

# HR & Onboarding | Training

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

**About this Training**

- Led by Training & Development Specialist
- 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

To request to join one of these future training sessions, please reach out to your CSM if you are no longer in implementation OR reach out to your Project Manager if you are currently in implementation.

## Read these topics...

- [Welcome to Werk](#)
  - [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 Werk Data](#)
  - [Reporting on Equal Employment Opportunity \(EEO-1\)](#)
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