

Trust Instructions

Adding a new employee:

- Select “Add employee”
- Select Client: Essig & Associates
- Location Code: Your store
- Will need:
 - Employee info
 - Emergency contact
 - Employer info

Employee Onboarding in the Store:

- Run an Onboarding In-Progress Report
- Select Client: Essig Associates
- Location Code: your store
- No other information is needed, just click Go
- Click on the employee’s name
- Click on Employee Onboarding Link
- Turn the computer over to the employee to fill out their paperwork.

Manager Complete I9:

- After they fill out their paperwork you will need to open a new window and log back in.
- Go to Review and Verify Active I9s
- Click on their name
- Scroll down to the 2nd page
- Select the appropriate forms of identification and enter information required