

## Quick Start Guide

# Editing Onboarding Documents

It may be necessary for an HR user to edit and eSign onboarding documents. With access to the Onboarding area, users can quickly and easily perform these tasks.

## Editing Documents

Onboarding documents are accessed from the *New Hires* page under the **People** area. Selecting the desired applicant from the list opens the *Applicant Detail* page.

Select the **New Hire** tab in the **Additional Information** section to view available onboarding documents. Documents in the list that can be edited display a pencil icon.

**Additional Information**

Documents | History | Screening | Application | **New Hire**

Onboarding | New Hire Information

Please verify you have the latest version of Adobe Reader installed to modify the documents.

Close | Delete | Print | Reassign

Document Name	Edit	Status
License		Assigned
2020 I-9		Completed

Clicking the **pencil** icon opens the document in a new browser tab/window where you can make necessary edits.

**Note:** Only forms that have been completed by new hires can be edited. Not all fields on forms can be edited.

When finished making edits, click **Save and Preview** to save your changes and view a preview of the updated document. **Save and Exit** saves your changes and ends the editing session.

Employer or Authorized Representative Review and Verification

[View Instructions and Worksheets](#)

Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents."

**Identity and Employment Authorization (LIST A)**

Last Name (Family Name) \*

Smith

First Name (Given Name) \*

Joe

Middle Initial \*

M

Please put N/A for all the fields not applicable

**Citizenship/Immigration Status**

H1B Visa