in the drop down menu

Identifying Documents

Select Document List Type

List A - Identity & Employment Authori.. ▼

- List A - Identity & Employment Authorization
- List B - Identity & C - Employment Authorization



Once selected, you'll have the option to fill in the document details under the columns List B and List C before clicking "View Form"

Identifying Documents

Select Document List Type

List B - Identity & C - Employment Auth.. ▼

List B

Document Title

Select One... ▼

Issuing Authority

Document Number

Show Number

Expiration Date

MM/DD/YYYY



&

List C

Document Title

Select One... ▼

Issuing Authority

Document Number

Show Number

Expiration Date

MM/DD/YYYY



Cancel

View Form

In many cases, new hires will bring their Driver's Licenses and Social Security cards for identification. If someone does not have either of those IDs or presents different IDs – you can always reach out to payroll for assistance (payroll@chicago-scoops.com) or consult the complete list of acceptable documents for the Form I-9 at the link below:

<https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>

Once you've entered the ID information and confirmed its accuracy, check the box for acknowledgement of accuracy, enter your job title, first name, last name and click "Sign & Continue." At this point, your new hire duties are complete and you may allow the employee to start their first shift.

< Back

I-9 Verification

Download as PDF

 **Employment Eligibility Verification**
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS Form I-9
OMB No. 1615-0047
Expires 10/31/2022

▶ START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

▼ Collapse

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States. I further acknowledge that checking this box constitutes a legal signature confirming the accuracy of this document.

Electronic Signature

* Job Title

* First Name

* Last Name


Sign & Continue