

# Electronic Onboarding

**Payroll** | Auris Hire is a fast, easy, and compliant way to onboard new hires

Auris Hires enables you to electronically send new hires an onboarding packet in seconds, including required hiring Forms I-9 and W-4, direct deposit information, signatures for policy documents and more. Employees can complete the documents on their phones and the documentation is stored in the cloud.

## New hires can complete

- Federal and state documentation including Forms I-9 and W-4.
- Employee handbook.
- Direct deposit information.
- Work Opportunity Tax Credit (WOTC) documentation.
- Equal Employment Opportunity information.
- Direct deposit information.
- Customized onboarding forms.

## Why does my business need an electronic onboarding system for new hires?

Auris Hire makes it easy to find, hire and onboard new employees, while also keeping you compliant with labor laws. As the new hire completes their documentation, it's stored securely in the cloud. Auris Hire streamlines administrative tasks to save you time, resources, money and paperwork.

## Are there penalties for not keeping onboarding documents?

Yes, and the penalties can be severe. For example, the U.S. Immigration and Customs Enforcement may penalize employers up to \$1,100 per violation for failing to produce a Form I-9.

## Does Auris Hire have the ability to add customized onboarding documents?

Yes, employers may add an unlimited amount of customized onboarding documents.

## Can new hires complete their onboarding forms on their mobile devices?

Yes, Auris Hire is mobile optimized so you can gather required documentation quicker from new hires.

## E-Verify in three easy steps with Auris Hire

1. Enter the new hire's name and email address.
2. Select the documents you'd like to include in your new hire's onboarding packet.
3. Your new hire will receive a welcome email that will contain a link to begin their onboarding process.