



Delt Employee Mini Guide

Onboarding

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Overview

CoreHR allows Employees to complete their Onboarding information. When employees log into the Employee portal, they will be presented with the Onboarding screen. Until all information in these screens are completed, the Onboarding screen will continue to appear. Once completed, it will cease.

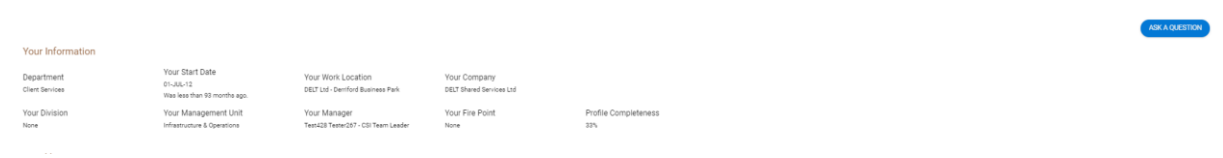
This document outlines how to: -

- Navigate through the Onboarding page
- Complete your details


1. Navigate Onboarding

Navigating the Onboarding Page

When you first log into the Employee Dashboard, the Onboarding page will appear. This page will appear each time you log in, until you have completed all the necessary onboarding information.



The top section of this page shows 'Your Information', such as Department; Start Date; Work Location.

If you need to ask a question, simply click on the  'Ask A Question' button. This will generate an email to the HRSystems@deltservices.co.uk, who will respond to you accordingly.

For some of our Customers, the Service Now App is also available to you to raise issues or look for FAQ's relating to CoreHR. If you require more information, please contact us on the email address above.



2. Update Onboarding Checklist

Onboarding Checklist

Checklist

| Step | Status |
|-------------------------------|-------------|
| Login for the first time | Completed |
| Upload My Photo | Completed |
| Provide Next of Kin detail | Not Started |
| Equal Opportunity Information | Not Started |
| Address | Not Started |
| My Bank Account Information | Not Started |

Employees are required to complete all steps in the checklist.

When an employee first logs into the Employee Dashboard, the first step 'Login for the first time' will automatically change from Not Started to Complete. (You can see this in the above screen).

To complete the other steps, e.g. Upload My Photo; Provide Next of Kin details; Address details and Bank account details: -

- Click on the ellipses and the Start button will appear.
- Click on the start button (using the example, 'My Bank Account Information')

My Bank Account Information

Onboarding > [My Bank Account Information](#)

Bank Account Information

Sort Code*
Lloyds Tsb Bank Plc (309668) ▼ Account Number Confirm Account Number

I accept that saving will update my bank details.

Set your Sort Code and Account Number details on this screen. Pressing the Save option updates your details immediately in Core.

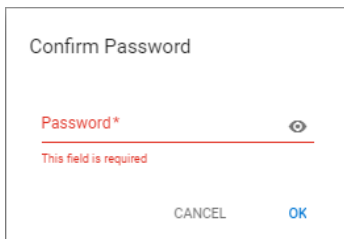
SAVE

- Enter the Sort Code>Account Number>Confirm Account Number.
- Click into the Radio Box to accept the conditions
- Press Save

My Bank Account Information Completed

Once you press save, the status will change from 'Not Started' to 'Completed'

In this example of 'Changing bank details', the system will ask you to confirm your password (this is because you are entering sensitive bank details), this does not happen on each of the task.



A dialog box titled "Confirm Password" with a red asterisk next to "Password*". Below the input field is a red error message: "This field is required". At the bottom are "CANCEL" and "OK" buttons.

Enter Password and click ok. Your Bank details have been created/updated.

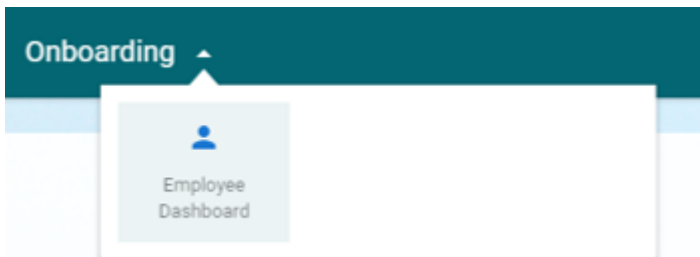
3. Navigate off the Onboarding Page

Navigate off the Onboarding page

Click on the drop-down arrow, next to the Onboarding Module



a drop-down box will appear, with your available Dashboard.



Click onto the Dashboard you require in the example above 'Employee Dashboard'