



## Manager Dashboard

### Manager Dashboard – My People Widget – Onboarding

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## 1.1 My People Widget – Onboarding

### 1.1.1 View Onboarding Data

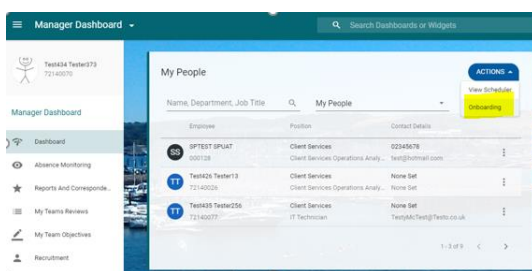
#### Onboarding

1. Onboarding is available to all Employees (but not Delt Employees). It requires the Employee to complete a series of checklists from their Employee Dashboard Module such as:-

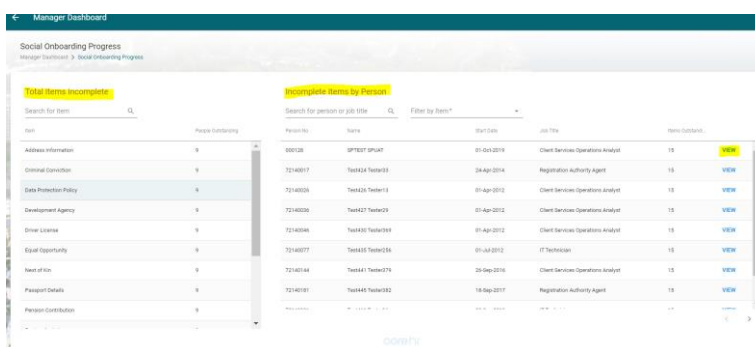
- Address Details
- Equal Opportunity
- Next of Kin
- And so on....

However, Managers Via the Manager Dashboard, are able to view the progress of these checklists.

2. Click on the Actions button in the My People Widget. A drop down list will appear. Select the Onboarding button.



3. You will be taken to the Onboarding Progress screen.



4. The screen is in two parts,

- The left hand side of the screen will give details on the 'Total Items Incomplete', and is a read only screen
- The right hand side will provide detail on 'Incomplete Items by Person'. The manager can then click on the view button and send the employee a message asking them to complete the checklist items.