

HR & Onboarding | Training

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This training provides an introduction to HR in Work for Managers or Administrators, who handle HR and onboarding new employees.

About this Training

- Led by an HR Consultant
- Approximately 1 hour long
- Audience is Admins who will be responsible for Employee Onboarding

Topics Covered

- How to Hire an Employee (HR Action)
- How to Re-Hire an Employee
- How to Rehire an Employee
- How to Terminate an Employee (HR Action)
- How to Create Jobs
- Employee HR Tab
- Employee Dashboard
- Onboarding Checklist – Employee & Admin

Read these topics...

- [Welcome to Work](#)
 - [Getting Started CheatSheet](#)
 - [Completing an Onboarding Checklist](#)
 - [Entering Employee Cannabis Badges](#)
 - [Clocking In and Out and Finding Your Timesheet](#)
 - [Common Icons](#)
 - [Transferring an Employee to Another EIN](#)
 - [Making the Most of Work Data](#)
 - [Reporting on Equal Employment Opportunity \(EEO-1\)](#)
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