

This guide is designed to help you spot the changes in the interface, and reconnect you to the great functionality you're used to.

Hiring: Navigation

Hiring, Onboardig, WOTC

Now your most important "Hiring" menus are located in the left side menu of Hiring Product.

The image displays two screenshots of the Payentry Hiring Product interface. The top screenshot shows the main dashboard with a navigation menu at the top: Dashboard, Resume Database, Jobs, Interviews, Tax Credits, and Onboarding. A vertical menu on the left lists Messages, Settings, Dashboard, Resume Database, Jobs, and Interviews. The main content area shows a 'Hello John' greeting, a 'My Job Postings' section with details for an 'Administrative Assistant' role (81 New Applicants, Palo Alto, CA), and a 'Tax Credit' section for Work Opportunity Tax Credit (WOTC) with a \$9,600 credit.

The bottom screenshot shows the 'HIRING' section of the interface. The left sidebar menu is expanded, showing categories: DASHBOARD, JOBS, INTERVIEWS, RESUME DATABASE, MESSAGES, and SETTINGS. Under SETTINGS, there are sub-items: Application Forms, Candidate Actions, Candidate Decline Preference, Customize Careers Page, EEO/OFCCP, My Subscription, Premium Settings, and Privacy Settings. Under REPORTS, there are: Time to Fill and Budget per Job. A search bar for 'Search Applicants' is at the bottom of the sidebar.

The main content area is divided into three columns: 'Jobs' (listing 16 My Job Postings with details for Administrative Assistant, Administrative Assistant-copy, Piano Teacher, and Life insurance logistics department manager), 'Applicant Tracker' (listing 11 Recent Applications with details for Emma Guo, Juzi Cao, Sino Liu, Julia Lee, Jimmy Cooler, Helena Woods, Nike Liu, and Lilly Liu), and 'Work Opportunity Tax Credits' (listing 5 credits with details for Emma Guo, Juzi Cao, Sino Liu, Julia Lee, and Jimmy Cooler, and a bar chart showing Earned: \$500 and Potential: \$2,400).

Similaities and differences in the Dashboard.

Payentry My Careers Page | Settings | Messages | Back to Homepage

Dashboard Resume Database Jobs Interviews Tax Credits Onboarding

Hello John

My Job Postings 1 Posted

Administrative Assistant Status: Posted
81 New Applicants
Palo Alto, CA - John Shah
Total Applicants: 96 Maybe: 1 Offer Rejected: 1 Hired: 7 Declined: 6 WOTC Eligible: 22

ABC Company Careers Page
Share all of your jobs at once with your Careers Page!
<http://gethired8809.example.com>

Applicant Tracker

Restaurant Staff
Palo Alto, CA

New Promising Maybe Offer Hire

81 applicants matched out of 96

Maria Padilla
Palo Alto, CA
Status: New
Date Applied: 12/10/2019 Tax Credit: \$2,400

Tax Credit

Work Opportunity Tax Credit (WOTC)
WOTC is a federal program that provides employers up to **\$9,600 in tax credits** per eligible new hire.

Complete Form 2848:
Form 2848 - Allows GetHired to file necessary documentation with state workforce agencies to confirm WOTC eligibility for new hires.

My Inbox

Yvette I REPLY-TO: Hello

Yvette I REPLY-TO: Hello

The Applicant Tracker shows the most recent applications regardless of the jobs. You can click the applicant name to go their application.

The items on the dashboard have moved around and are put into one of the three sections - Jobs | Applicant Tracker | Work Opportunity Tax Credits.

Payentry Hiring Onboarding Tax Credits Sarah Han Whole Life Insurance

HIRING

DASHBOARD

JOBS INTERVIEWS RESUME DATABASE MESSAGES SETTINGS

Application Forms Candidate Actions Candidate Decline Preference Customize Careers Page EEO/OFCCP My Subscription Premium Settings Privacy Settings

REPORTS

Time to Fill Budget per Job

Search Applicants

Jobs

16 My Job Postings View All

Administrative Assistant Pending
Palo Alto, CA by Sarah Han
0 Total Applicants

Administrative Assistant- copy Posted
Palo Alto, CA by Sarah Han
0 Total Applicants

Piano Teacher Posted
Palo Alto, CA by Sarah Han
1 Total Applicants (+1 new)

Life insurance logistics department manager Posted
Sacramento, CA by Sarah Han
1 Total Applicants (+1 new)

Confirmed Interviews View More

Jobseeker_55259dd2c1fe8
Melbourne, VIC
10-08-2015 9:00 am - 9:30 am
Position: JS duplicated
Scheduled: Sarah Han

Applicant Tracker

11 Recent Applications

Fr4 Administrative Assistant
Palo Alto, CA
Status: New
Date Applied: 10/03/2019

York Liu Administrative Assistant
San Francisco, CA
Status: New
Date Applied: 09/25/2019

Mark Larson Administrative Assistant
Palo Alto, CA
Status: Declined
Date Applied: 09/17/2019

Kelly Waterston Administrative Assistant
Palo Alto, CA
Status: Hired
Date Applied: 09/14/2019

Helena Woods Piano Teacher
New York, NY
Status: New
Date Applied: 09/13/2019

Nike Liu Life insurance logistics department manager
Sacramento, CA
Status: New
Date Applied: 08/02/2019

Lilly Liu Administrative Assistant

Work Opportunity Tax Credits

Emma Guo Software Engineer
Max Credit: **\$9,600**
Application In Process

Juzi Cao PHP Programmer
Max Credit: **\$2,400**
Application Filed

Sino Liu Mobile Job Post Test
Application In Process

Julia Lee Software Engineer
Application In Process

Jimmy Cooler Software Engineer
Max Credit: **\$2,400**
Application In Process

Tax Credits
Earned: \$500
Potential: \$2,400

Speak With a Tax Credit Expert

Applicant Tracker has a cleaner look!

The screenshot shows the Payentry Applicant Tracker interface. At the top, there's a navigation bar with "My Careers Page", "Settings", "Messages", and "Back to Homepage". Below that, a secondary navigation bar includes "Dashboard", "Resume Database", "Jobs", "Interviews", "Tax Credits", and "Onboarding". The main content area is titled "Applicant Tracker" and shows details for an "Administrative Assistant" job in Palo Alto, CA. It includes a status filter (New, Promising, Maybe, Offer, Hire, Decline) and a list of 81 applicants. The first applicant is Maria Padilla, followed by Mohammed Alalawi, Delorse Dunaway, Johnson Mailman, Antony Craighead, and Myron Boehman. To the right, there are buttons for "Preview Job", "Edit Job", "Copy Job", "Assign Job", and "Close Job". Below these are sections for "Spread the word" (with social media links for LinkedIn, Facebook, and Twitter) and "Premium job boards" (with ads for Indeed and Monster).

The screenshot shows the Payentry Hiring dashboard. At the top, there's a navigation bar with "Hiring", "Onboarding", "Tax Credits", "Time & Attendance", and "Benefits". The user's name "Sarah Han" and "Whole Life Insurance" are visible. A dark sidebar menu on the left contains "HIRING", "DASHBOARD", "JOBS", "INTERVIEWS", "RESUME DATABASE", "MESSAGES", "SETTINGS", and "REPORTS". The main content area is titled "Jobs" and shows an "Applicant Tracker" for an "Administrative Assistant" job. It includes a status filter (2 New, 4 Hire, 0 Promising, 1 Decline, 1 Maybe, 2 Offer) and a list of applicants: Fr4 and York Liu. To the right, there are "Job Actions" buttons (Preview Job, Edit Job, Copy Job, Assign Job, Close Job) and sections for "Spread the word" (with social media links for Craigslist and LinkedIn) and "Premium job boards" (with ads for Indeed and Monster).

Hiring: Applicant Tracker

Hiring, Onboardig, WOTC

Applicant Profiles - less distracting UI controls!

The screenshot shows the Payentry Applicant Tracker interface. On the left, a list of applicants is displayed for the 'Administrative Assistant' role in Palo Alto, CA. The list includes Maria Padilla, Mohammed Alalawi, Delorse Dunaway, Johnson Mailman, and Antony Craighead. The main panel shows the detailed profile for Maria Padilla, including her contact information, a 'Status' dropdown menu (set to 'New'), and a 'Tax Credit' section. The tax credit section indicates that hiring her could make the business eligible for up to \$2,400 in tax credits, with a table showing two target groups, each eligible for \$2,400. There is a 'Process Tax Credit' button. Below the tax credit section is an 'Offer Letter' table and a 'Candidate Details' section showing availability as 'Available'.

All your favourite functionality is still in the same place.

The screenshot shows the Payentry Hiring interface. On the left is a dark sidebar menu with options like Dashboard, Jobs, Interviews, Resume Database, Messages, Settings, and Reports. The main content area shows the 'Applicant Tracker' for the 'Administrative Assistant' role. It features a status summary (2 New, 0 Promising, 1 Maybe, 2 Offer, 4 Hire, 1 Decline) and a list of applicants, including Arthur Dunn. The main panel displays the profile for Arthur Dunn, with a 'Status' dropdown menu (set to 'New') and a 'Decline' button. Below the status section is a 'Tax Credit' section indicating eligibility for up to \$9,000 in tax credits, with a table showing two target groups: Target Group 1 for \$9,000 and Target Group 2 for \$2,400. At the bottom, there is a 'Job Application' section with a table of personal information for Arthur Dunn.

New, less distracting controllers

Hiring reports to help you track and manage your process.

HIRING

- [DASHBOARD](#)
- [JOBS](#)
- [INTERVIEWS](#)
- [RESUME DATABASE](#)
- [MESSAGES 4](#)
- [SETTINGS](#)
- [Application Forms](#)
- [Candidate Actions](#)
- [Candidate Decline Preference](#)
- [Customize Careers Page](#)
- [EEO/OFCCP](#)
- [My Subscription](#)
- [Premium Settings](#)
- [Privacy Settings](#)
- [REPORTS](#)
- Time to Fill
- Budget per Job
-

Time to Fill

Date Posted: **Status:** **Job:**

Filter Clear Download

Total Jobs: 8

Total Hired: 4

Posted In	Avg Days to Hire
January	-
February	-
March	-
April	-
May	-
June	-
July	-
August	-
September	54
October	-
November	-
December	-

Position	Location	Date Posted	Date of First Hire	Job Status	Date Closed	# of Hires	Time to Hire
Software Engineer	Caballo, NM	2019-09-19	2019-05-02	Posted		9	18
Administrative Assistant- copy	Palo Alto, CA	2019-09-12	2019-09-17	Posted		2	20
Administrative Assistant	Palo Alto, CA	2019-09-12	2019-07-19	Posted		4	54
Piano Teacher	Palo Alto, CA	2019-09-11	2019-08-18	Posted		1	79
Life insurance logistics department manager	Sacramento, CA	2019-07-31	2019-08-08	Posted		10	13

Payentry

Hiring
Onboarding
Tax Credits
Time & Attendance
Benefits

Sarah Han ▼
 Happy Life Insurance

HIRING

- [DASHBOARD](#)
- [JOBS](#)
- [INTERVIEWS](#)
- [RESUME DATABASE](#)
- [MESSAGES 4](#)
- [SETTINGS](#)
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- [EEO/OFCCP](#)
- [My Subscription](#)
- [Premium Settings](#)
- [Privacy Settings](#)
- [REPORTS](#)
- Time to Fill
- Budget per Job
-

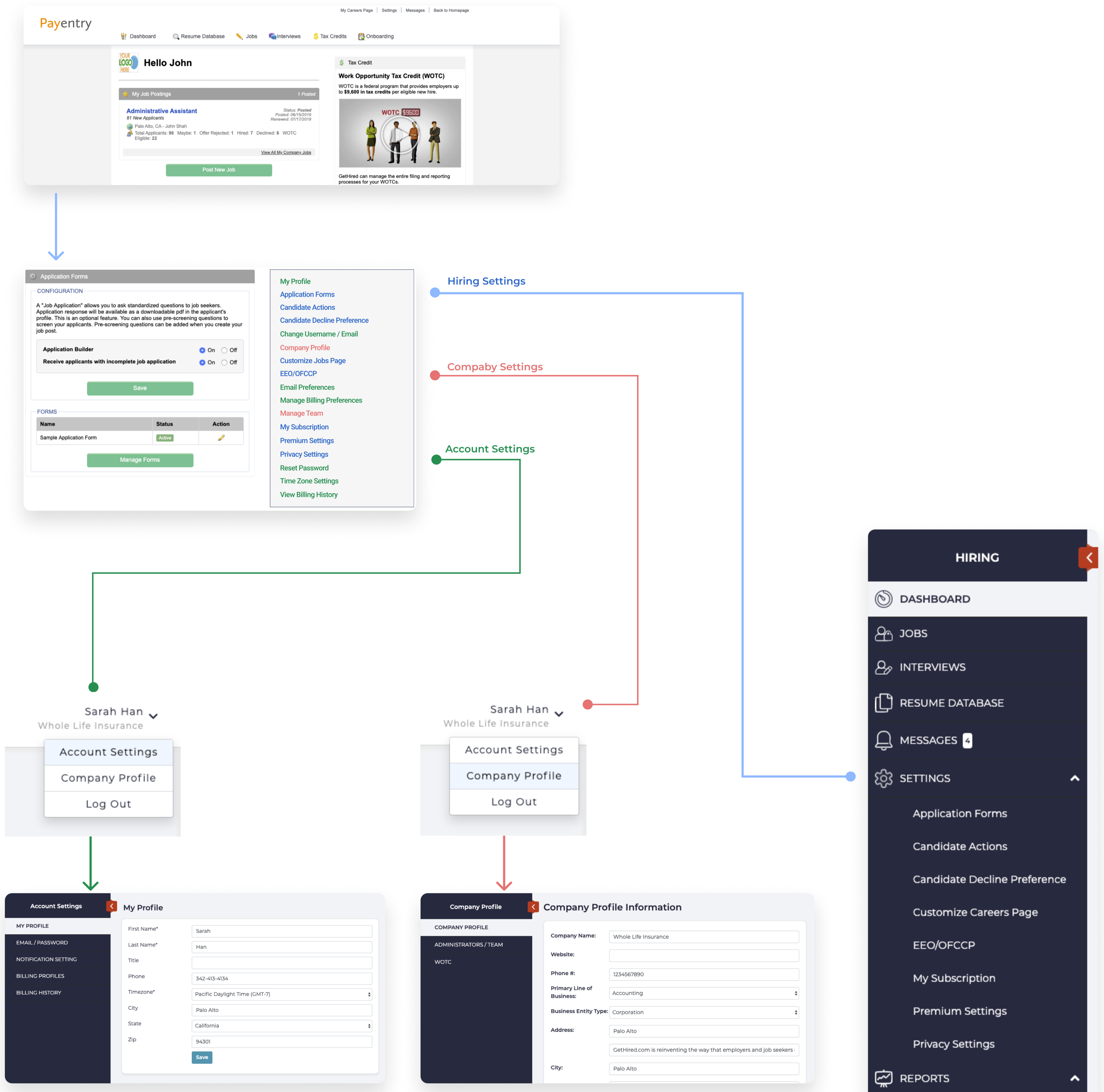
Date Posted: **Status:** **Job:**

Filter Clear Download

Position	Posted On	Posted By	Job Status	# of Hires	Indeed(\$)	Monster(\$)	Careerbuilder(\$)	Total Cost(\$)
Software Engineer	2019-09-19	Yevof Liu	Posted	-	-	-	-	-
Administrative Assistant- copy	2019-09-12	Sarah Han	Posted	-	-	-	-	-
Administrative Assistant	2019-09-12	Yevof Liu	Posted	4	\$525	\$195	\$419	\$1,139
Piano Teacher	2019-09-11	Sarah Han	Posted	6	\$525	\$195	\$419	\$1,139
Life insurance logistics department manager -copy	2019-08-01	Sarah Han	Closed	3	\$425	\$95	\$49	\$569
Life insurance logistics department manager	2019-07-31	Sarah Han	Posted	6	\$525	\$195	\$419	\$1,139
Test	2019-07-20	Jiangtian Liu	Posted	2	\$55	\$95	\$41	\$191
Life Insurance Agent - copy test	2019-07-18	Sarah Han	Posted	0	-	-	-	-
Life Insurance Agent- copy test	2019-07-17	Qingcao Liu	Closed	-	-	-	-	-
Life Insurance Agent	2019-07-11	Sarah Han	Posted	3	\$525	\$195	\$419	\$1,139
Bartender	2019-07-10	Sarah Han	Closed	0	-	-	-	-
Mobile Job Post Test	2016-10-22	Sarah Han	Expired	1	\$52	\$19	\$41	\$112
Coordinator, Communications (1.0 FTE)	2016-04-19		Expired	10	\$525	\$195	\$419	\$1,139
35 duplicated	2015-07-24	Sarah Han	Expired	0	-	-	-	-

Settings got grouped into 3 new sections

1. The first one related to the hiring product is now located under “Settings” on the left menu of “Hiring”;
2. If you click on the user name in the right upper corner you will find “Account Settings”
3. If you click on the user name in the right upper corner you will find “Company Profile Settings”



Onboarding

Hiring, Onboardig, WOTC

We gave a fresher look to the onboarding section to help you focus on the work that matters the most.

The left navigation remains in the same place

The screenshot shows the Payentry interface with a top navigation bar containing 'My Careers Page', 'Settings', 'Messages', and 'Back to Homepage'. Below this is a secondary navigation bar with icons for 'Dashboard', 'Resume Database', 'Jobs', 'Interviews', 'Tax Credits', and 'Onboarding'. The main content area is titled 'Onboarding (3)' and lists two employees: Maria Padilla and Liv Anderson. Each employee card shows their name, title, start date, and a list of onboarding tasks with completion status (green checkmarks for completed, red X for pending). A blue arrow points from the text 'The left navigation remains in the same place' to the left-hand navigation menu.

The screenshot shows the Payentry interface with a top navigation bar containing 'Hiring', 'Onboarding', and 'Tax Credits'. The user's name 'Sarah Han' and 'Whole Life Insurance' are visible in the top right. The left-hand navigation menu is expanded, showing options like 'ADD AN EMPLOYEE', 'VIEW EMPLOYEES', 'MANAGE ONBOARDING', 'E-VERIFY', and 'ONBOARDING STATUS REPORT'. The main content area is titled 'View Employees' and shows a list of employees. The first employee, Jane Liu, is selected, and her onboarding progress is shown in a detailed view. A blue arrow points from the text 'All important onboarding details are left in the same convenient format' to the list of onboarding tasks for Jane Liu.

All important onboarding details are left in the same convenient format

Onboarding: Report

Hiring, Onboardig, WOTC

Onboarding status report designed to help your team to track the onboarding of all new hires in one place.

ONBOARDING <

Onboarding Status Report

Filter by Employee Status: Pending Onboarding Onboarding Completed

Select Documents: I-9 Offer Letter Employee Handbook Payroll

Sort By:

Show only incomplete documents

Start Date:

Date Sent:

[Download CSV](#)

Employee	Position Title	Start Date	Date Sent	Sent By	Onboarding Status	I-9	Offer Letter	Employee Handbook	Payroll
Jane Liu	hr	Nov 01, 2019	Oct 01, 2019	Sarah Han	Pending Onboarding	X	X	X	X
Wu Cao	ht	Oct 01, 2019	Sep 30, 2019	Sarah Han	Pending Onboarding	X	X	X	X
Karla Schneedle	Samogonshitsa	Sep 03, 2019	Sep 19, 2019	Sarah Han	Pending Onboarding	X	N/A	X	X
Lilon Liu	hr	Jul 31, 2019	Jul 22, 2019	Sarah Han	Pending Onboarding	X	N/A	N/A	X
Melody Liu	Administrative Assistant	Sep 01, 2019	Jul 19, 2019	Sarah Han	Pending Onboarding	X	N/A	X	X
Elissa Test	Job Title	Nov 01, 2018	Nov 07, 2018	Sarah Han	Pending Onboarding	N/A	N/A	N/A	X
Sheng Di	Software Engineer	Jul 21, 2017	Jul 21, 2017	Sarah Han	Pending Onboarding	X	✓	✓	✓
Sheng Hua	Software Engineer	Jun 05, 2017	Jun 18, 2017	Sarah Han	Pending Onboarding	X	✓	N/A	✓
Nash G.	Software Engineer	Nov 15, 2016	Nov 29, 2016	Sarah Han	Pending Onboarding	X	✓	N/A	X

Filter your candidates by multiple parameters and analyze the data.

Tax Credits UI has a new look! There is no change in the WOTC process.

We moved the navigation of WOTC section to the left to insure more fluid user experience.

Payentry My Careers Page | Settings | Messages | Back to Homepage

Dashboard Resume Database Jobs Interviews Tax Credits Onboarding

Screen Requests Cases Reports

Submit WOTC Applications

The following individuals have been identified as WOTC eligible.

Step 1: Mark the candidates that have been hired.
Step 2: Review new hire information.
Step 3: Select the candidates you'd like to submit for WOTC and complete authorization documents.

Select	Name	Position	Potential Credit Value	Action
<input checked="" type="checkbox"/>	David Dye	Administrative Assistant	\$4,800	
<input type="checkbox"/>	Elane Ewing	Administrative Assistant	\$2,400	

[Checkout](#)

Have questions? Call 888-320-4456.
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Payentry Sarah Han | Whole Life Insurance

Hiring Onboarding **Tax Credits** Time & Attendance Benefits

TAX CREDITS [Screen Candidates for Tax Credits](#)

WOTC ELIGIBLE CANDIDATES

- ORDER STATUS
- REPORTS
- SCREENING LOG
- BILLING HISTORY

Submit WOTC Applications

The following individuals have been identified as WOTC eligible.

Step 1: Mark the candidates that have been hired.
Step 2: Review new hire information.
Step 3: Select the candidates you'd like to submit for WOTC and complete authorization documents.

Select	Name	Position	Potential Credit Value	Action
<input checked="" type="checkbox"/>	Kia Smith	Software Engineer	\$2,400	
<input type="checkbox"/>	Sheng Huo	Software Engineer	\$2,400	
<input type="checkbox"/>	Kevin Lu	software engineer	\$9,600	
<input type="checkbox"/>	Simon Lee	Software Engineer	\$2,400	
<input type="checkbox"/>	Sarah Smith	Coordinator, Communications (1.0 FTE)	\$2,400	
<input type="checkbox"/>	Jacky Smith		\$0	

[Submit WOTC](#)