



## Get to know our Onboarding module

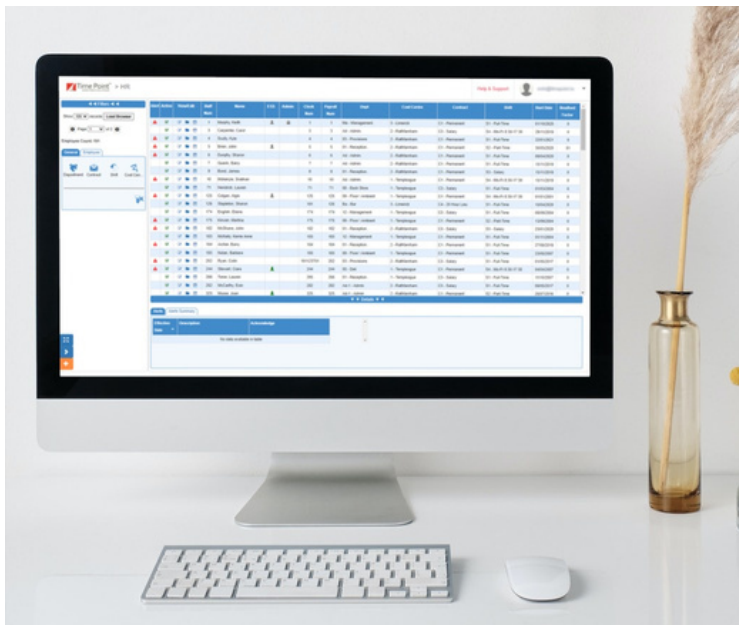
### **AUTOMATE YOUR NEW STARTER PROCESSES**

Go paperless, automate issuing documents for all your new hires with online onboarding.

Monitor new hires have been sent all their documents, view who's read, accepted and pending sign-offs.

Staff can review, digitally accept company documents with confirmation of receipt and acceptance recorded.

Ensuring new staff members are sent their contracts and required documents before their start date is critical.



### **Key Features**

**Select documents by  
new staff's role**

**Send new staff all  
required documents**

**Online document  
management system**

**Staff can digitally  
accept any documents**

**Instantly view data on  
the Time Point app**

**Record staff confirmation  
receipt & acceptance**

**Auto populate new hires  
from recruitment partners**



## Now it's **anytime**

Work on what you want from any tablet, smart phone, or PC.

### Digital acceptance

Staff can review and digitally accept required documents from their Time Point Staff app.

### Multiple roles selection

Simply select the contract and supporting documents required for specific roles.

### View documents instantly

Powerful online document management system that records, stores every staff member's history.

### Reduce set up times

Automatically imports selected new hires' data from your recruitment provider's system.

### Send staff documents

Contracts, company training material can be sent to every new staff member.

### Online confirmations

Staff members can review and digitally accept with confirmation of receipt & acceptance recorded.

### Paperless online

Upload, process, store, and record all staff members' onboarding document procedures.

### Automate processes

Ensure new staff members receive their contracts and required documents before they start.



## WORKFORCE MANAGEMENT & HR SOLUTIONS

For the way you work today