Payentry

Hiring
Onboarding
WOTC

Payentry | Hiring | Onboarding | Tax Credits

HIRING

- DASHBOARD
- JOBS
- RESUME DATABASE
- INTERVIEWS
- SETTINGS
  - Application Forms
  - Candidate Actions
  - Candidate Decline
  - Customize Jobs Page
  - EEO/OFCCP
  - Premium Settings
  - Privacy Settings

Hello Melvin

4 My Job Postings — View All

Hiring an experienced BARISTA to a brand new coffee shop in Palo Alto — **Posted**
Palo Alto, CA US by Anna Smith
0 Total Applicants

Life insurance logistics department manager — **Posted**
Sacramento, CA US by Alyssa Edwards
1 Total Applicants
+1 New Applicants

Life Insurance Agent — **Pending**
Palo Alto, CA US by Jane Banks
0 Total Applicants

Post New Job

Confirmed Interviews

Cheryl Johnson - Melbourne, VIC
10-08-2015 11:00 am - 11:30 am
Position: JS duplicated
Scheduled by: Michelle Mccann

Applicant Tracker

13 Recent Applications

Lilly Anthony
Administrative Assistant
South San Francisco, CA
Status: Offer
Date Applied: 07/19/2019

Gerhard Margraf
Administrative Assistant
San Francisco, CA
Status: Maybe
Date Applied: 07/19/2019

Anthony Johnson
Administrative Assistant
New York, NY
Status: New
Date Applied: 07/19/2019

Ruben Egea
Administrative Assistant
San Francisco, CA
Status: Hired
Date Applied: 07/19/2019

Misty Shaw
Administrative Assistant
Palo Alto, CA
Status: Declined
Date Applied: 07/18/2019

Christophe Dupuy
Life Insurance Agent
Palo Alto, CA
Status: New
Date Applied: 07/18/2019

Brianna Baker
Life Insurance Agent
Palo Alto, CA

Work Opportunity Tax Credits

NG Nash G.
Software Engineer
Max Credit: $2,400
Application In Process

JC Jimmy Cooler
Software Engineer
Max Credit: $9,600
Application In Process

LA Lynn Agudo
hr
Max Credit: $2,400
Application In Process

Speak With a Tax Credit Expert

Careers Page

Share all of your jobs at once with your Careers Page!

https://demo.gethired.com/

The URL for your "Careers Page" has been updated. You may also continue to use your previous URL if you wish.

Customize My Domain

My Careers Page | Settings | Messages | Back to Homepage

...Database | Jobs | Interviews | Tax Credits | Onboarding

...an

...strative Assistant
Palo Alto, CA - John Shah
Total Applicants: 96 Maybe: 1 Offer Rejected: 1 Hired: 7 Declined: 6 WOTC Eligible: 22

Status: Posted
Posted: 06/15/2019
Renewed: 07/17/2019

View All My Company Jobs

Post New Job

ABC Company Careers Page
Share all of your jobs at once with your Careers Page!
http://gethired8809.example.com
Highlight and Press Ctrl-C (hold down the Ctrl button and press C) to copy. (Command-C for Mac)
Customize My Domain | View Careers Page

Applicant Tracker
Restaurant Staff
Palo Alto, CA

New | Promising | Maybe | Offer | Hire

81 applicants matched out of 96

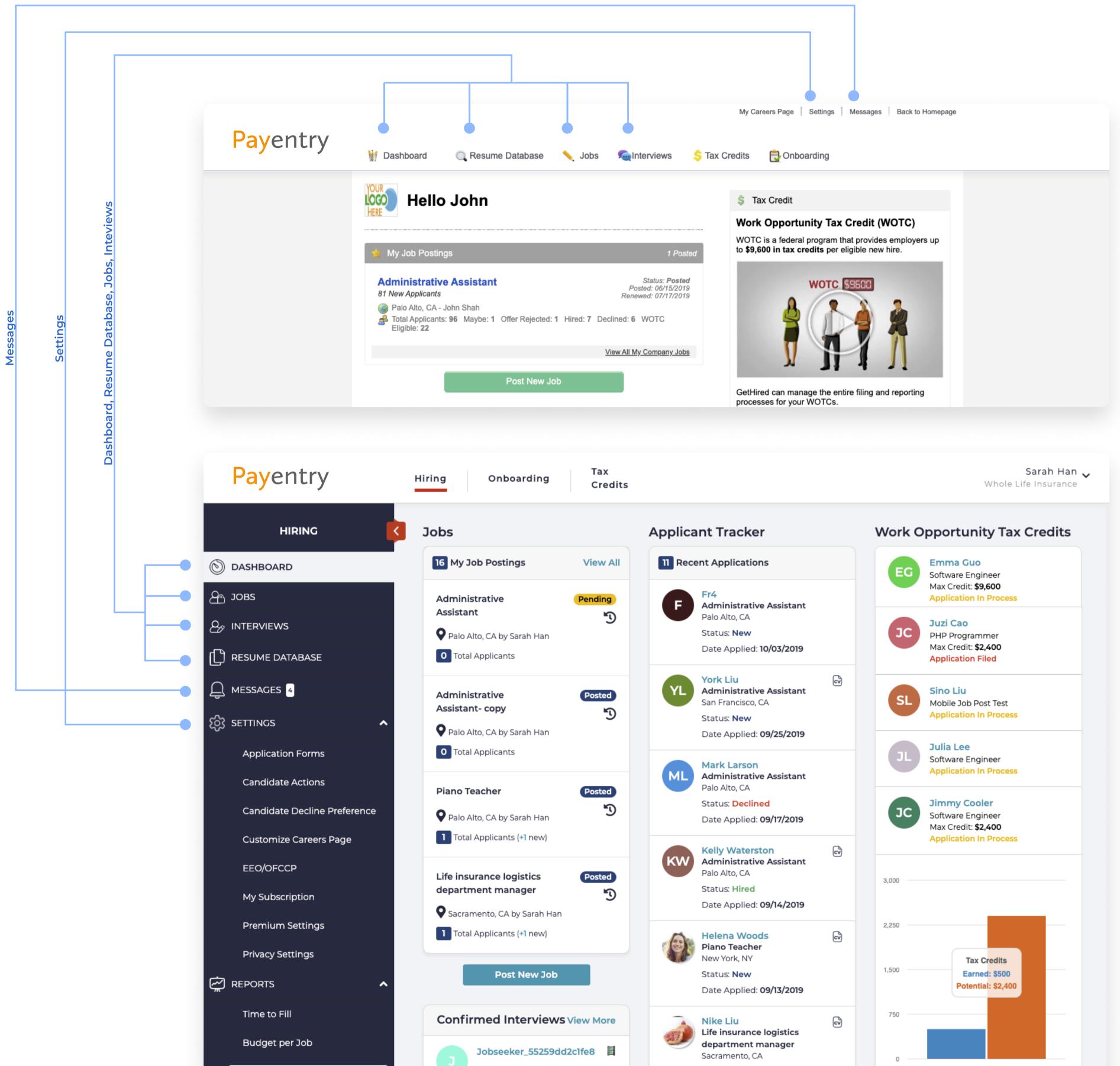**Maria Padilla**
Palo Alto, CA
Status: New
Date Applied: 12/10/2019   Tax Credit: $2,400
Micro Tech Systems & Controls, Inc: RESEARCH PROJECTS
UNIVERSITY OF PUERTO RICO IN BAYAMON: B.A., Business Administration

Mohammed Alalawi
Palo Alto, CA
Status: New
Date Applied: 12/07/2019
Ahmed Al-Omran Secondary School: High School Diploma
University of Bahrain: Computer science

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.

GetHired can manage the entire filing and reporting processes for your WOTCs.

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

Review and E-Sign Form 2848

Have questions?
Speak with a GetHired Tax Credit Specialist

My Inbox

Yvette I
REPLY-TO: Hello

Yvette I
REPLY-TO: Hello

Michael G
REPLY-TO: question

View All Messages

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

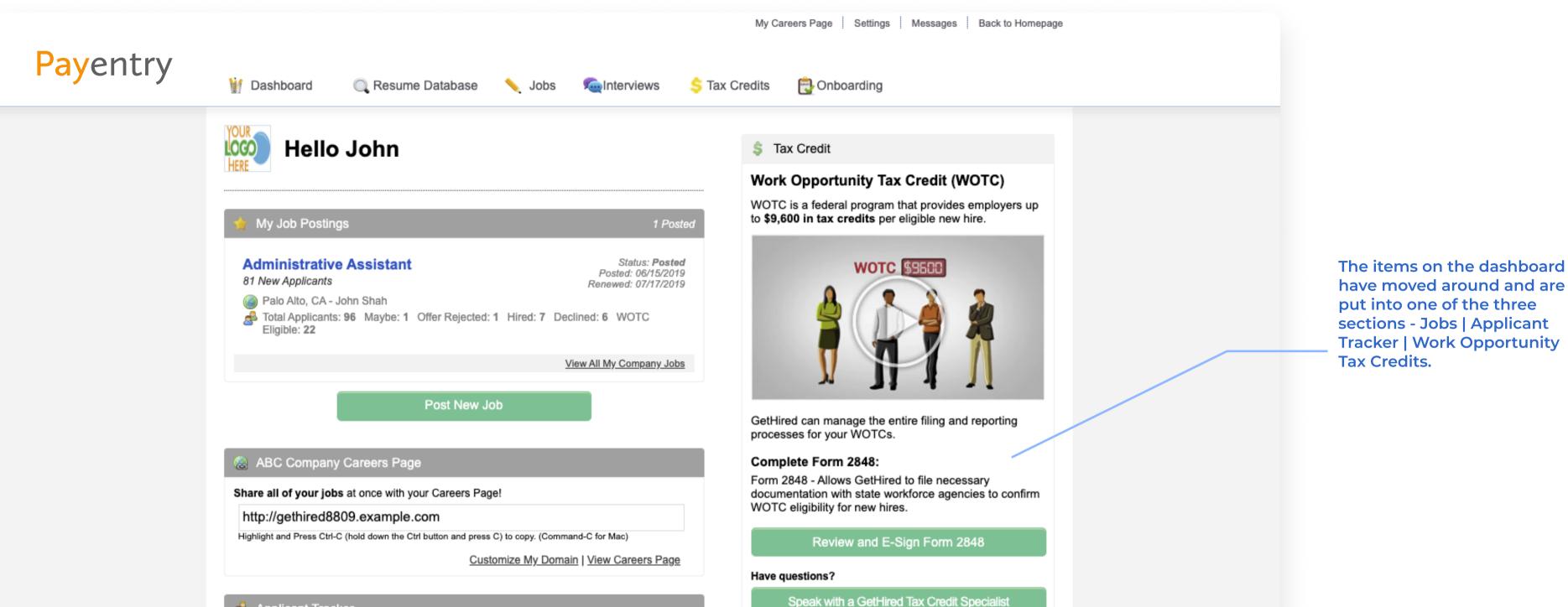Now your most important "Hiring" menus are located in the left side menu of Hiring Product.

My Careers Page | Settings | Messages | Back to Homepage

Payentry

Dashboard | Resume Database | Jobs | Interviews | Tax Credits | Onboarding

Hello John

⭐ My Job Postings — 1 Posted

Administrative Assistant
81 New Applicants
Status: **Posted**
Posted: 06/15/2019
Renewed: 07/17/2019
Palo Alto, CA - John Shah
Total Applicants: **96** Maybe: **1** Offer Rejected: **1** Hired: **7** Declined: **6** WOTC Eligible: **22**

View All My Company Jobs

Post New Job

$ 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.

GetHired can manage the entire filing and reporting processes for your WOTCs.

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Hiring | Onboarding | Tax Credits

Sarah Han
Whole Life Insurance

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

🔍 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)

Post New Job

Confirmed Interviews View More

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

Applicant Tracker

11 Recent Applications

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

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

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

KW 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

LL Lilly Liu
Administrative Assistant

Work Opportunity Tax Credits

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

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

SL Sino Liu
Mobile Job Post Test
Application In Process

JL Julia Lee
Software Engineer
Application In Process

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

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

Speak With a Tax Credit Expert

Hiring: Dashboard

Similaities and differences in the Dashboard.

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.

Hiring: Jobs

Applicant Tracker has a cleaner look!

Hiring: Applicant Tracker

Hiring, Onboardig, WOTC

Applicant Profiles - less distracting UI controls!

My Careers Page | Settings | Messages | Back to Homepage

Payentry

Dashboard · Resume Database · Jobs · Interviews · Tax Credits · Onboarding

All your favourite functionality is still in the same place.

New, less distracting controllers

Hiring: Reports

Hiring, Onboardig, WOTC

Hiring reports to help you track and manage your process.

Settings

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"
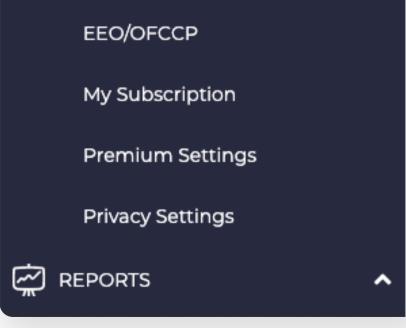
Onboarding

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

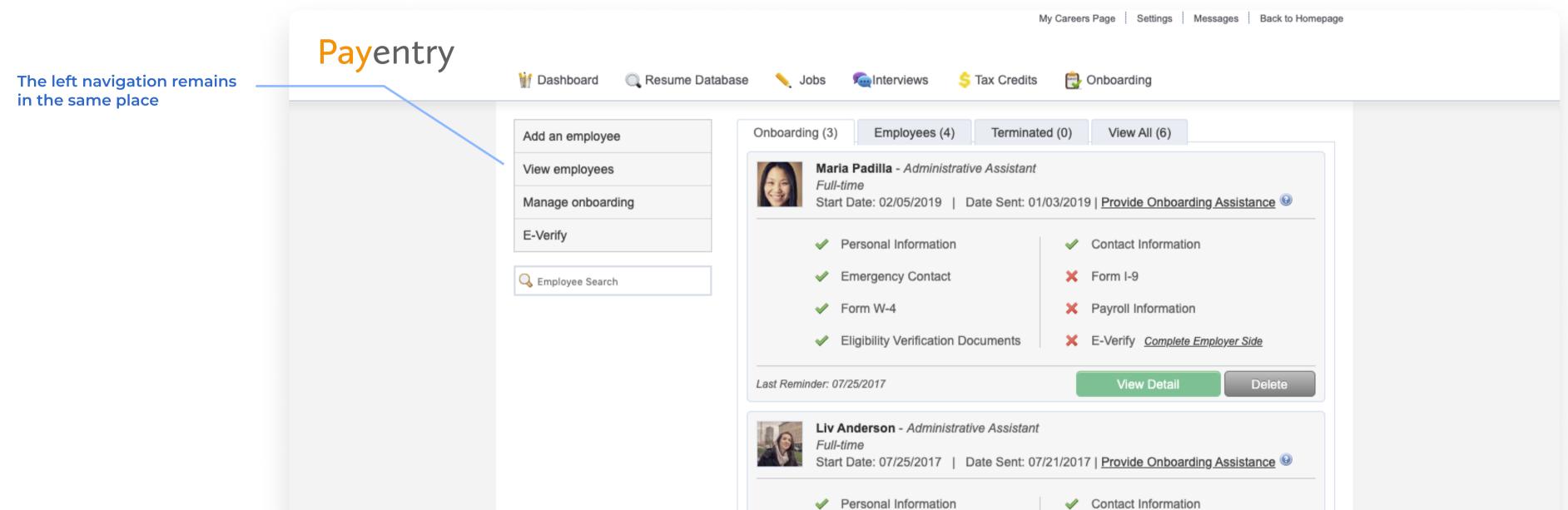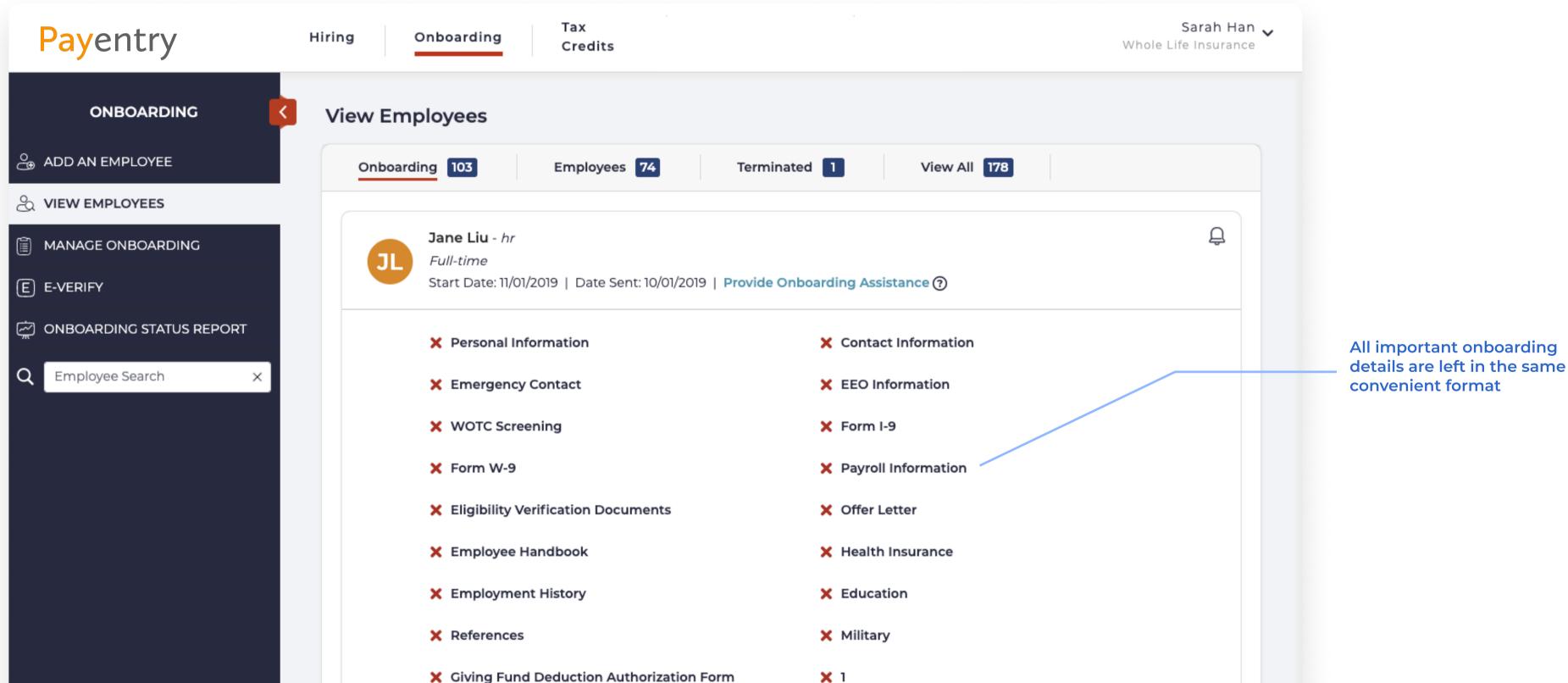The left navigation remains in the same place

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My Careers Page | Settings | Messages | Back to Homepage

Dashboard · Resume Database · Jobs · Interviews · Tax Credits · Onboarding

Add an employee

View employees

Manage onboarding

E-Verify

Employee Search

| Onboarding (3) | Employees (4) | Terminated (0) | View All (6) |

Maria Padilla - *Administrative Assistant*
Full-time
Start Date: 02/05/2019 | Date Sent: 01/03/2019 | Provide Onboarding Assistance

✓ Personal Information   ✓ Contact Information
✓ Emergency Contact   ✗ Form I-9
✓ Form W-4   ✗ Payroll Information
✓ Eligibility Verification Documents   ✗ E-Verify Complete Employer Side

Last Reminder: 07/25/2017   View Detail   Delete

Liv Anderson - *Administrative Assistant*
Full-time
Start Date: 07/25/2017 | Date Sent: 07/21/2017 | Provide Onboarding Assistance

✓ Personal Information   ✓ Contact Information
✓ Emergency Contact   ✗ Form I-9
✓ Form W-4   ✗ Payroll Information
✓ Eligibility Verification Documents   ✗ E-Verify Complete Employer Side

Last Reminder: 07/25/2017   View Detail   Delete

Payentry

Hiring   Onboarding   Tax Credits   Sarah Han
                                                     Whole Life Insurance

ONBOARDING

👤 ADD AN EMPLOYEE

👥 VIEW EMPLOYEES

📋 MANAGE ONBOARDING

E E-VERIFY

🖥 ONBOARDING STATUS REPORT

🔍 Employee Search

View Employees

| Onboarding 103 | Employees 74 | Terminated 1 | View All 178 |

Jane Liu - *hr*
Full-time
Start Date: 11/01/2019 | Date Sent: 10/01/2019 | Provide Onboarding Assistance

✗ Personal Information   ✗ Contact Information
✗ Emergency Contact   ✗ EEO Information
✗ WOTC Screening   ✗ Form I-9
✗ Form W-9   ✗ Payroll Information
✗ Eligibility Verification Documents   ✗ Offer Letter
✗ Employee Handbook   ✗ Health Insurance
✗ Employment History   ✗ Education
✗ References   ✗ Military
✗ Giving Fund Deduction Authorization Form   ✗ 1
✗ 4   ✗ E-Verify Complete Employer Side

👥 Run Background Check

All important onboarding details are left in the same convenient format

Last Reminder: 07/25/2017   Resend Onboarding Docs   Delete

Onboarding: Report

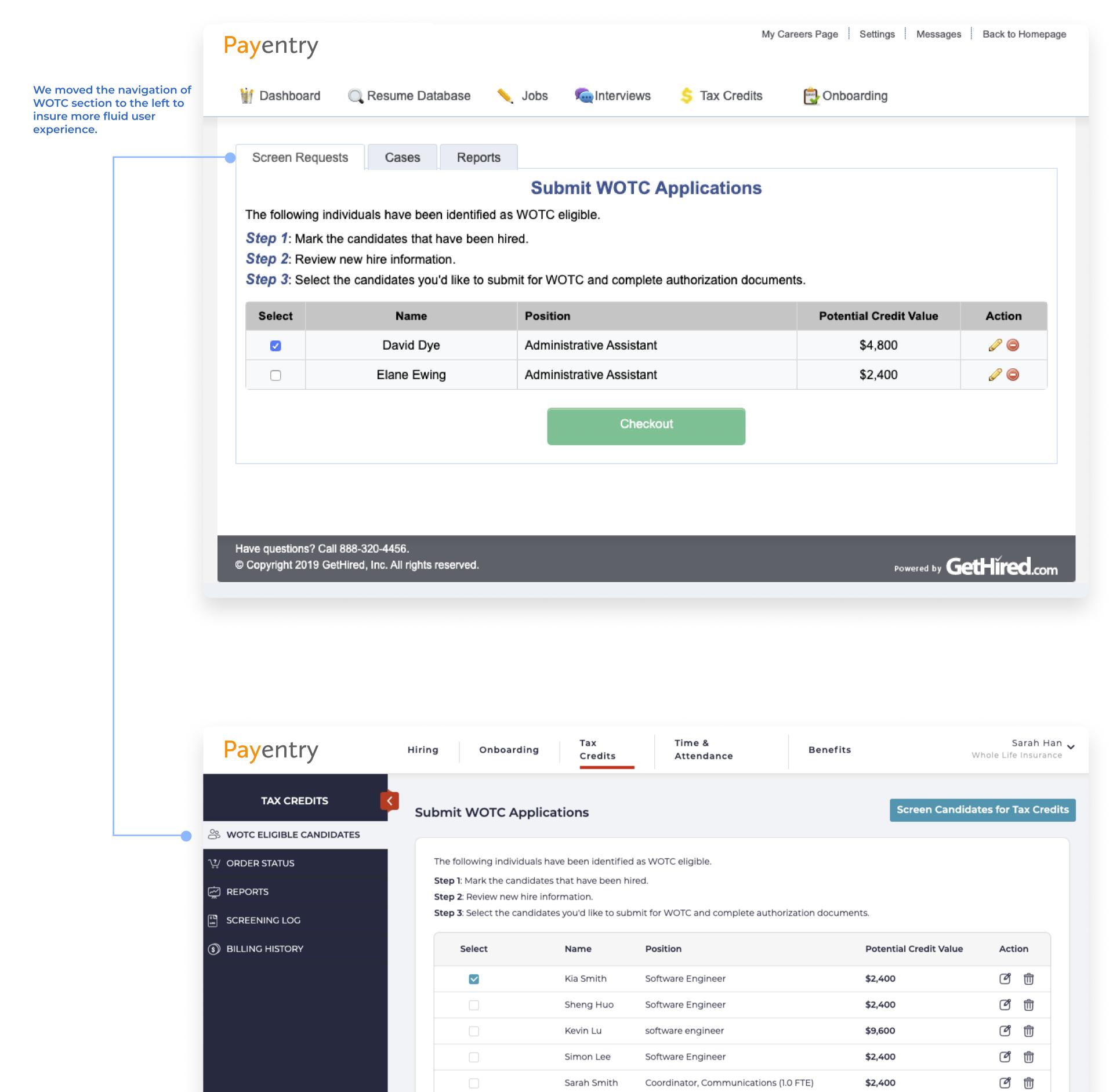**Onboarding status report designed to help your team to track the onboarding of all new hires in one place.**

Filter your candidates by multiple paramentrs and analyze the data.

Onboarding Status Report

Filter by Employee Status:	× Pending Onboarding × Onboarding Completed
Select Documents:	× I-9 × Offer Letter × Employee Handbook × Payroll
Sort By:	Date Sent

☑ Show only incomplete documents

| Start Date: | From | To |
| Date Sent: | From | To |

Apply 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
Liion 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

ONBOARDING ❮

ADD AN EMPLOYEE

VIEW EMPLOYEES

MANAGE ONBOARDING

E-VERIFY

ONBOARDING STATUS REPORT

🔍 Employee ×

WOTC

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.

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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
☑️	David Dye	Administrative Assistant	$4,800	✏️ ⊖
☐	Elane Ewing	Administrative Assistant	$2,400	✏️ ⊖

Checkout

Have questions? Call 888-320-4456.

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Payentry

Hiring   Onboarding   Tax Credits   Time & Attendance   Benefits   Sarah Han ⌄ / Whole Life Insurance

TAX CREDITS <

👥 WOTC ELIGIBLE CANDIDATES

🛒 ORDER STATUS

📋 REPORTS

📄 SCREENING LOG

💲 BILLING HISTORY

Submit WOTC Applications

Screen Candidates for Tax Credits

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
☑️	Kia Smith	Software Engineer	$2,400	⧉ 🗑
☐	Sheng Huo	Software Engineer	$2,400	⧉ 🗑
☐	Kevin Lu	software engineer	$9,600	⧉ 🗑
☐	Simon Lee	Software Engineer	$2,400	⧉ 🗑
☐	Sarah Smith	Coordinator, Communications (1.0 FTE)	$2,400	⧉ 🗑
☐	Jacky Smith		$0	⧉ 🗑

Submit WOTC