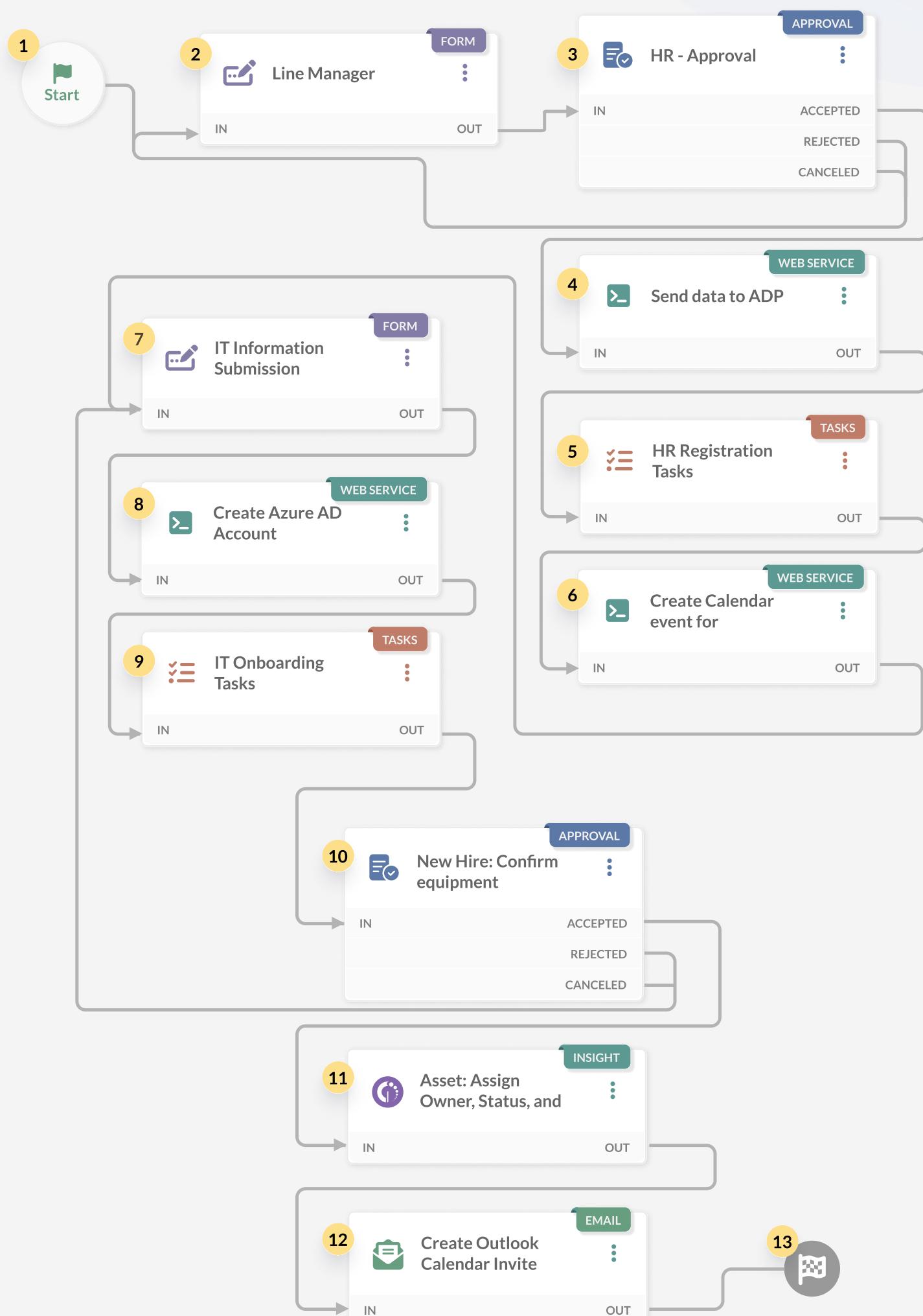


# Employee Onboarding Workflow Template

This workflow template outlines the standard stages of the employee onboarding process. It serves as a practical guide to implement an effective program, but keep in mind to modify and adjust it to your organization's specific processes and guidelines.



## 1. Start

A trigger is set off when the new employee is formally hired.

## 2. Line manager

The line manager completes a form that captures essential information about the new hire, such as job role specifics, team allocation, and initial access needs.

## 3. HR Approval

HR reviews the information submitted to ensure it complies with company policies and the needs of the position.

## 4. Send Data to ADP (Web Service)

The employee's information is automatically sent to ADP for payroll and benefits registration.

## 5. HR Registration Tasks

HR is tasked with follow-up actions such as finalizing employment contracts, enrolling the new hire in benefits programs, and entering them into the internal HR systems.

## 6. IT Information Submission (Form)

Either the IT department or the new employee submits critical technological setup information via a form.

## 7. Create Azure AD Account (Web Service)

Automatically creates an Azure Active Directory account for the new employee.

## 8. IT Onboarding Tasks

IT carries out a series of tasks to prepare the new employee's digital workspace.

## 9. Create Calendar Event (Web Service)

Schedules initial meetings such as introductions, training sessions, and other important first-week events on the company calendar.

## 10. New Hire: Confirm Equipment Reception

Once the equipment setup is complete, the new hire (or their manager) is required to confirm that all provided equipment is in good condition and meets the job's requirements.

## 11. Asset: Assign Owner, Status, And Location

Registering the new equipment under the new employee's name in the Asset Management system and updating its status as active.

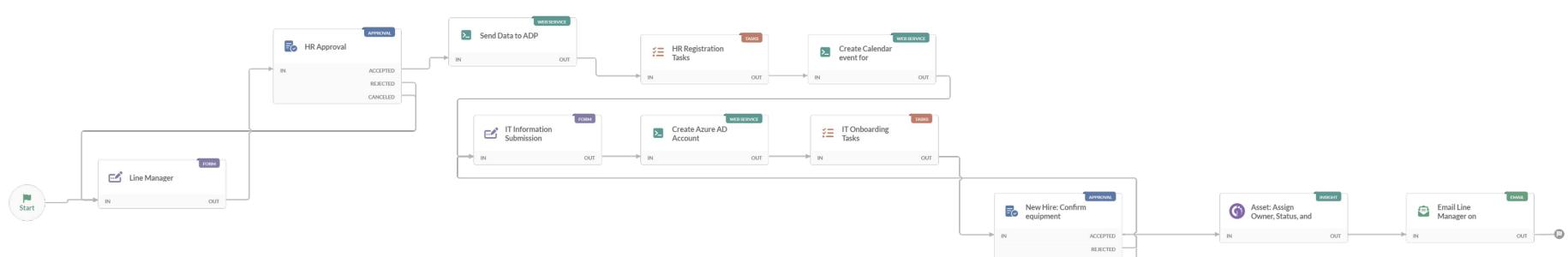
## 12. Asset: Assign Owner, Status, And Location

Sends an automated email to the line manager to confirm that the onboarding process is complete or to notify them of any pending issues.

## 13. End

This final node signifies the end of the onboarding workflow. At this point, the new employee is considered fully integrated into the company's systems and ready to begin their role.

Keep in mind that the template was designed vertically for visual purposes, but in the platform you will find it horizontally:



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