Payentry

Hire & Onboarding

Generally Asked Questions

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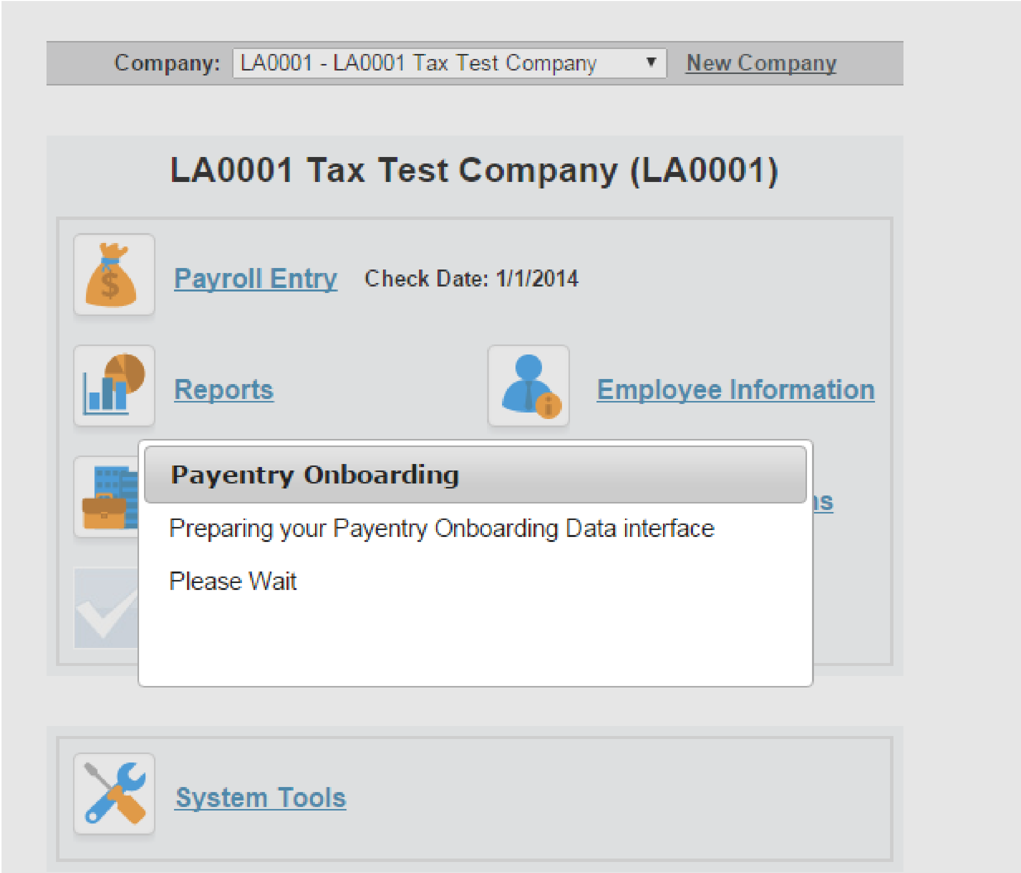
How do I access PayEntry Onboarding?

Step 1: Log in to your X as usual and click on “Payentry Onboarding”

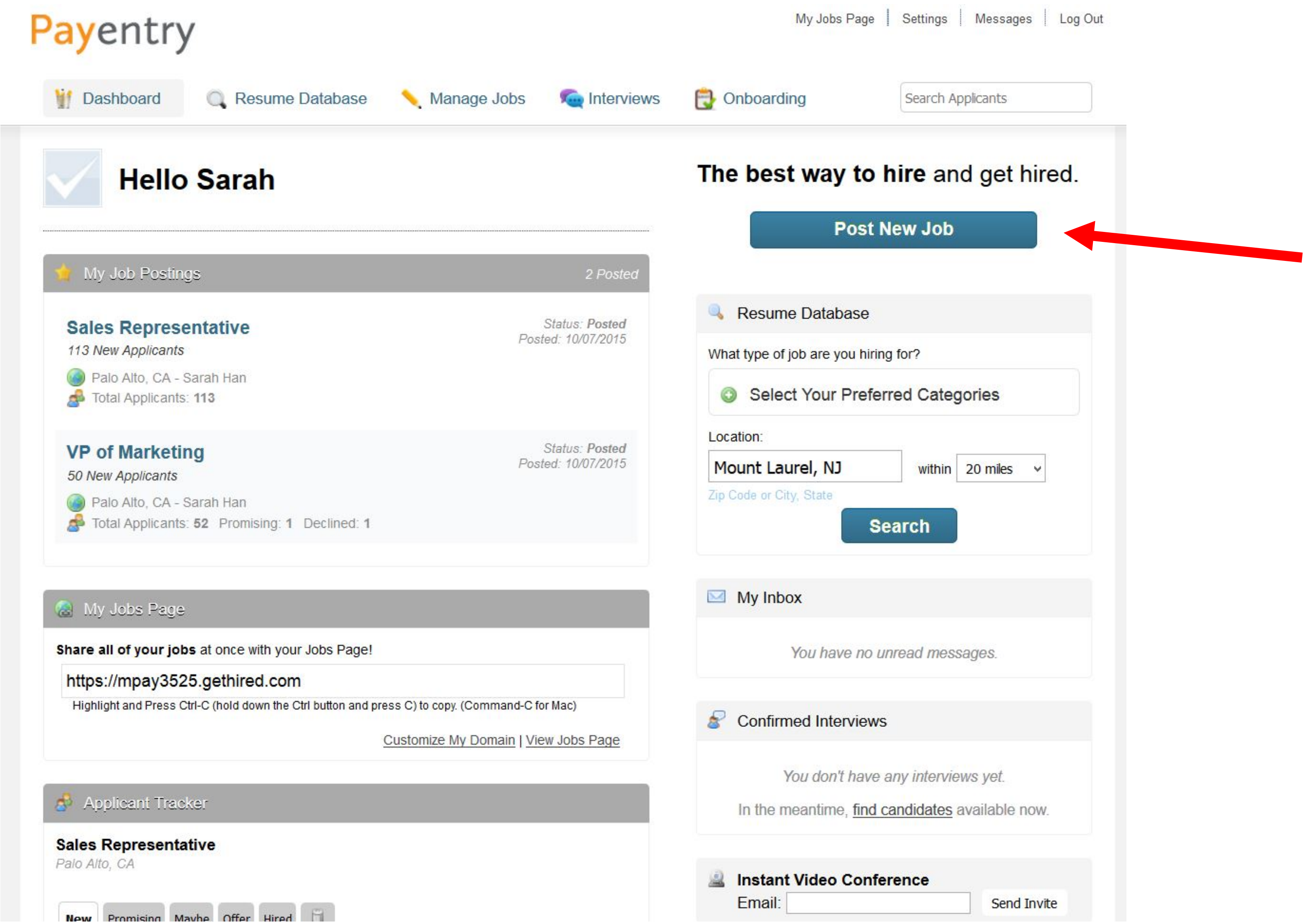
Here is a screencap of our main page if the client has access.

Once you click on the icon, it will transfer them over to the dashboard.

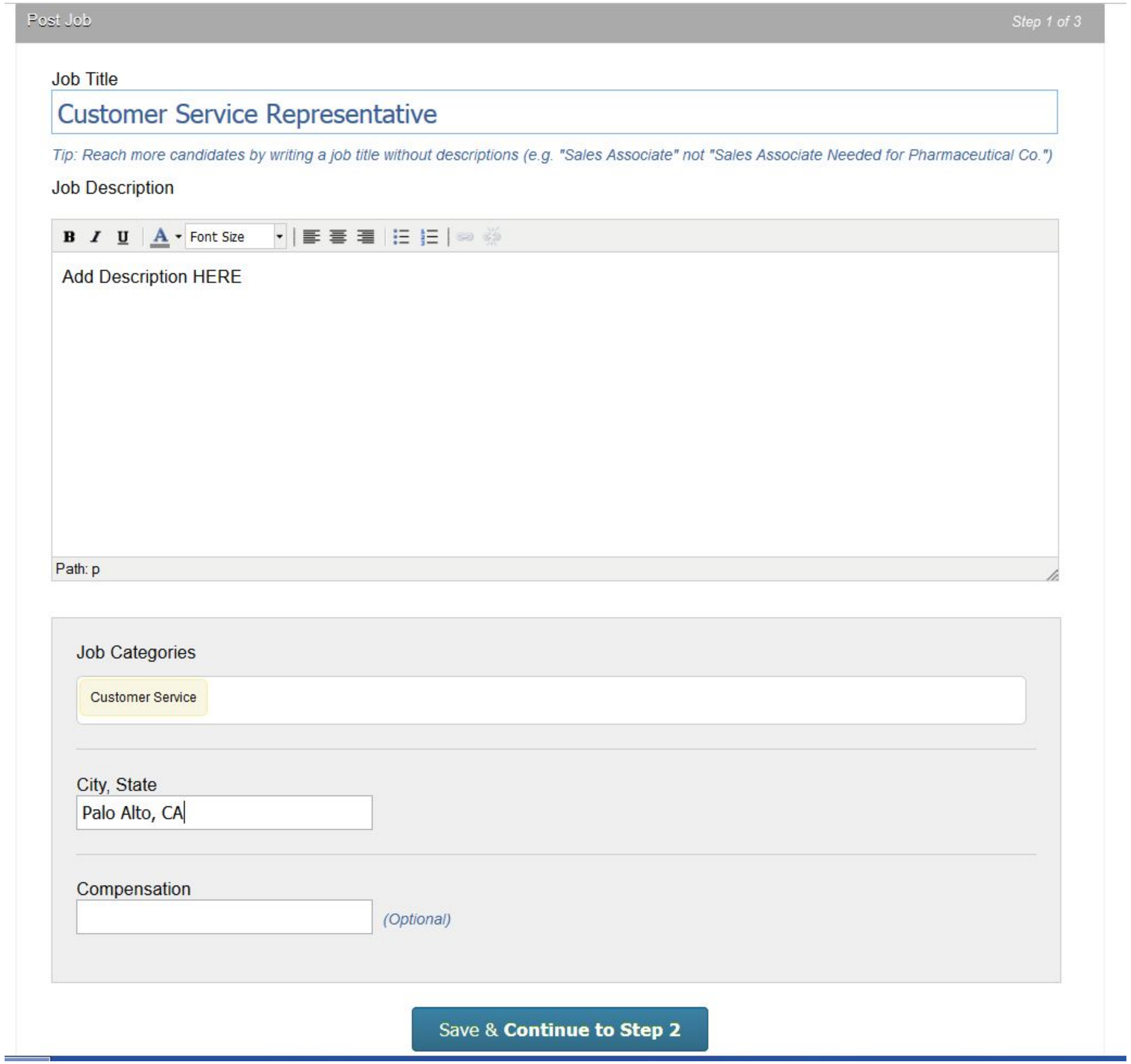


How do I post a job for the first time?

Step 1:
Once you have selected “Payentry Onboarding”, you will be directed to the “Dashboard” of your account. You would then click on “Post New Job” on the top right.

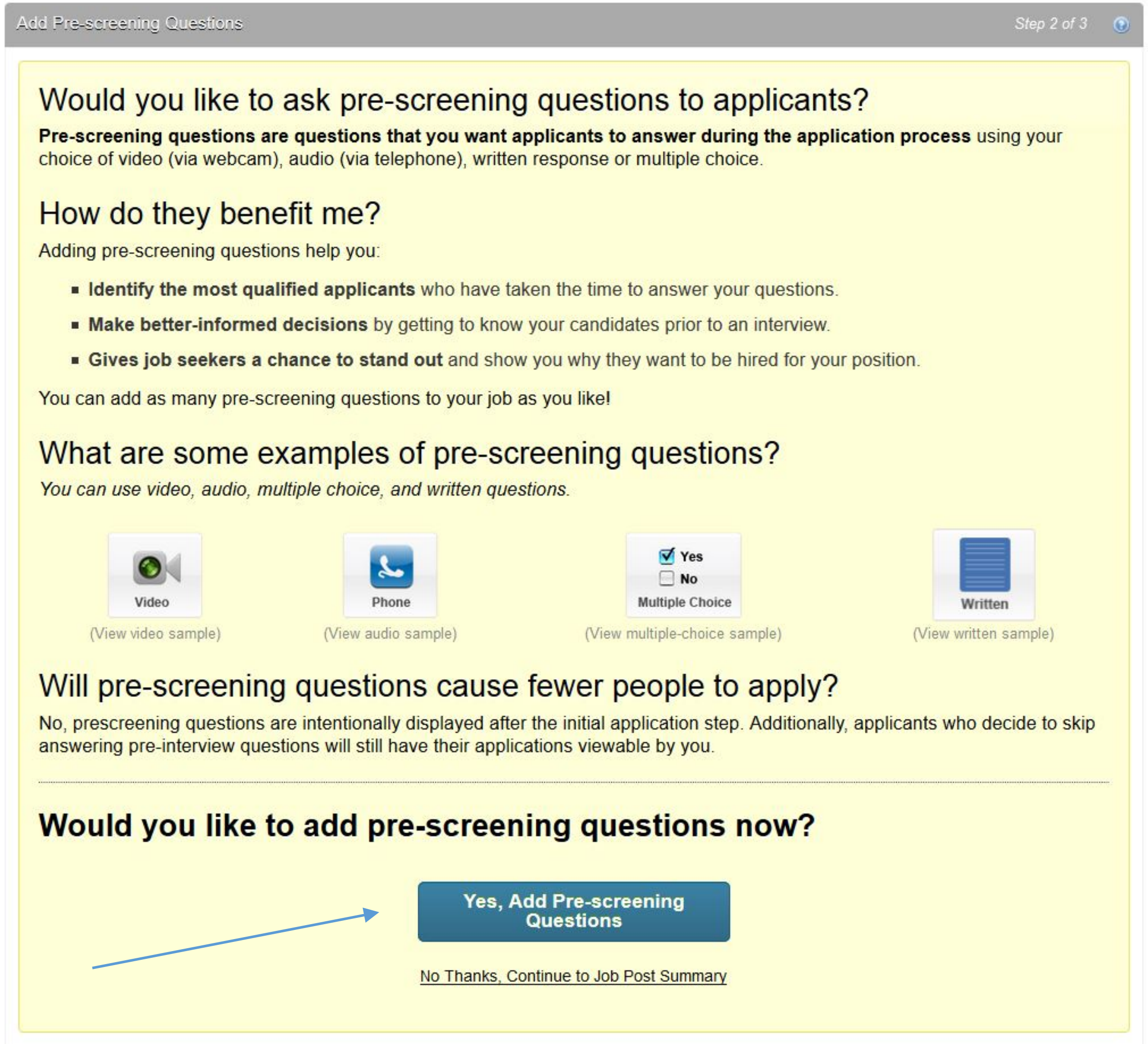


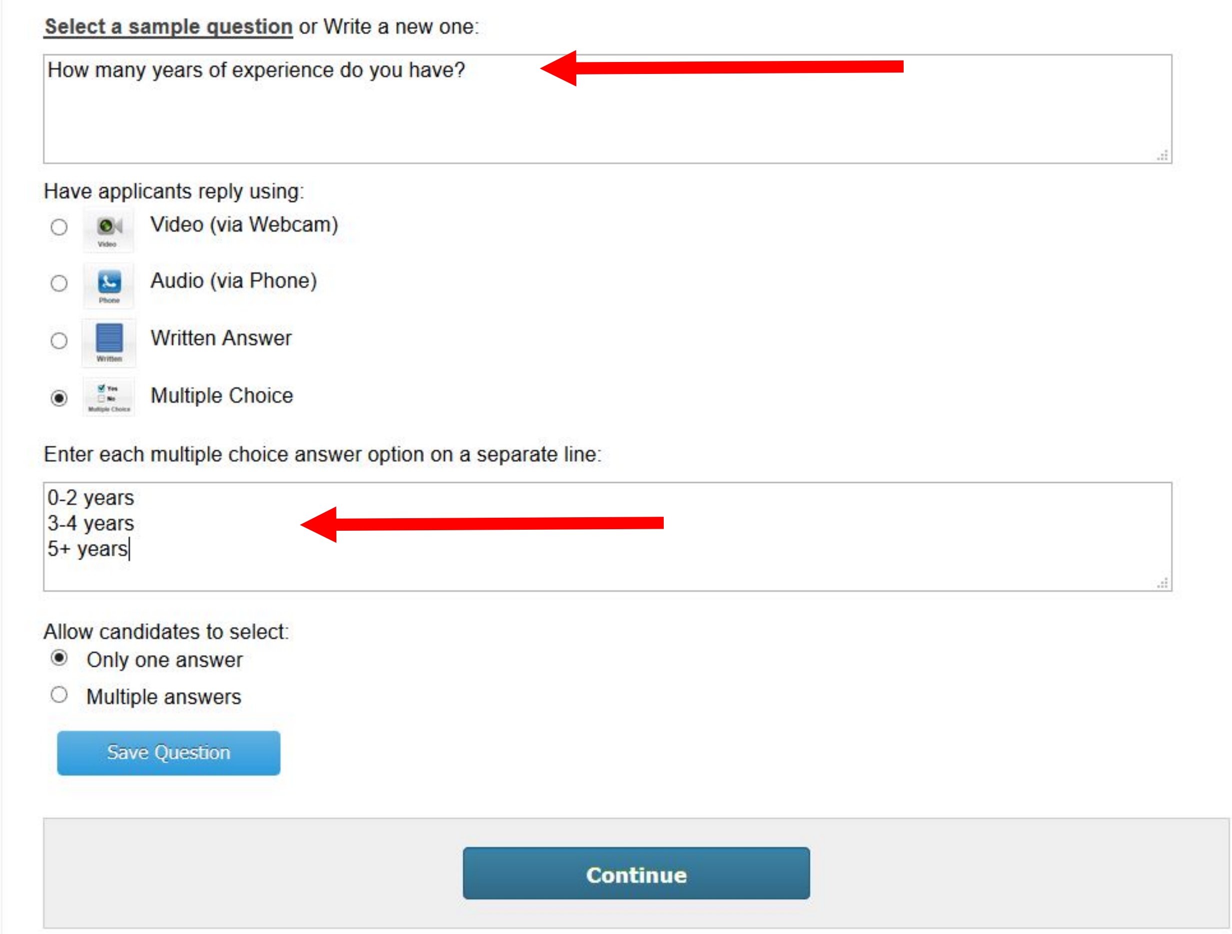
Step 2:
Complete the Job Description including Job Title, Description, Job Category, Location, and Compensation (optional).



Step 3:
On the next page, you have the option to add pre-screening questions. If you would like to add them now, click “Yes, Add Pre-screening Questions” and you will be directed to the next page (image on the right).

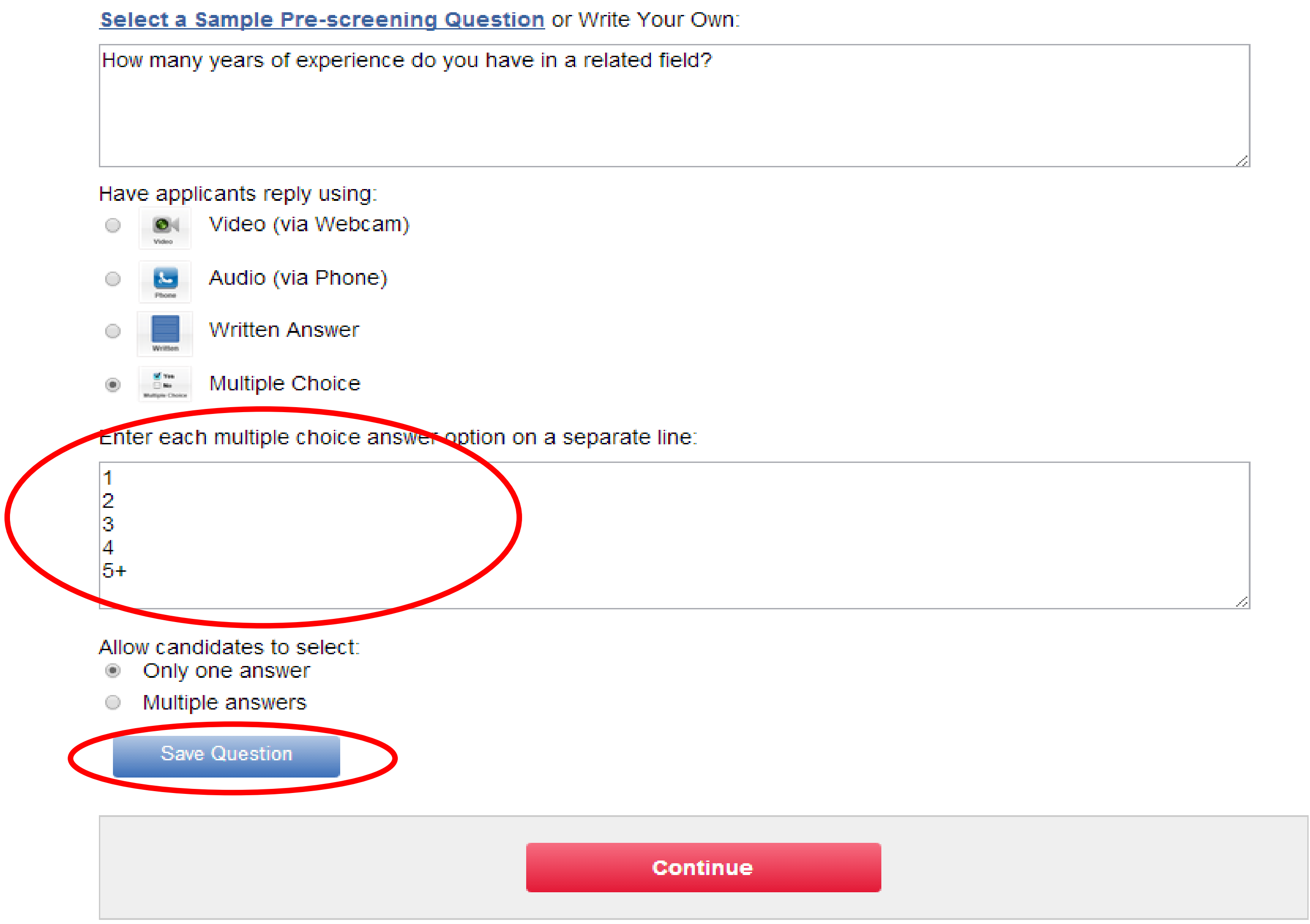
Pre-screening questions are powerful tools that let applicants reply through video, audio, written answer or multiple choice. Choose the type of pre-screening question you want to add and click on the icon to the left.





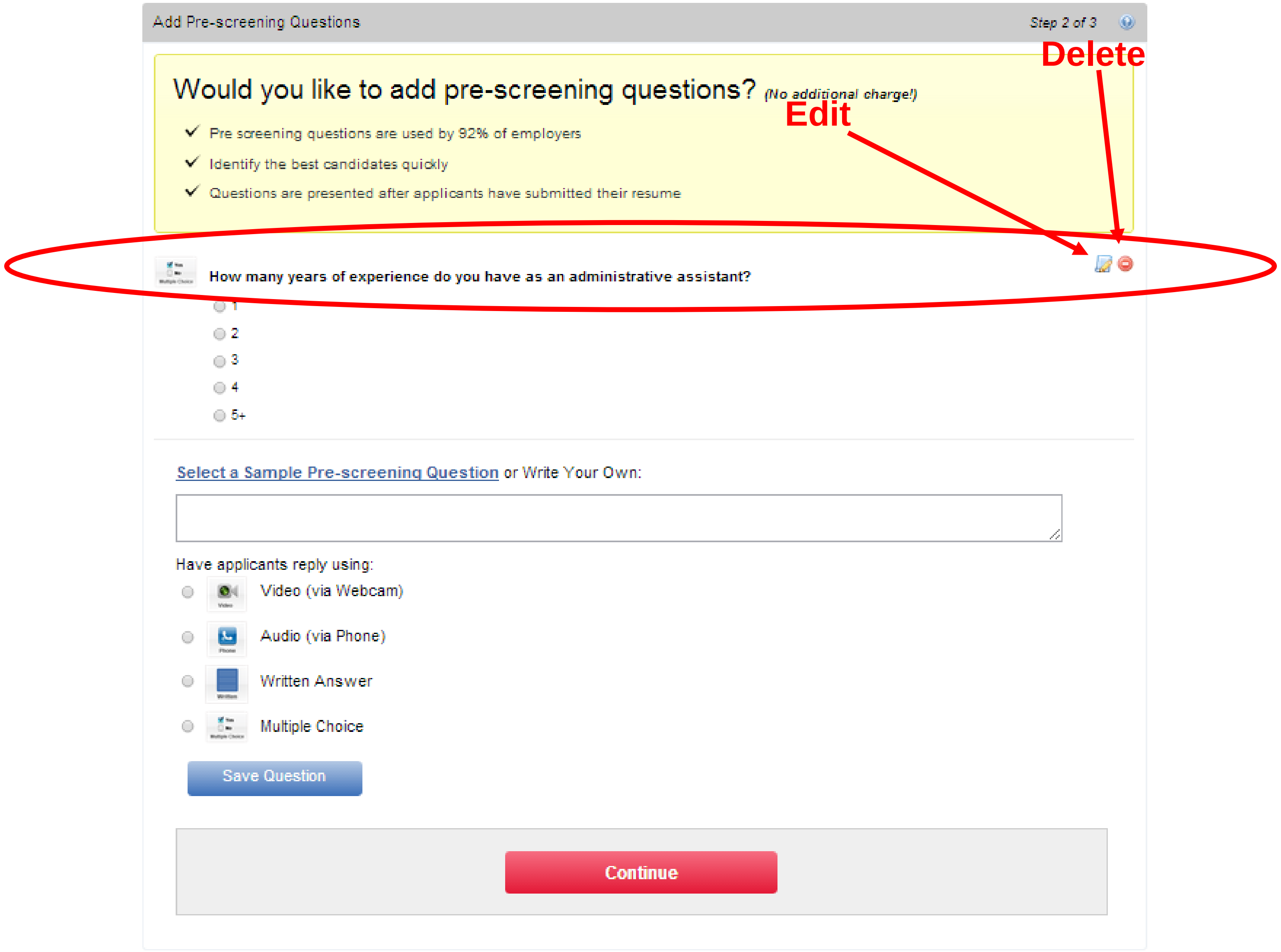
Step 4:

If you select multiple choice, you will provide the question and the answers. First you enter a question, such as “How many years of experience do you have in a related field?” Next, you list the possible answers. Enter these in the space below with each answer on a separate line as shown in the red circle below. It is usually best to offer less than 6 choices.



Step 5: Click on the blue “Save Question” in the lower left.

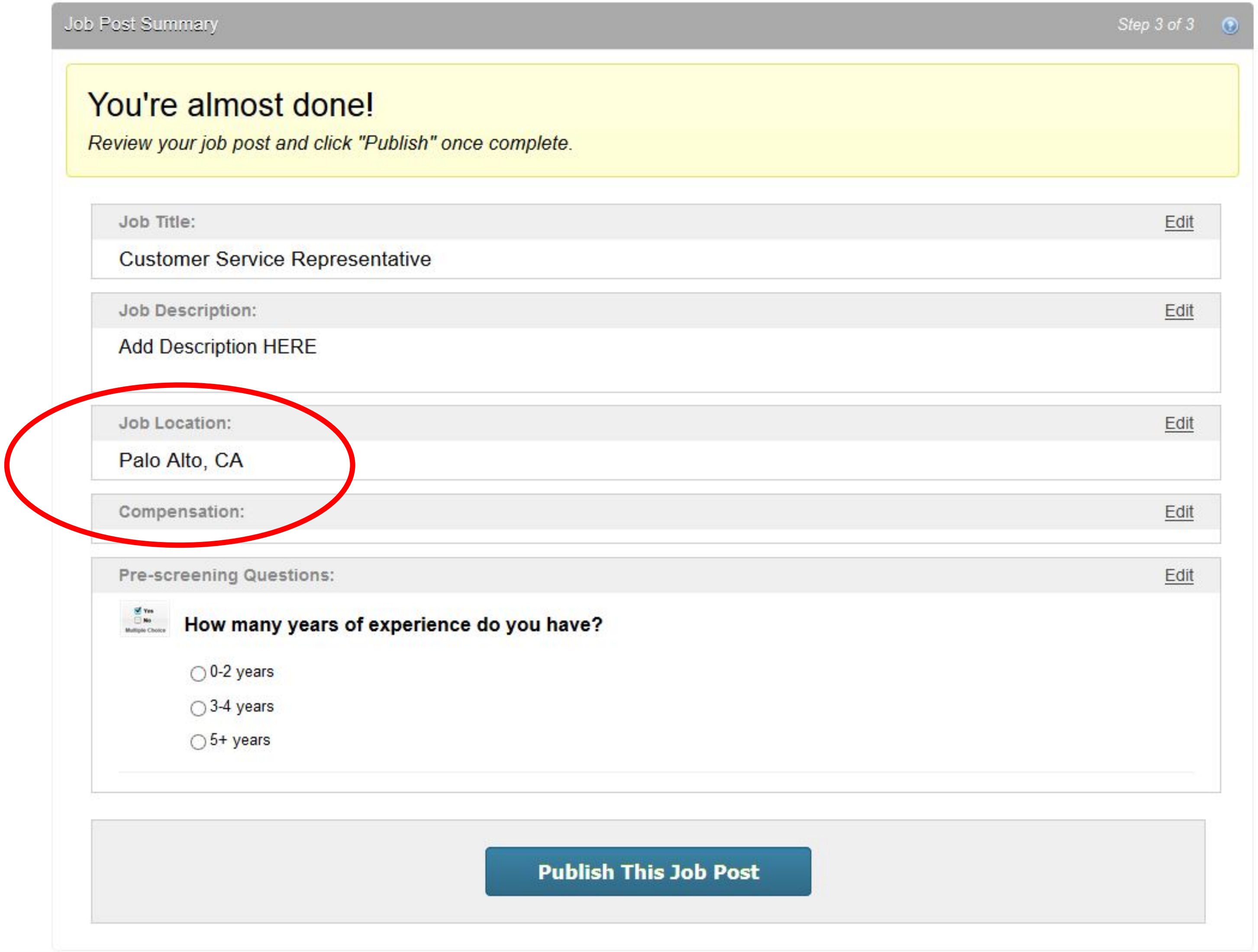
Step 6:
Also note you can edit questions or delete questions with the buttons shown by the arrows below. The edit button will allow you to re-type your question or change how the applicant responds. Delete will remove the question.



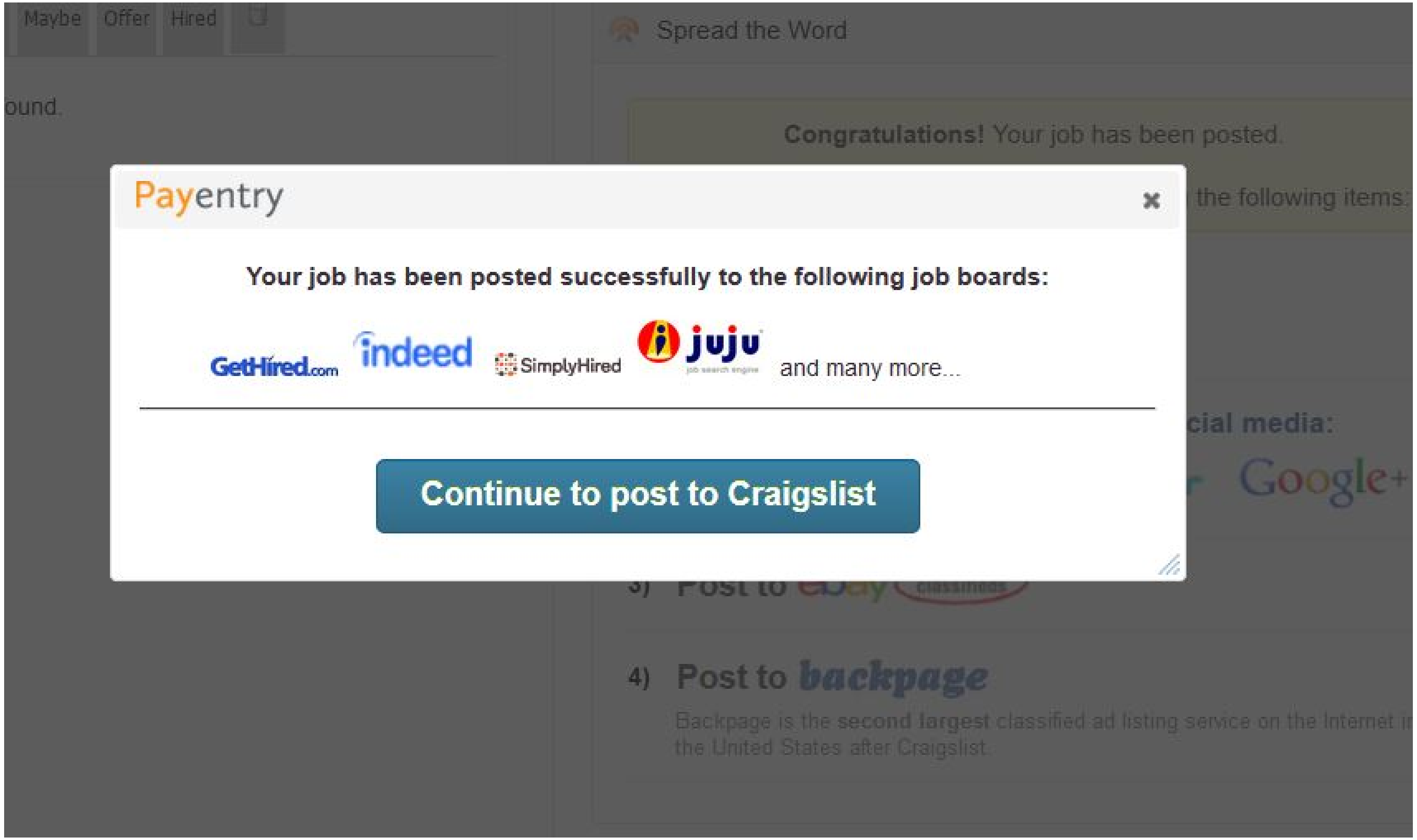
Step 7:

Now we are at the Review and Job Summary page. Here. you have the option of editing any of the previously entered data. Pay special attention to the “Job Location” as this is not able to be edited once posted.

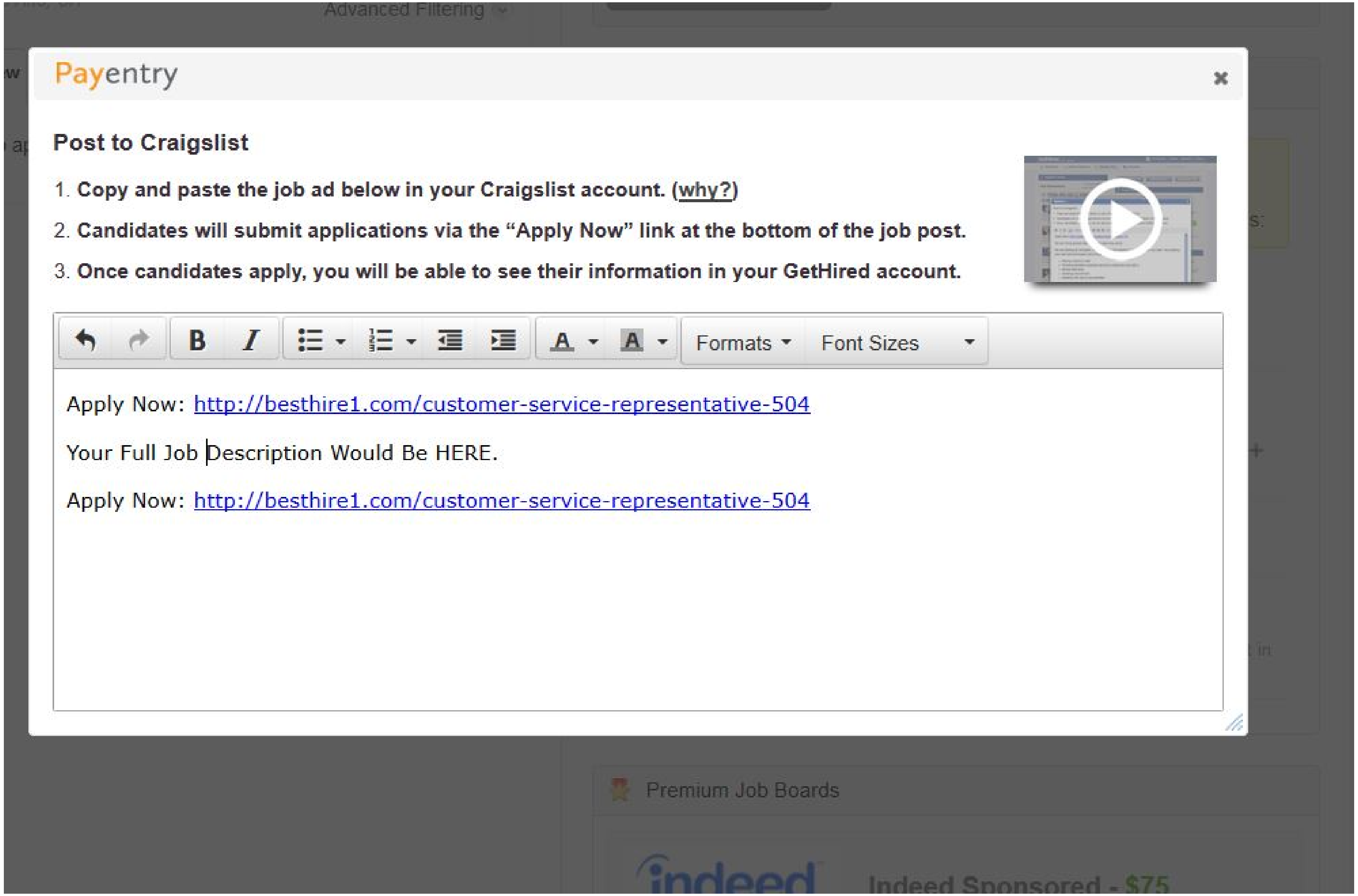
When you have finished, click on “Publish This Job Post”.



Step 8:
You will see a notification that your job was successfully posted to the specified job boards.

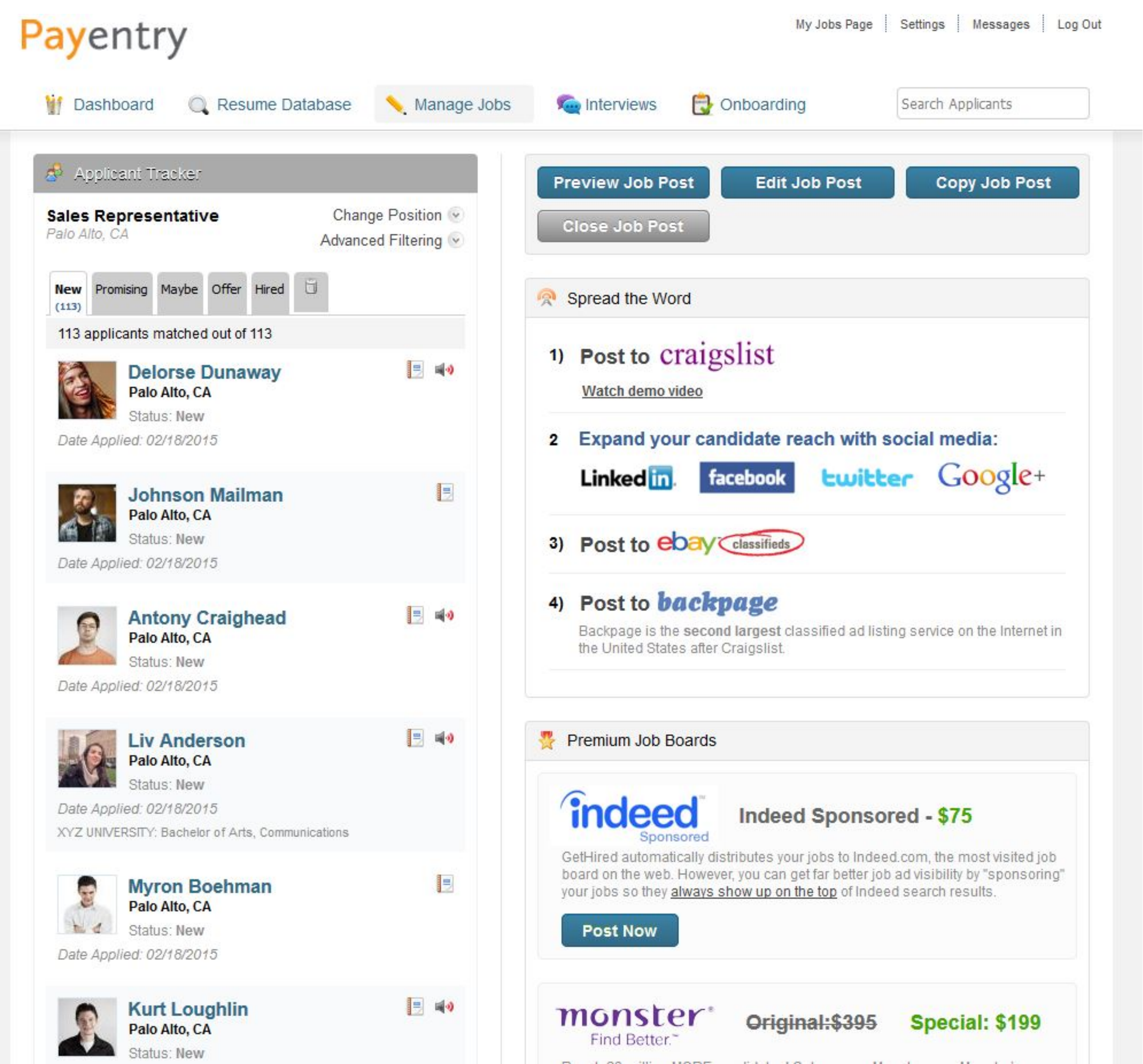


Step 9:
When you click on the Craigslist button you will be given a link. This link can be included when you post to Craigslist so that applicants are directed to your Payentry Job Post.



Step 10:

Congratulations! Your job has been posted. Use your Payentry dashboard to see the applicants and manage the posting.



How do I edit my job?

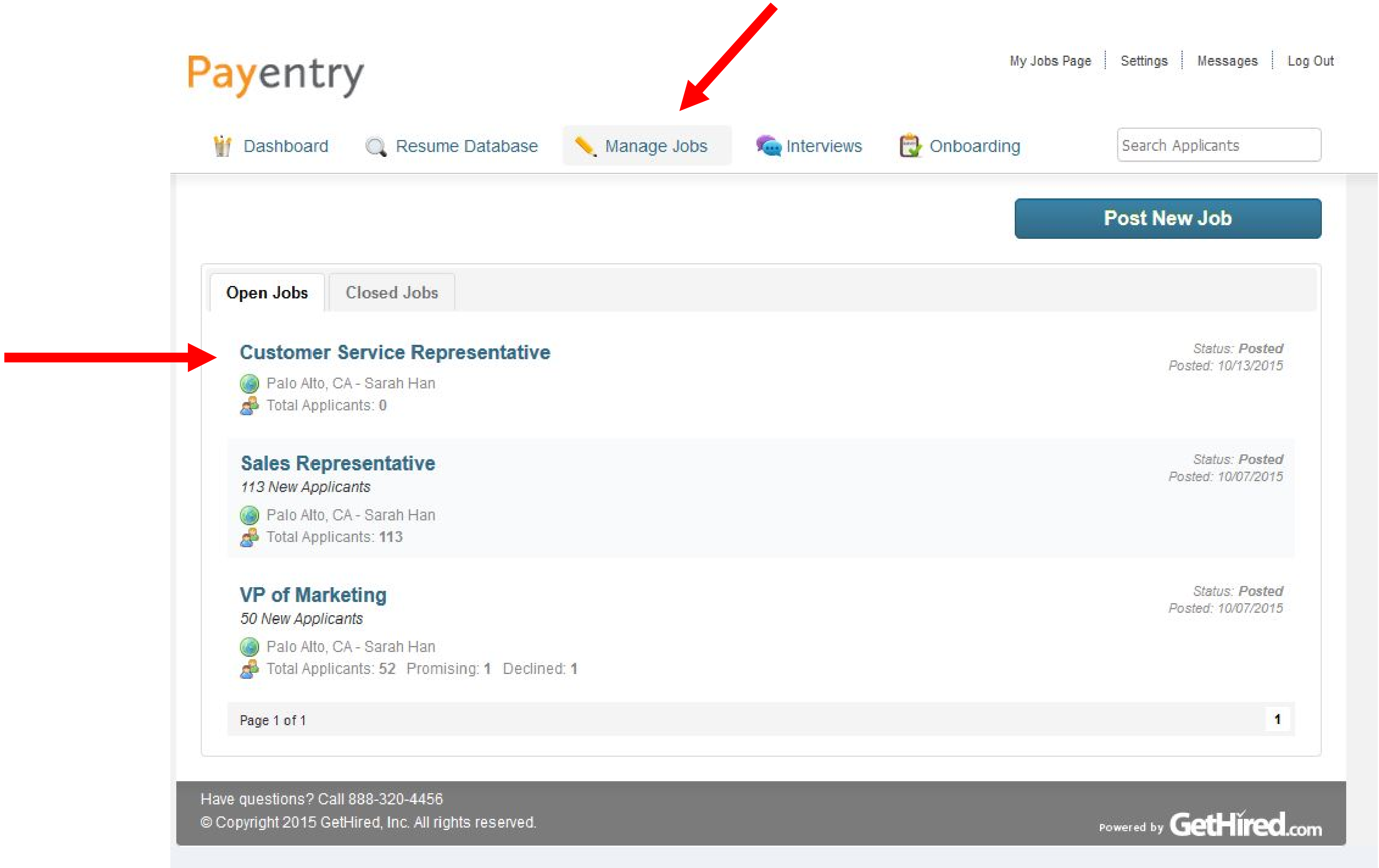
Step 1:

From the Dashboard, click the “Manage Jobs” tab in the top row.

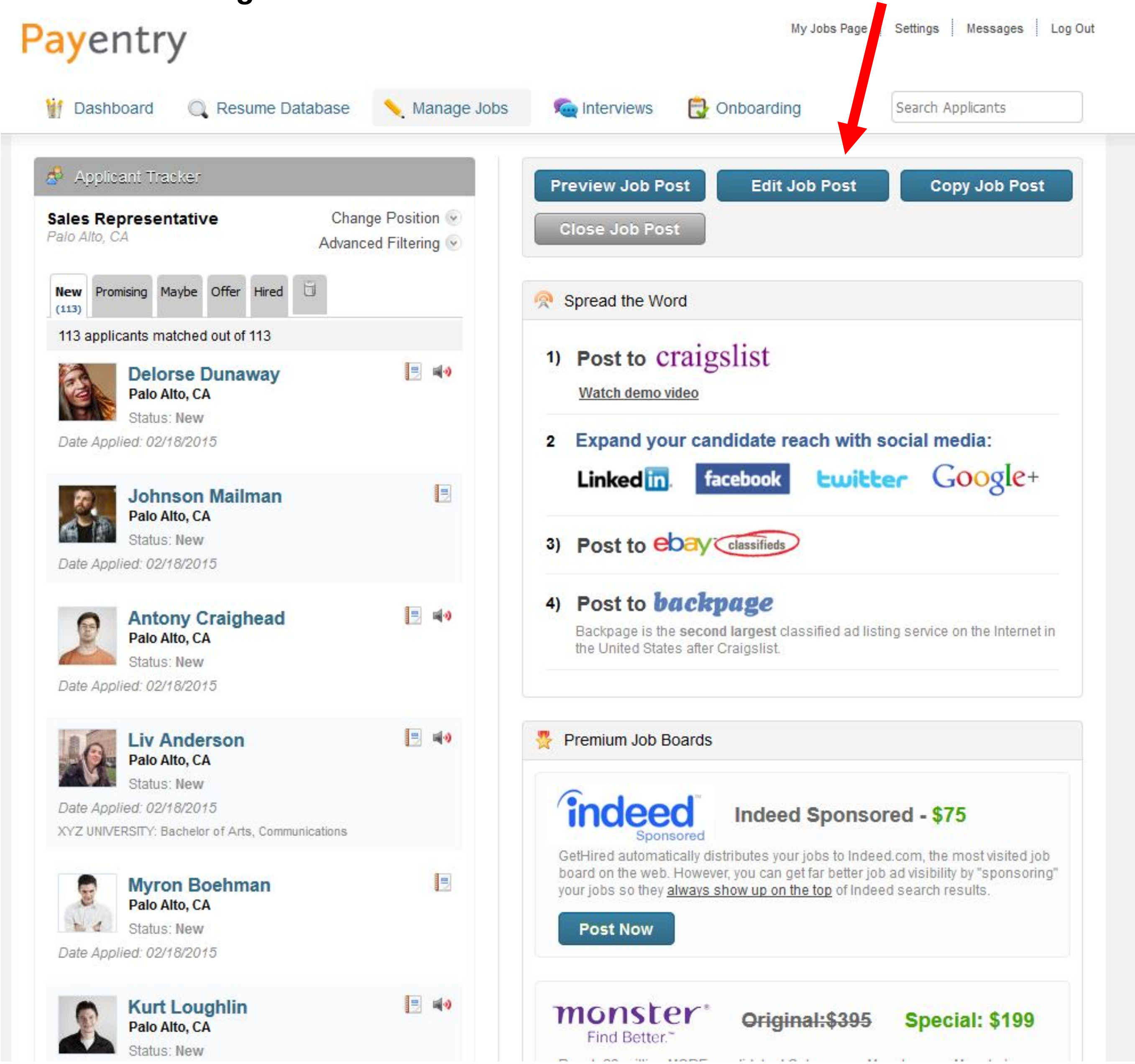
This will direct you to the “Open Jobs” tab which will list your company’s open jobs.

Step 2:

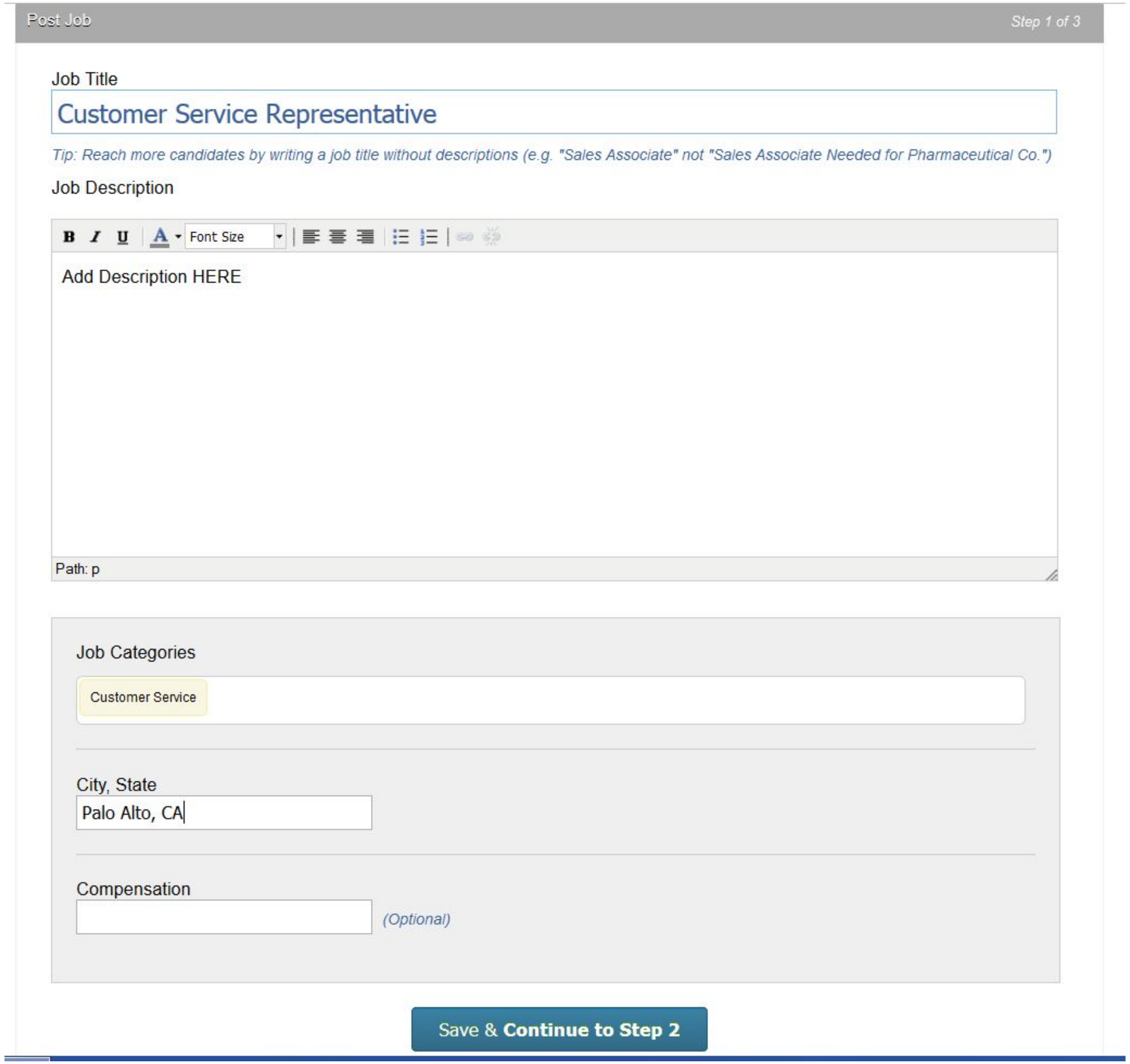
Click on the job you want to edit.



Step 3: Click on the “Edit Job Post” button located to the right.

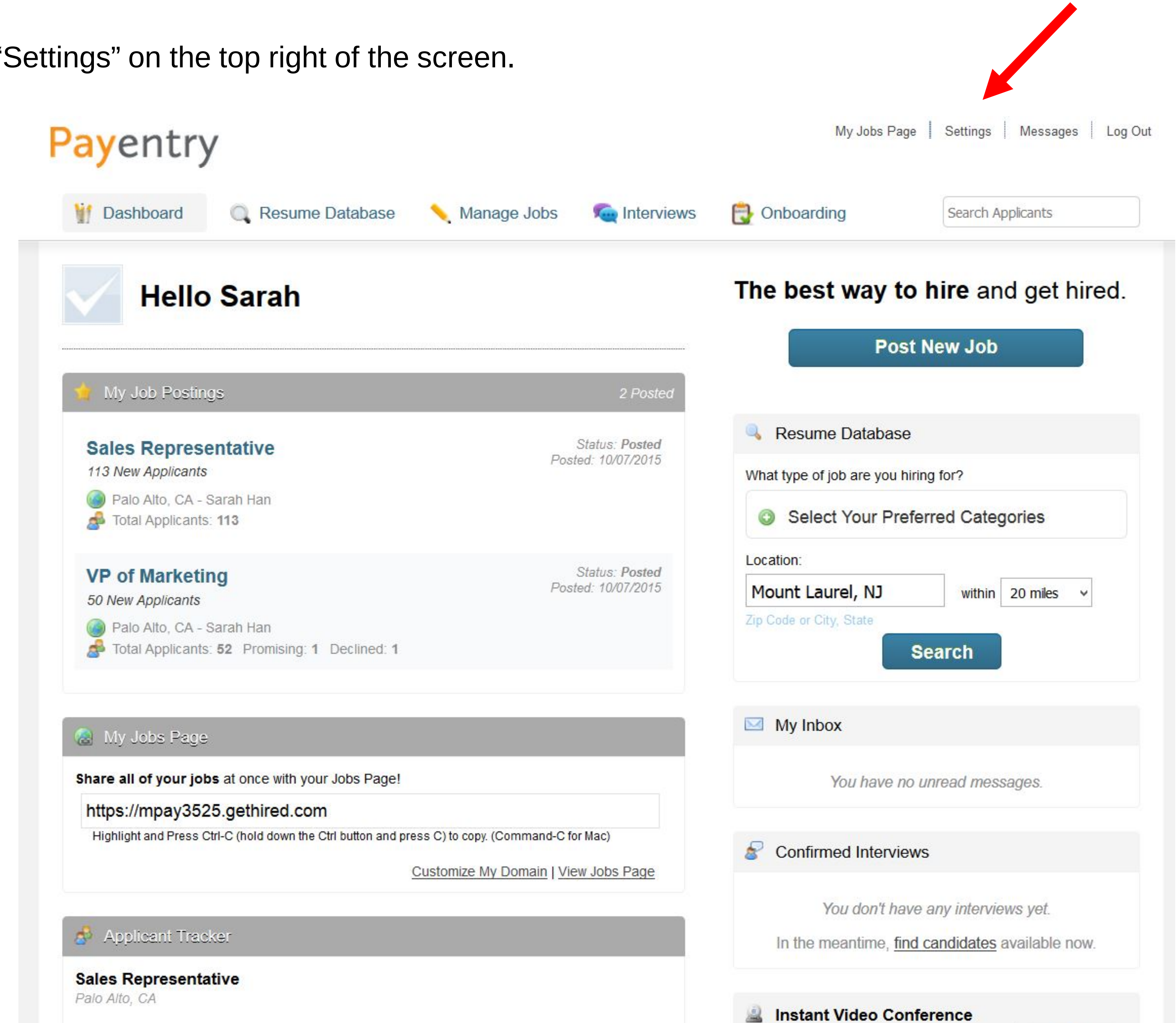


Step 4:
You can edit your job post. You can change the Job Title, Job Description, and more. Click the "Save & Continue to Step 2" button at the bottom when finished. You will then go to the Pre-screening Questions.

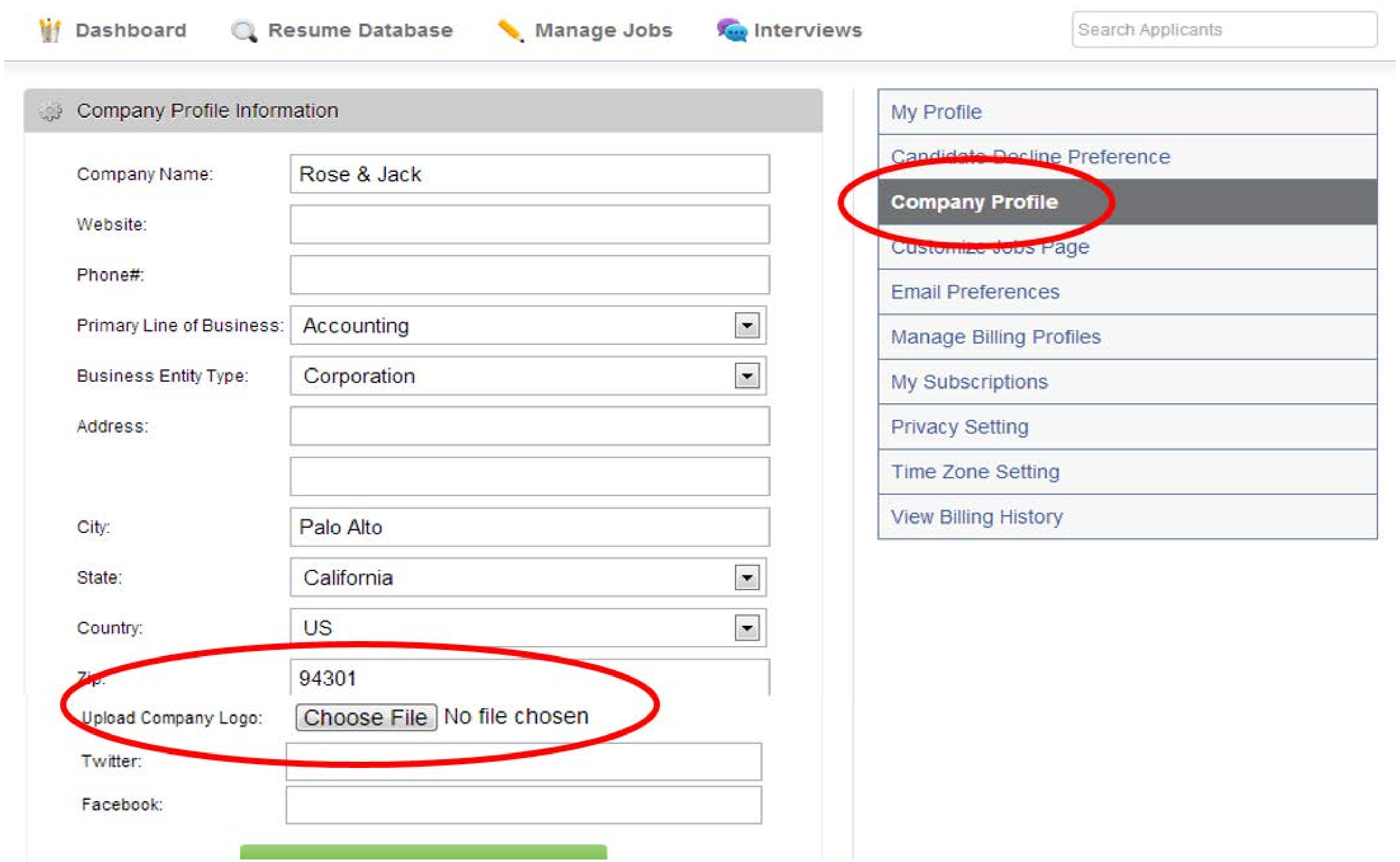


How do I add my company information including my logo?

Step 1:
Click on “Settings” on the top right of the screen.



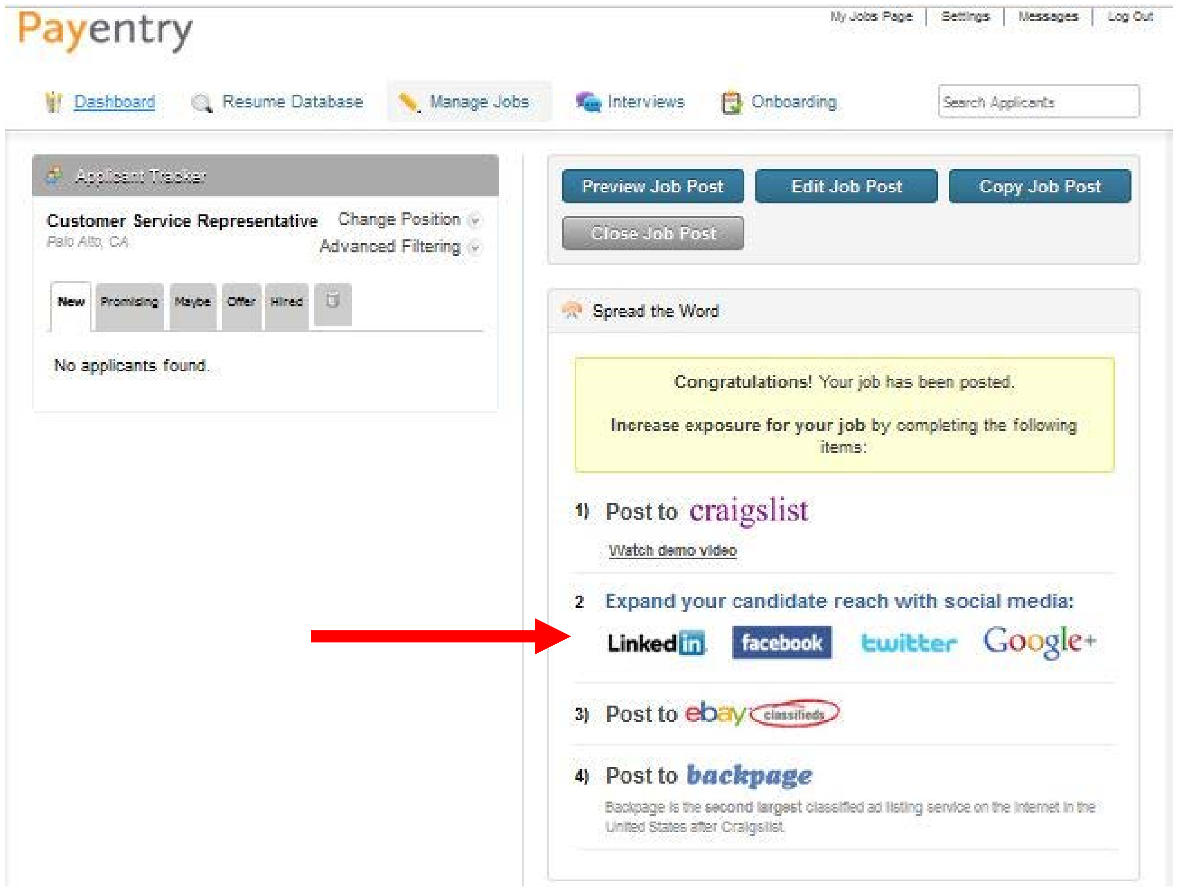
Step 2:
Click on “Company Profile” located on right.
Step 3:
Manipulate information you need to change such as address, company logo (shown with red circle on this page), and social media.
Step 4:
Lastly click on “Save Profile” button located at the bottom to save your changes.

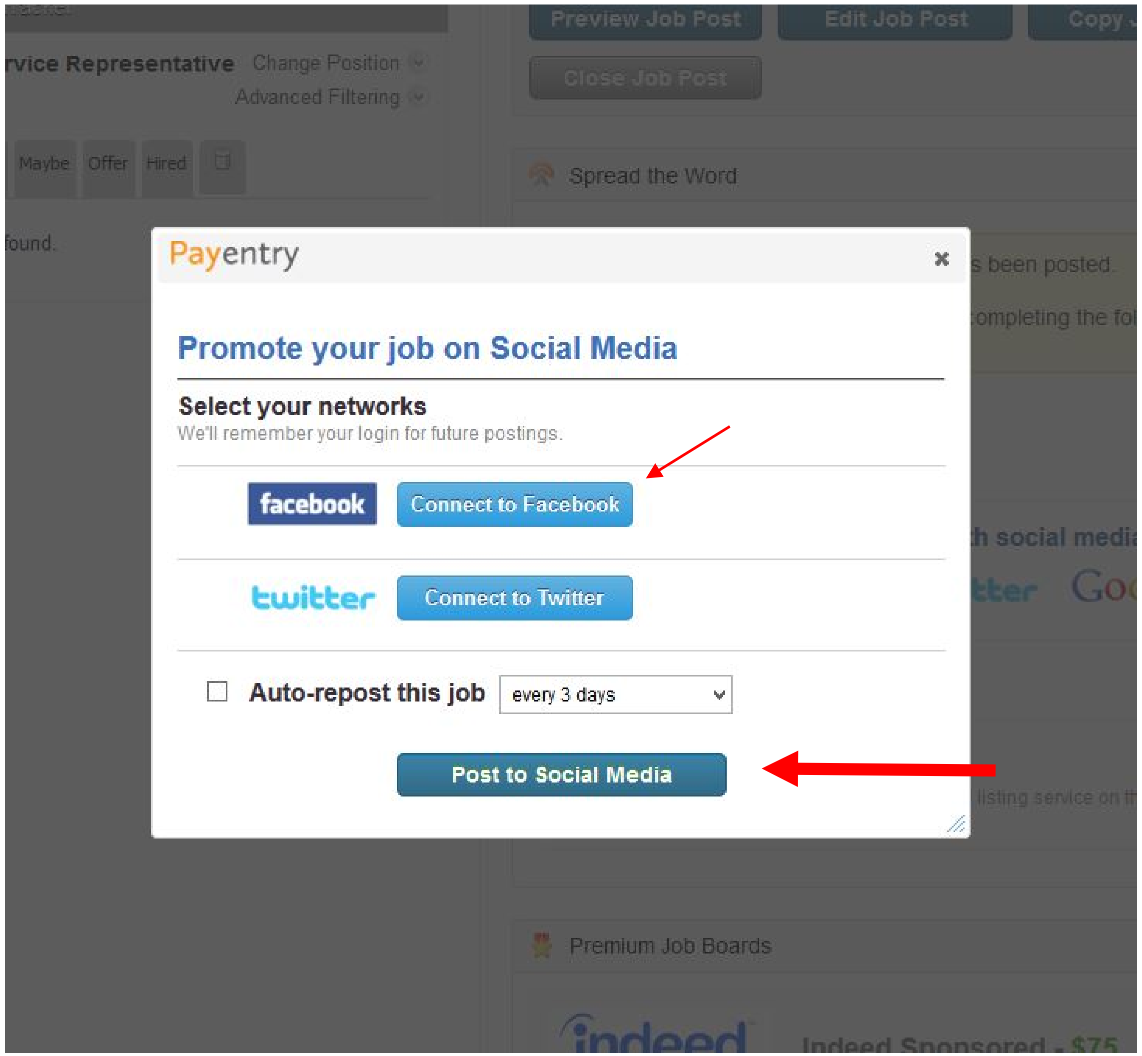


How do I post to my Social Media?

Step 1:
Click on any of the social media icons on the right of the job. Please note you must have an existing social media account.

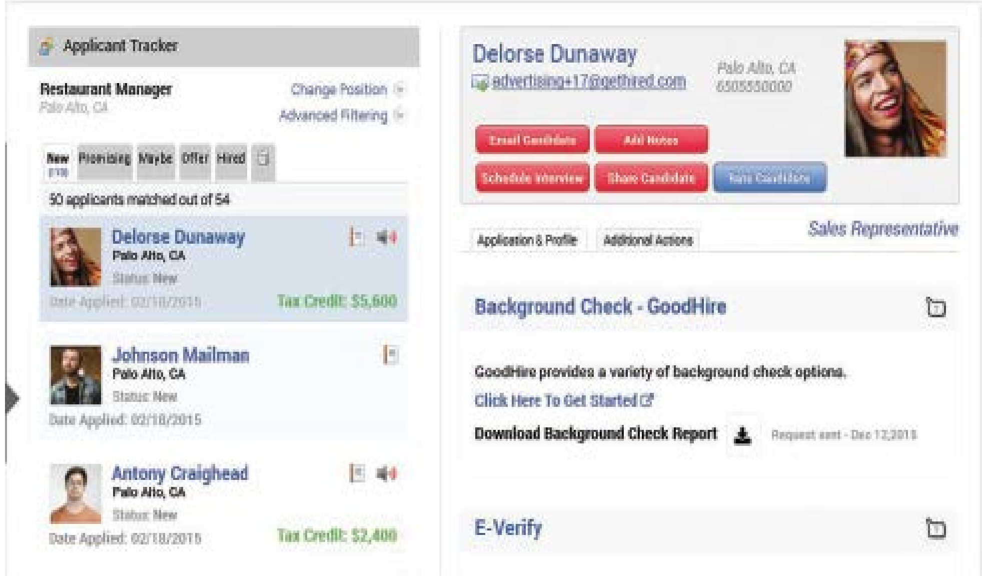
Step 2:
Click on the "Connect to Facebook" and it will prompt you to enter your login credentials.
Step 3: Then click on "Post to Social Media"



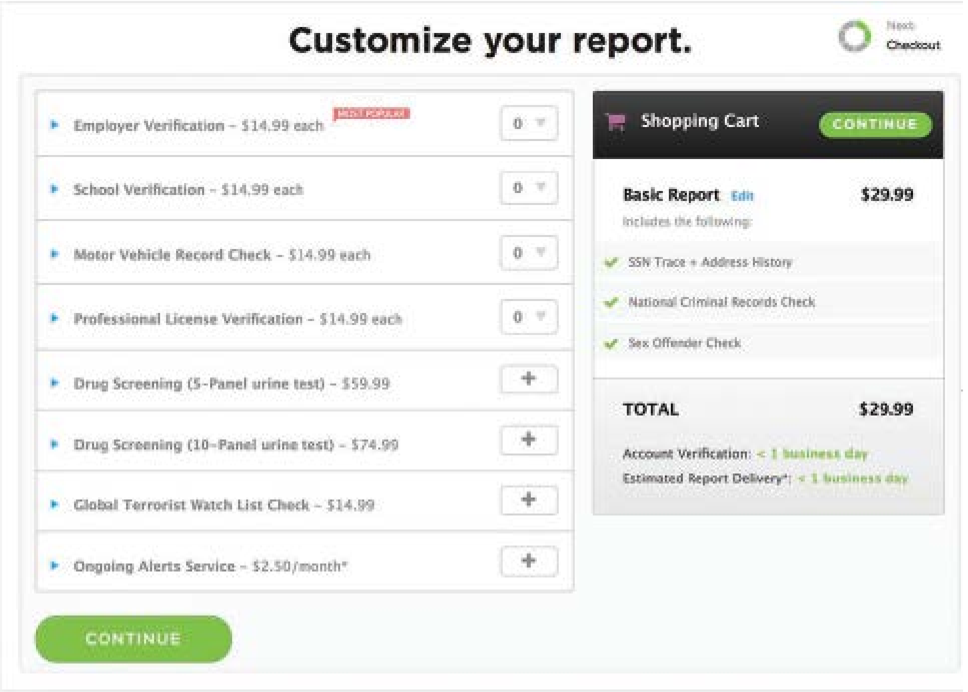


How do I complete a Background check?

Step 1:
Initiate a background check request through Payentry.

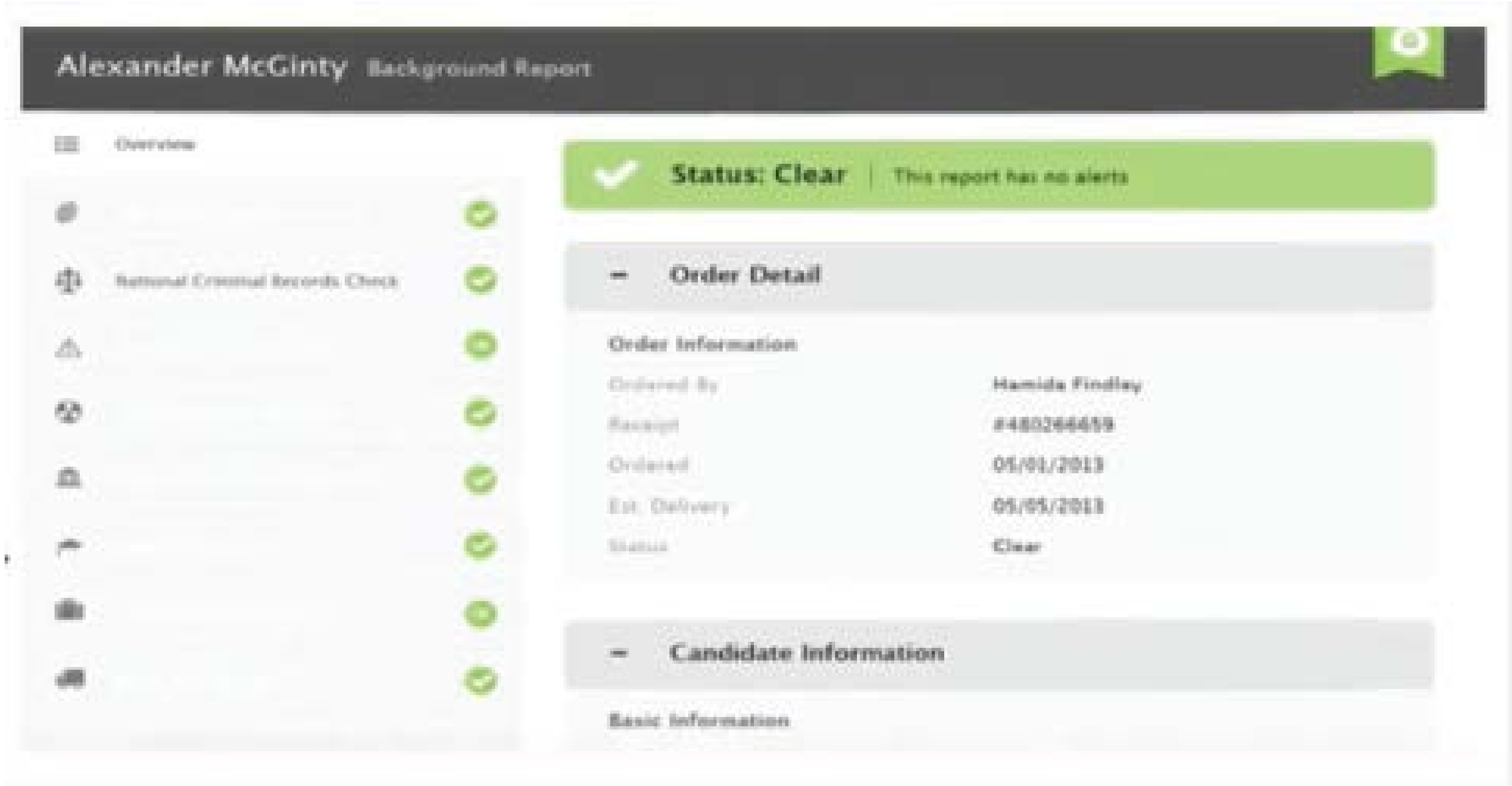


Step 2:
Select a background check plan.



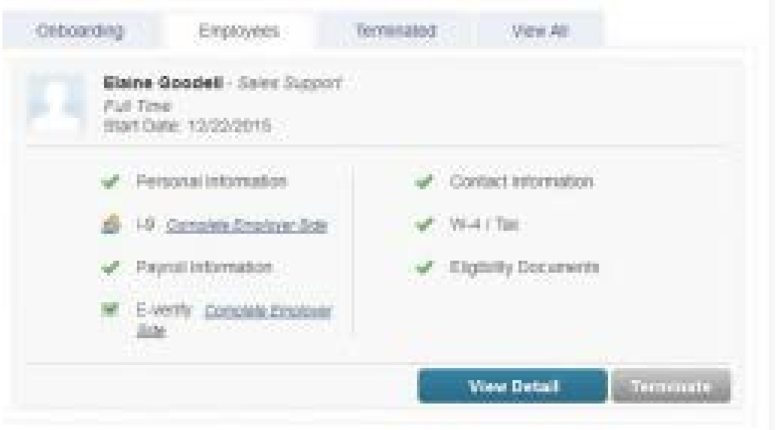
How do I complete a Background check?

Step 3:
Once the background check has been completed, view the report in Payentry.



E-Verify in 3 easy steps

Step 1: Employee and employer complete Form I-9

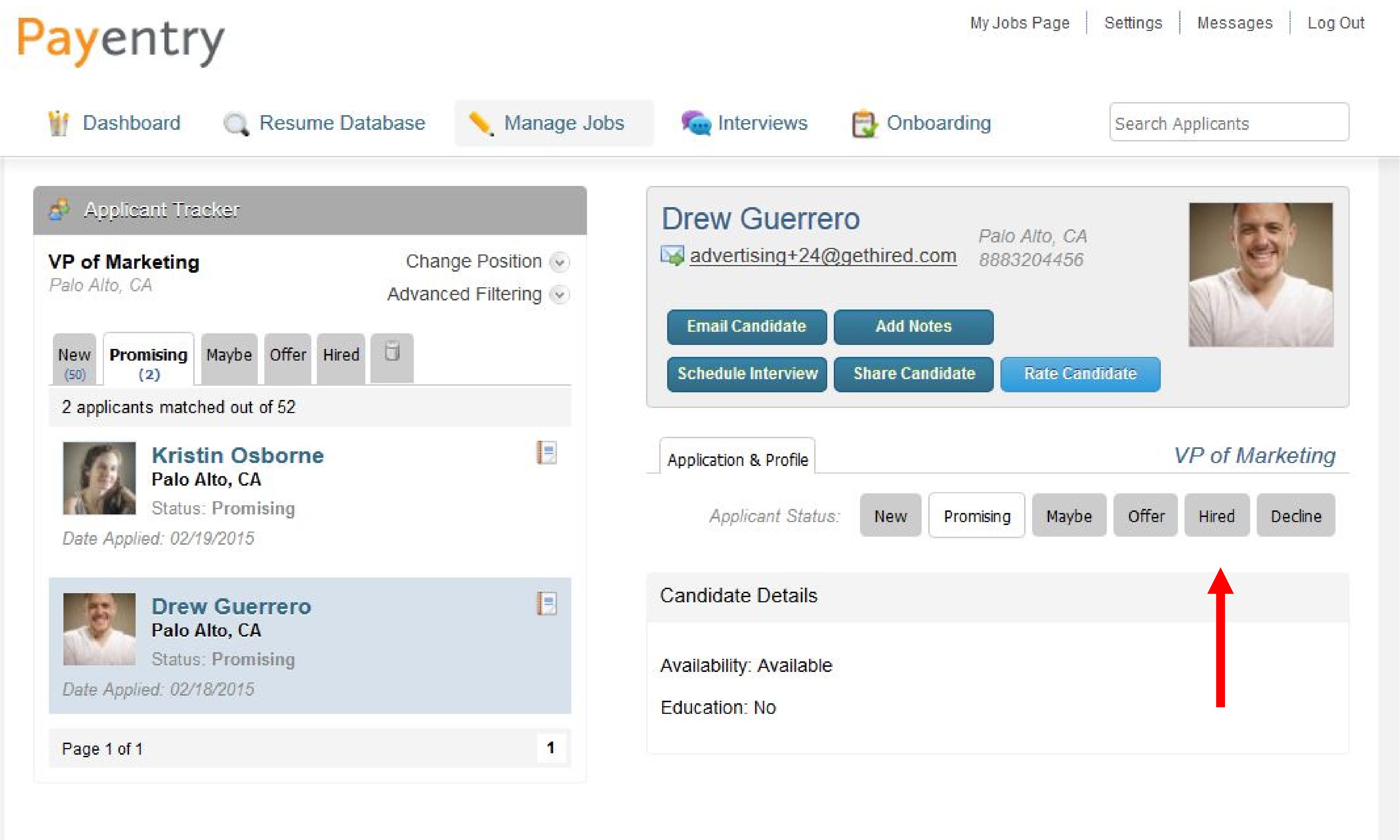


Step 2: Employer creates an E-Verify case

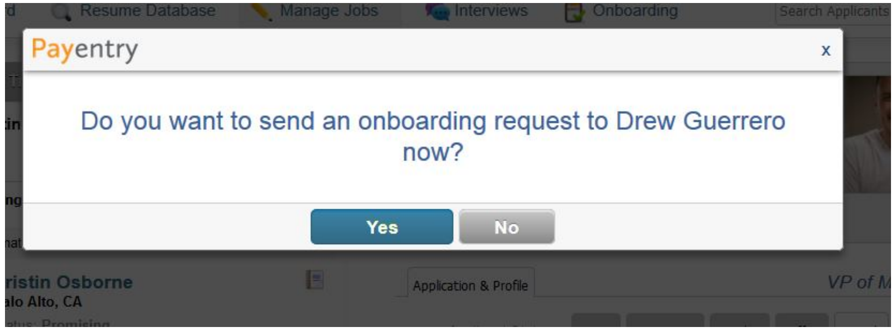
Step 3: Employer receives a result within **seconds**

How do I onboard a new hire?

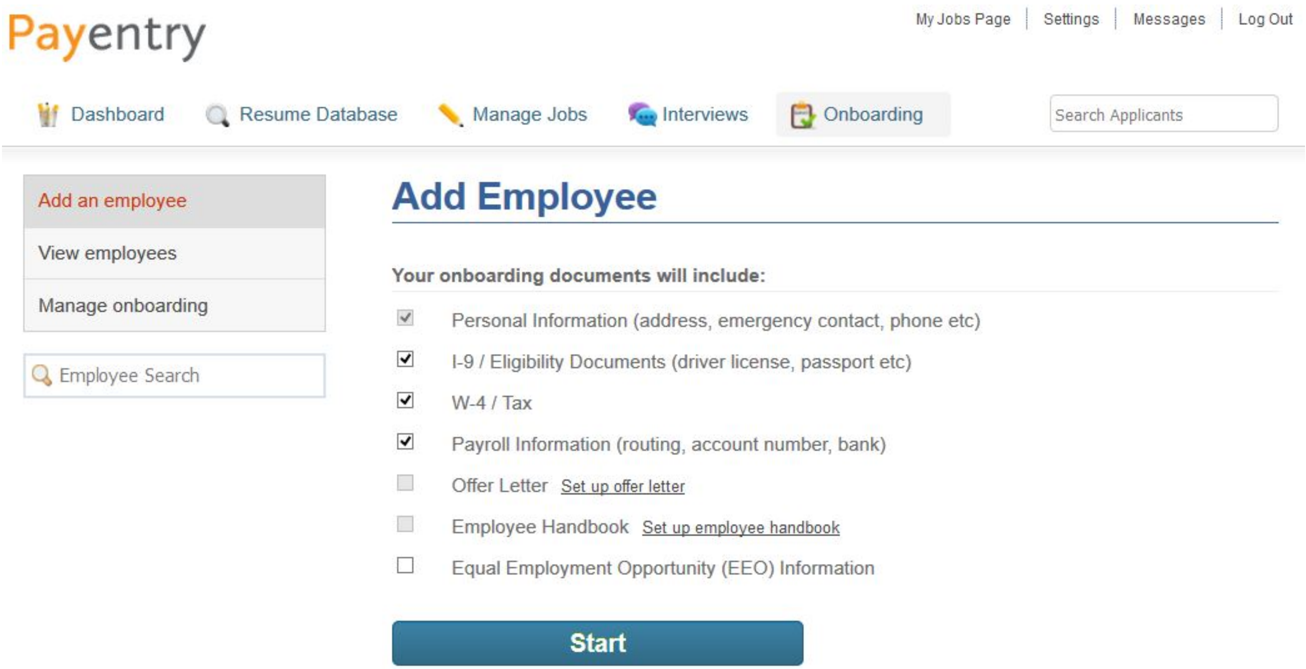
Step 1: Once you are in the candidate’s profile, click on “Hired”.



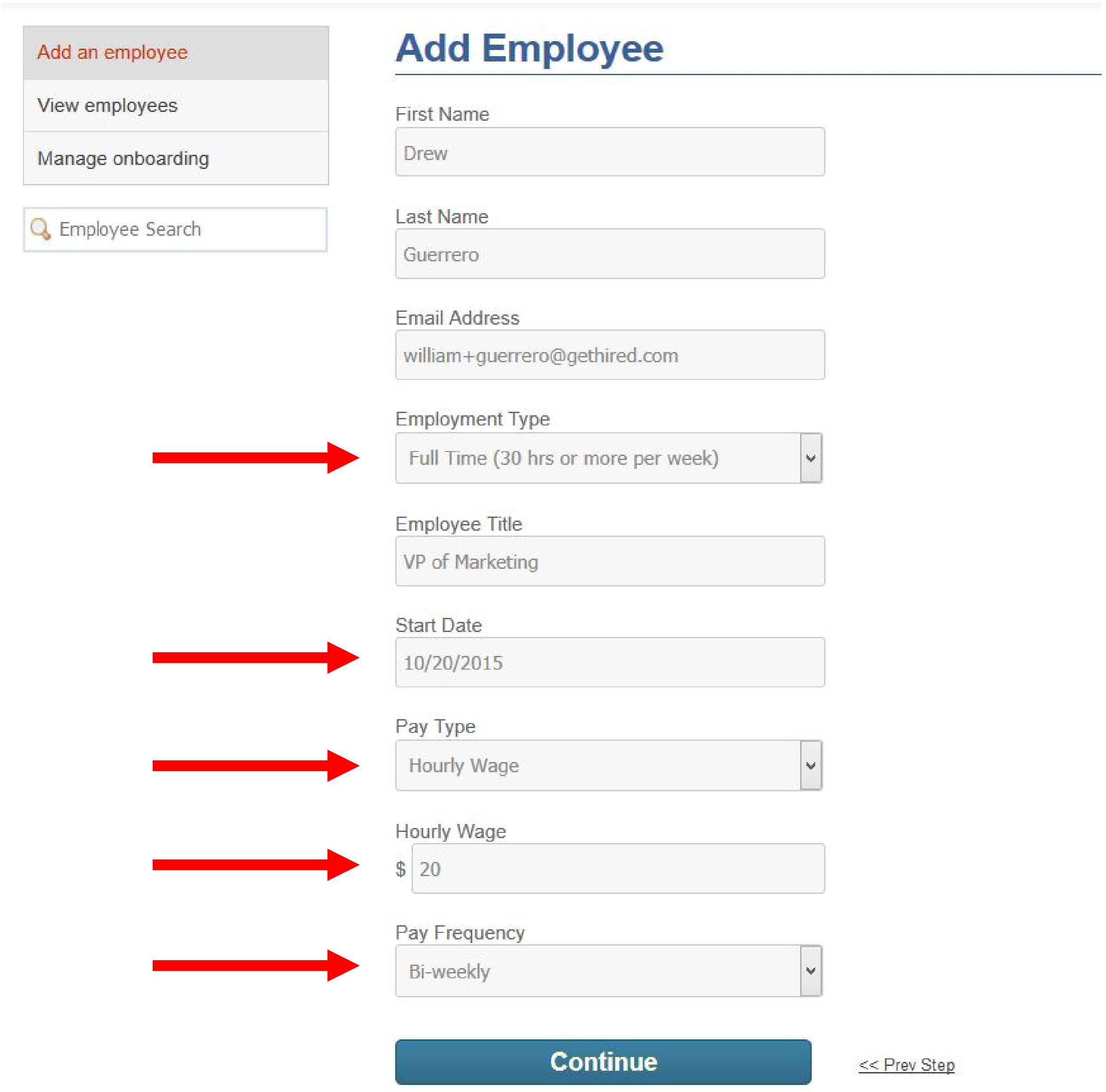
Step 2: A pop-up will appear asking if you want to start the process now. Click “Yes”.



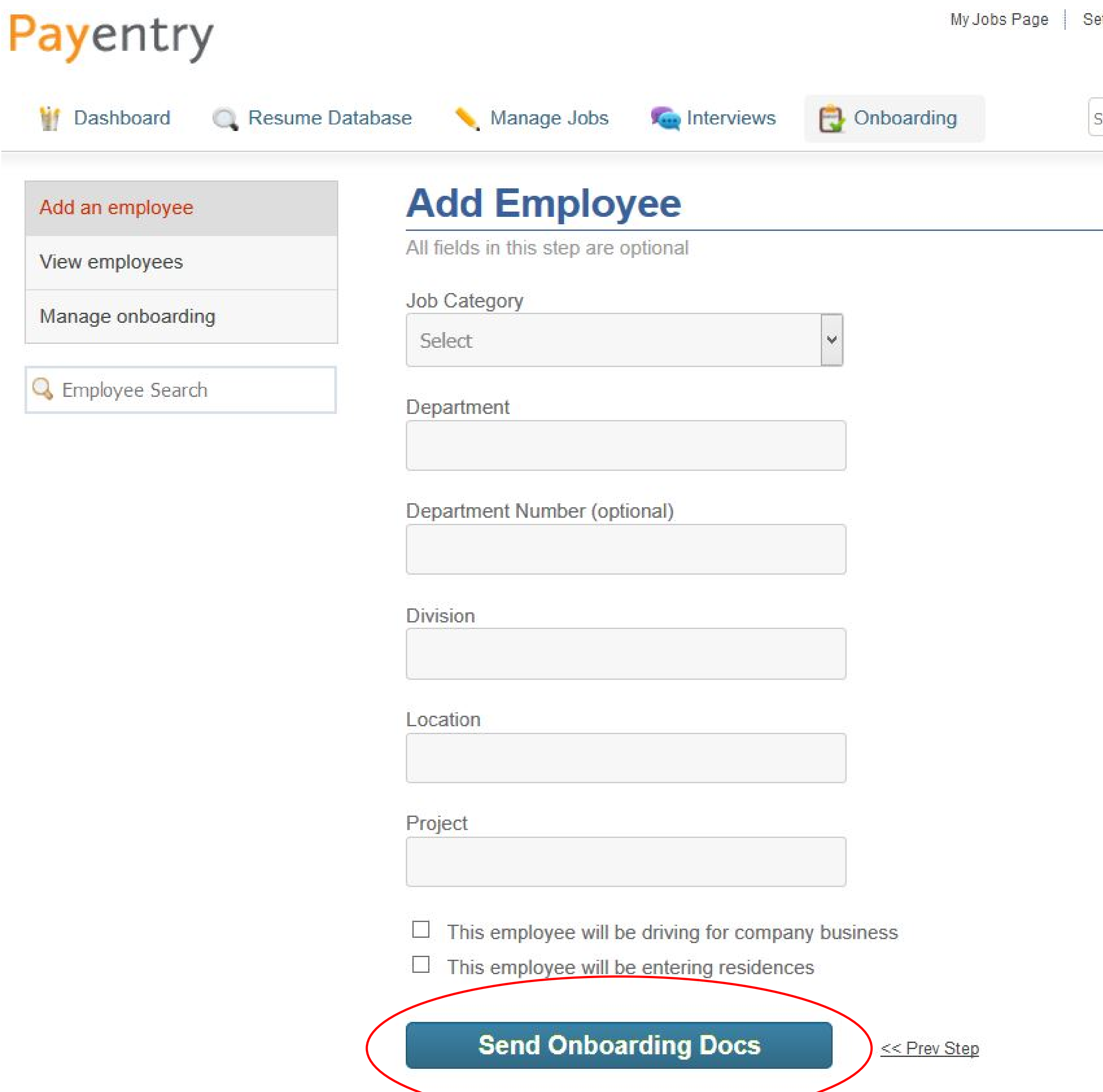
Step 3: Now select the documents you want to send to the applicant. Then click “Start”.



Step 4: Fill in the required fields. Name, email, and title will automatically populate. Click “Continue”.

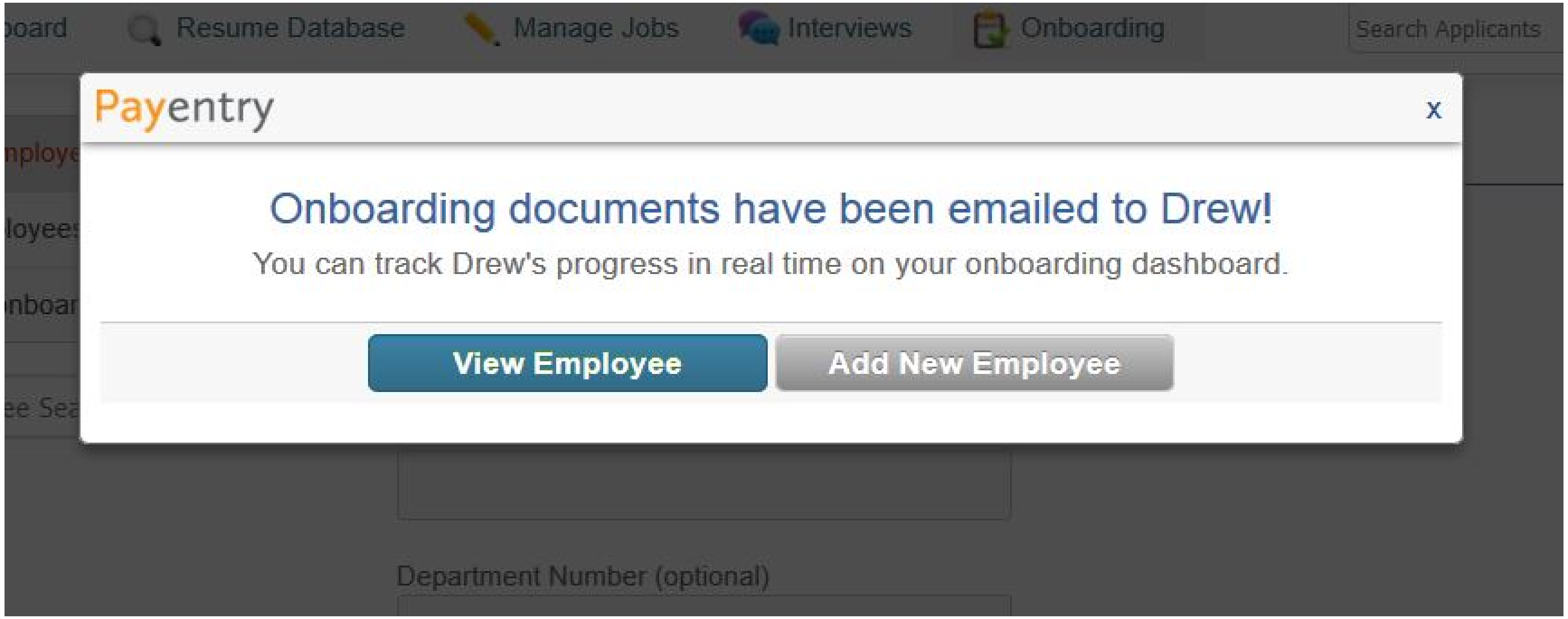


Step 5: The next screen is optional and when completed, click on “Send Onboarding Documents”.



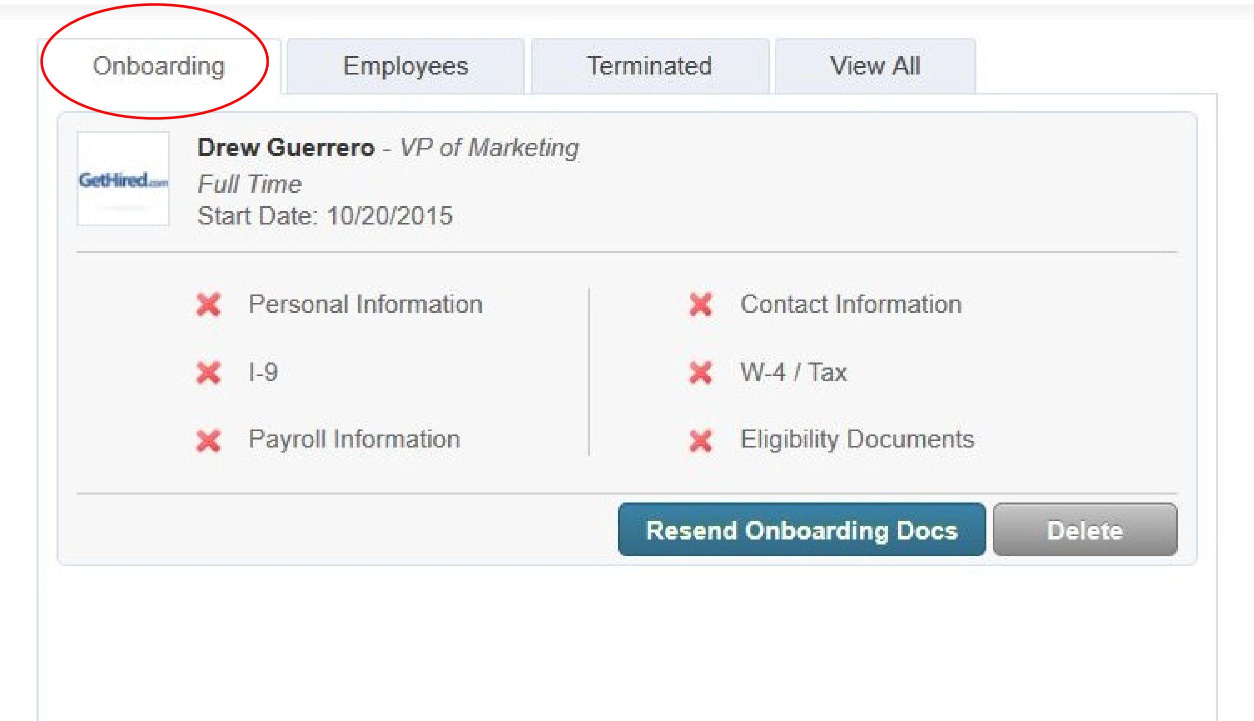
Step 6:

This will confirm your documents have been emailed. Click on “View Employee” to go back to viewing all of your current onboarding employees or click on “Add New Employee” to start the process all over again with a new applicant.

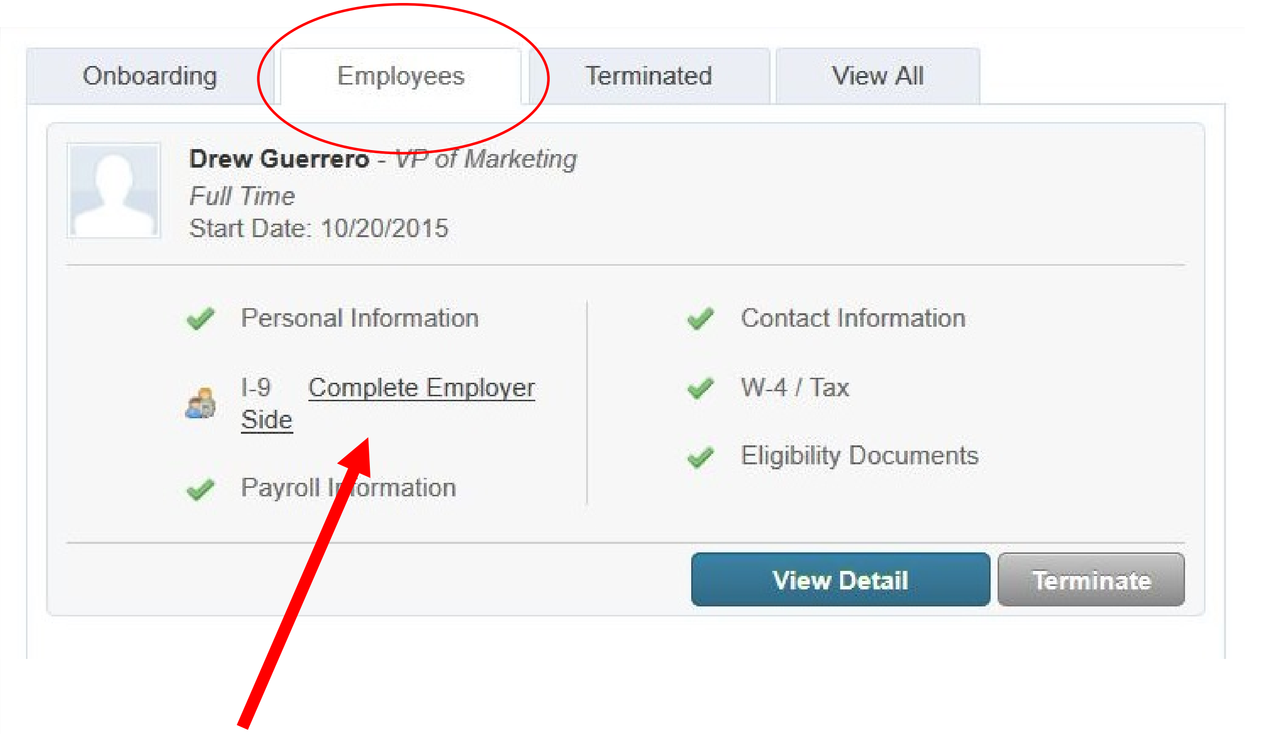


What happens once the Onboarding documents are completed by the new employee?

Once documents are sent, you can review status under “Onboarding”. The red “x” means it is not submitted. This is a real-time view.

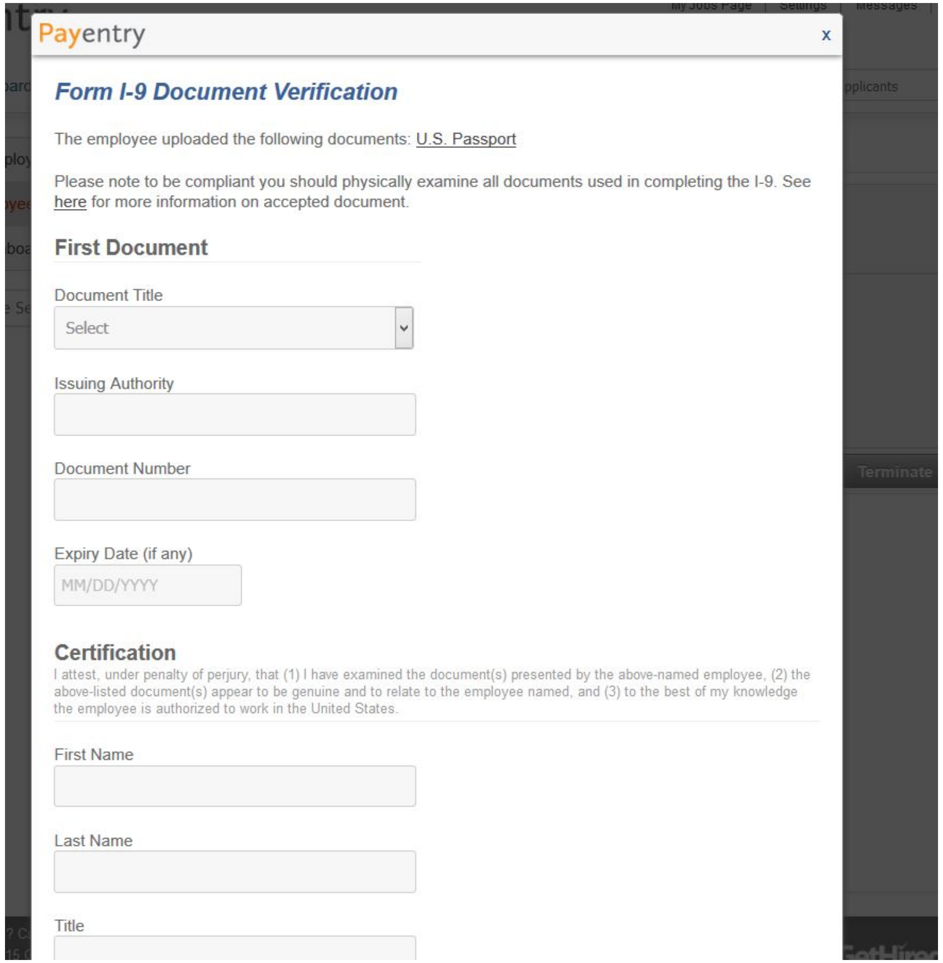


Once all documents are submitted successfully, the employee will then be moved to the “Employees” tab. This is where all completed onboarding employee files are kept.



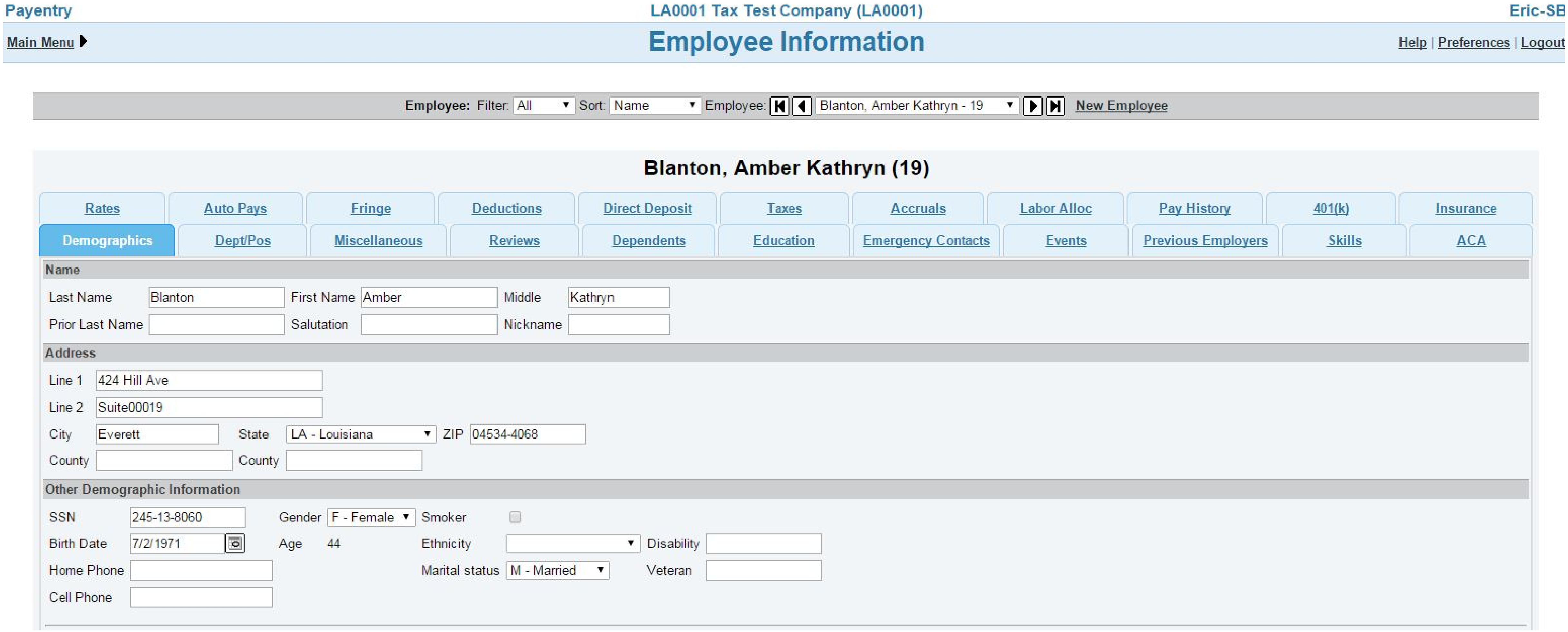
Verifying the I-9 – Click on “Complete Employer Side”

Verifying the I-9: A pop up will appear with final verification fields. Click “Save” once complete.



Important: Onboarding information will not carry over to Payentry Payroll if the I-9 verification is not complete.

Information then carries over into Payentry Payroll as shown below.


Payentry LA0001 Tax Test Company (LA0001) Eric-SB

Main Menu

Employee Information

Help | Preferences | Logout

Employee: Filter: All Sort: Name Employee: Blanton, Amber Kathryn - 19 New Employee

Blanton, Amber Kathryn (19)

Rates | Auto Pays | Fringe | Deductions | Direct Deposit | Taxes | Accruals | Labor Alloc | Pay History | 401(k) | Insurance

Demographics | Dept/Pos | Miscellaneous | Reviews | Dependents | Education | Emergency Contacts | Events | Previous Employers | Skills | ACA

Name

Last Name: Blanton First Name: Amber Middle: Kathryn

Prior Last Name: Salutation: Nickname:

Address

Line 1: 424 Hill Ave

Line 2: Suite00019

City: Everett State: LA - Louisiana ZIP: 04534-4068

County: County:

Other Demographic Information

SSN: 245-13-8060 Gender: F - Female Smoker:

Birth Date: 7/2/1971 Age: 44 Ethnicity: Disability:

Home Phone: Marital status: M - Married Veteran:

Cell Phone:

Additional FAQs

1. I have posted a job ad and I am getting applicants that aren't qualified for the job. Is there anything I can do to limit these?
To assist in the multitude of responses, consider; 1) reviewing the job ad and the requirements and edit, 2) use prescreening questions.

2. I have posted a job and haven't received any responses, why? What did I do wrong?
Consider updating the job ad with common key words and/or speaking with Payentry Onboarding Customer Service to suggest other options or assisting in getting more visibility.

3. What job board does each ad go to?
Indeed, SimplyHired, Juju, Job.com, Beyond.com, Oodle.com, Glassdoor.com and you can manually post free of charge on Ebay Classifieds, LinkedIn, Facebook, Google+, and Twitter using our platform.

4. How many resume views do I get in the Resume Database?
100 per day/per account

5. How do I know if an applicant applies to my job ad? Do I receive an email or any notifications?
You will receive an email letting you know when someone applies. This email is sent to the email address on file.

6. Am I able to direct applicants to my website when posting an ad? Payentry Onboarding does not allow any third party links on their job ads. This includes phone numbers, emails, or weblinks.

7. Are there any limitations on how many jobs I can post?
No, all plans are unlimited job postings.

Applicant Tracking Video: https://vimeo.com/141788165
Onboarding Video: https://vimeo.com/141788271