

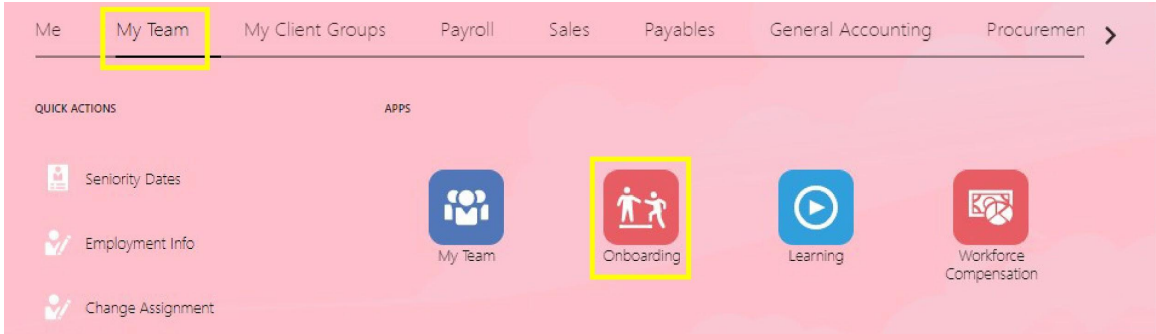
SMC Student Employee Onboarding Progress

As a manager of student employees, ensuring that each student employee has successfully completed their onboarding tasks before working is a critical responsibility. This guide will walk you through how to check the process of each student employee.

Walkthroughs:

- 1.0 Navigation Path
- 2.0 Check Onboarding Progress of a Student Employee

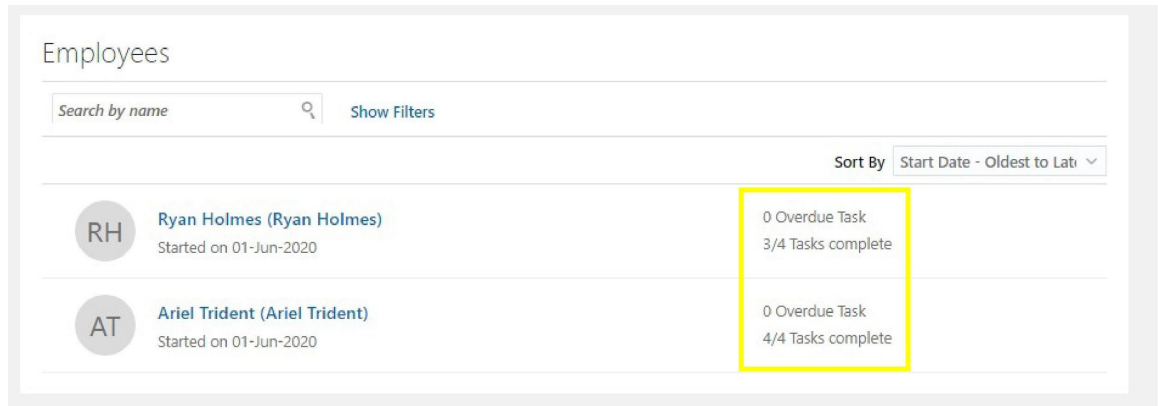
Audience: SMC Managers of Student Employees

Process Step & Description	Action
<p>1.0 Navigation Path</p>	<p>Getting Started</p> <ul style="list-style-type: none"> ➤ Navigation Path My Team > Onboarding <p>From the Home Screen, be on the “My Team” tab.</p> <ul style="list-style-type: none"> • Click on the “Onboarding” Icon. 

Check Onboarding Progress of a Student Employee

Once you have launched the “Onboarding” Application:

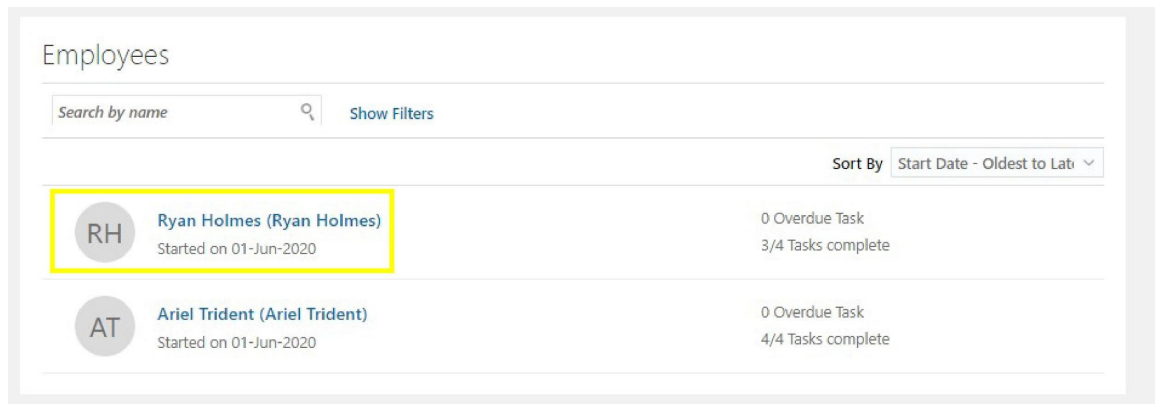
- On the left navigation, click on “Employees.”
- A list of your student employees will appear with a quick overview of their overdue task and tasks completed.



The screenshot shows the 'Employees' page with a search bar and a 'Show Filters' button. The 'Sort By' dropdown is set to 'Start Date - Oldest to Latest'. The list contains two entries:

Employee	Overdue Task	Tasks Complete
RH Ryan Holmes (Ryan Holmes) Started on 01-Jun-2020	0 Overdue Task	3/4 Tasks complete
AT Ariel Trident (Ariel Trident) Started on 01-Jun-2020	0 Overdue Task	4/4 Tasks complete

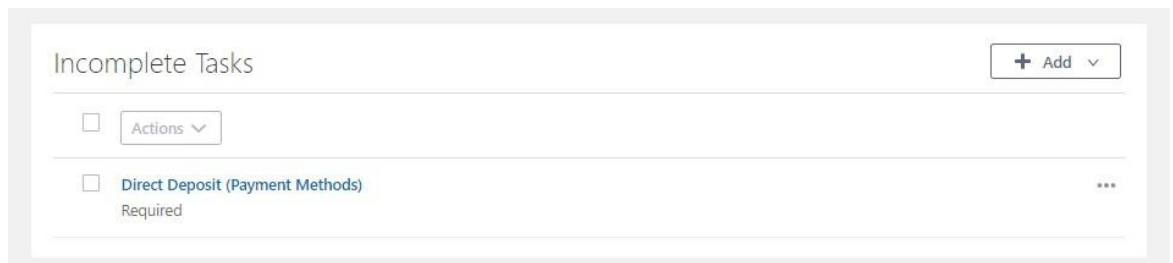
- Click on the student employee’s name to see more details.



The screenshot shows the 'Employees' page with the entry for Ryan Holmes highlighted by a yellow box. The task completion status for each is highlighted with a yellow box.

Employee	Overdue Task	Tasks Complete
RH Ryan Holmes (Ryan Holmes) Started on 01-Jun-2020	0 Overdue Task	3/4 Tasks complete
AT Ariel Trident (Ariel Trident) Started on 01-Jun-2020	0 Overdue Task	4/4 Tasks complete

- You can see the tasks that are “incomplete.”



The screenshot shows the 'Incomplete Tasks' page with a '+ Add' button. The list contains one entry:

Task	Status
Direct Deposit (Payment Methods) Required	Incomplete

2.0 Onboarding

- You can see the tasks that are “completed” with completed dates.

Completed Tasks ^

<input type="checkbox"/>	Reopen	
<input type="checkbox"/>	Acknowledgement Required	Completed On 12-Jun-2020
<input type="checkbox"/>	Direct Deposit (Payment Methods) Required	Completed On 12-Jun-2020
<input type="checkbox"/>	I-9 Sections 1 and 2 Required	Completed On 12-Jun-2020
<input type="checkbox"/>	W4 Required	Completed On 12-Jun-2020

- Please communicate with your student employees if they have outstanding onboarding items. Your student employee may not begin working until they have completed all four tasks, and both you and your student employee received an email stating they may begin working.