New Hires & I-9 Certification

Table of Contents

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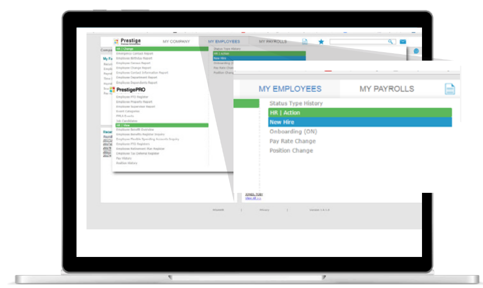
How to Enter a New Hire Into PrestigePRO

****IMPORTANT NOTE**: If you have access to multiple entities, you will need to switch between the companies by clicking on the company name at the top of the screen in grey to view the approvals for the other companies:

1. Log in to your administrative account at pea.prismhr.com/pea to onboard a new employee:

2. Go to the '**MY EMPLOYEES**' Menu and select 'New Hire' under 'HR Action' and you will be directed to the page to hire the new employee (you can also type 'New Hire' into the search bar and you will be brought to the same page).

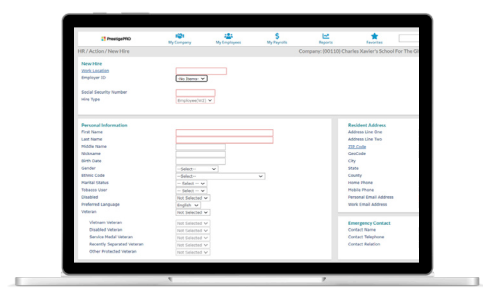
   **Tip: PrestigePRO is date sensitive. New employees can be entered into the system so long as their start date is post-dated.



3. Once you are in the New Hire form, you will begin adding the New Hire Information first (work location, social security number, the hire type populates as Employee(W2)). Next, enter the **Personal information** (first and last name of the employee), **Residential Information** (e-mail address). Only the fields highlighted in RED are required".

   ****IMPORTANT NOTE**: It is imperative that all employees complete their onboarding **on or before their first day of work with your company for I-9 compliance**, and you will have three days from their date of hire to certify the I-9 form. An employee can be entered into the system with their date of hire post dated if you have these three pieces of information in advance in order to ensure I-9 compliance.**

   Work Location: All locations for your company will be listed for you to select from for the new hire.



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After the employee's personal information is entered, the remaining fields to complete on the form will be their **Employment and Pay Details**.

All the mandatory fields are outlined in red, and depending on whether your company has departments, divisions, etc. will determine which additional fields are mandatory. First you will enter their **Company Start Date**; for a brand new employee the Employer and Company Start Date will be the same.

The **Position, Employment Status, Employment Type, Benefit Group, Department** (If applicable) and **Pay Group fields** (highlighted on the right) are all clickable links that open sub-menus containing your company's pre-set selections to choose from.

On the right is the Position selection menu that will pop-up once you click the link. This will contain all the positions that we have in the system specifically for your company.

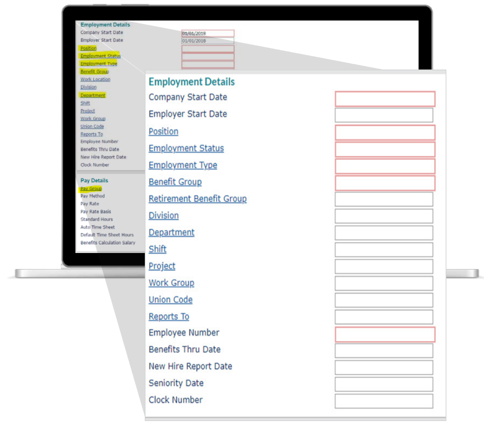
You can scroll through the pages with the 'Previous' and 'Next' buttons to find the position you want to hire for, or you can search by Position Title. If the position is NOT in the menu we will need to set it up for you as each position is tied to a worker's compensation code, an FLSA exemption status and an EEOC class.

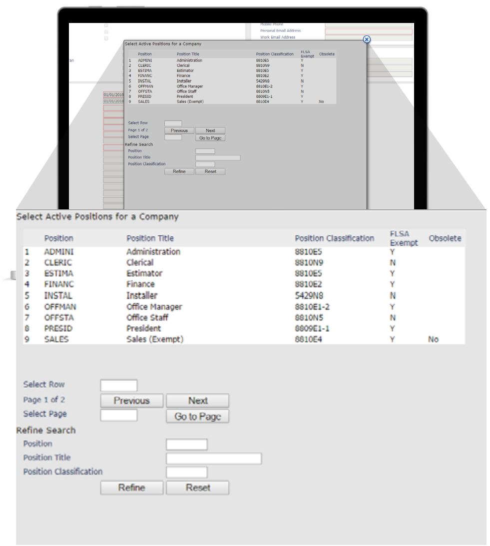
****IMPORTANT NOTE:** Please contact your HRBP to have a new worksite location entered into PrestigePRO. Please note, new locations can take 24-48 hours to be added.

****PLEASE NOTE:** The FLSA exemption status is tied to an existing position in the menu when adding a new employee:

- **Y** means the position is exempt; the employee will not be eligible to receive overtime
- **N** means the position is non-exempt; the employee will be eligible to receive overtime.

****PLEASE NOTE:** If you need a duplicate position title added with a different exemption status, please follow the same instructions for adding a new position noted above.





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After you select the position by clicking the title in the menu, the full title will appear to the right in blue.

The rest of the links will follow the same process as the position selection:

- **Employment Status**: You MUST always choose **ACTIVE** for a new employee or the onboarding email won't be sent to the employee.
- **Employment Type**: This will depend on the type of employee you are hiring. (Full Time, Part Time, Temporary Full Time, etc.)
- **Benefit Group**: You are able to place employees in the appropriate benefit group according to the group set-up in the system for your company and their benefit eligibility.
- **Department** (if applicable): You can place the employee in the appropriate department within your company.
- **Pay Group**: Please select the pay group. There should only be one option unless your company has multiple pay groups set-up, in which case you will select the one that applies to that employee.

After these selections are made, you will add in the **Pay Method** (Hourly, Salary or Commission), and **Pay Rate**, which would be just the hourly rate for an hourly employee.

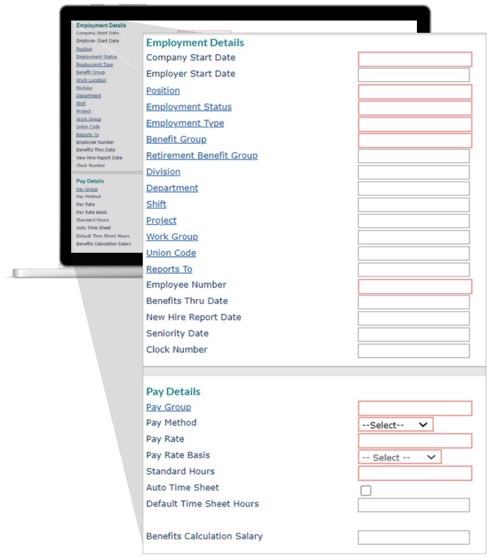
For a salaried employee you can input the full annual amount but you **MUST** select **Yearly** in the **Pay Rate Basis** drop down for the salary to calculate correctly.

The standard hours will default to the full time hours of the selected pay group. If you are hiring a part time employee, please edit this to reflect their part time hours per pay period.

Once all of the information is entered, click 'Save' at the bottom and the system will show a message confirming that the employee has been hired.

If you select 'Done' after this it will clear the form for you to enter another new hire. The employee will receive their onboarding email within a few minutes and they will go through and complete their portion of the process.

If your employees have any questions or issues during their onboarding, please advise them to reach out to Prestige.



Dear Danielle,

Welcome to Charles Xavier's School For The Gifted! In order to complete your new hire paperwork, please click here: https://pea-ep.prismhr.com/#/auth/login

Next, please select the 'Register' button on the bottom right to create your unique username and password.

*Please keep your registered username and password in a safe place - this information will also be used for logging into the employee portal to enroll in benefits, view/print paystubs, update direct deposit accounts, etc. after your onboarding is complete.

**Previously a PrestigePEO Employee? If you previously worked for a company that uses Prestige's services, your username/password for our portal will be the same and you will not need to re-register to complete onboarding. If you aren't sure about your username/password, please reach out to your HR Rep Helen HR for assistance.

After your registration is complete, you will be able to log in and begin onboarding by clicking 'Get Started'. The steps will appear in order on the left and you will be able to track your progress. Please note that the preferred browser for the Onboarding site is Chrome.

Please be sure to provide the following documentation prior to your effective date with Prestige:
- Proof of Identity documentation to complete the Federal Employment Eligibility Form (I-9). Be sure to provide these documents directly to your Hiring Manager.

Important Note - You will need either one valid document from List A OR one document from both Lists B and C, and they must be original, unexpired documents (photocopies, faxes, etc. will not be accepted). An updated list of Acceptable I-9 Documents can be viewed here: https://www.uscis.gov/i-9-central/acceptable-documents

If you are a Non-Resident Alien authorized to work in the US, you may be eligible for certain tax exemptions. Please download the Substantial Presence Test by clicking here: https://prestigepeo.exavault.com/p/SharedDocs/Substantial-Presence-Test.pdf and provide a completed copy to newhire@prestigepeo.com so that we may ensure appropriate withholdings. If we do not receive this form, you will be considered a resident for tax purposes and will incur all applicable withholdings. If your status changes at any time during your employment, you are responsible for communicating those changes to your Prestige team immediately.

Please complete Onboarding by or before your Date of Hire

As always, the Prestige team is here to help. If you require any assistance with your onboarding, please contact your human resources representative Helen HR at 516-692-8505 from 9am-5pm EST. In addition, there is a recorded demonstration of the onboarding process available here: https://youtu.be/TIN-J7uH4_8

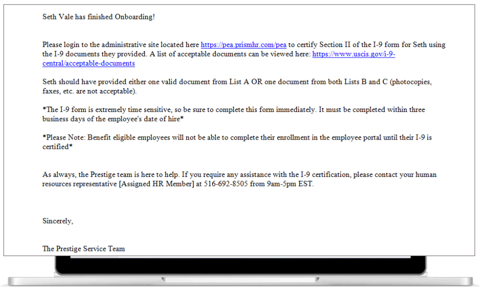
Sincerely,

The Prestige Service Team

How to Certify an I-9

****IMPORTANT NOTE**: If you have access to multiple entities, you will need to switch between the companies by clicking on the company name at the top of the screen in grey to view the approvals for the other companies:

1 You will receive an email notification that the employee's I-9 is ready for certification as shown on the right.



Seth Vale has finished Onboarding!

Please login to the administrative site located here https://pea.prismhr.com/pea to certify Section II of the I-9 form for Seth using the I-9 documents they provided. A list of acceptable documents can be viewed here: https://www.uscis.gov/i-9-central/acceptable-documents

Seth should have provided either one valid document from List A OR one document from both Lists B and C (photocopies, faxes, etc. are not acceptable).

The I-9 form is extremely time sensitive, so be sure to complete this form immediately. It must be completed within three business days of the employee's date of hire

Please Note: Benefit eligible employees will not be able to complete their enrollment in the employee portal until their I-9 is certified

As always, the Prestige team is here to help. If you require any assistance with the I-9 certification, please contact your human resources representative [Assigned HR Member] at 516-692-8505 from 9am-5pm EST.

Sincerely,

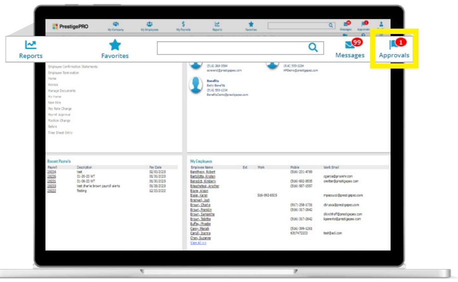
The Prestige Service Team

2 Log in to your administrative account to certify the employee's I-9.

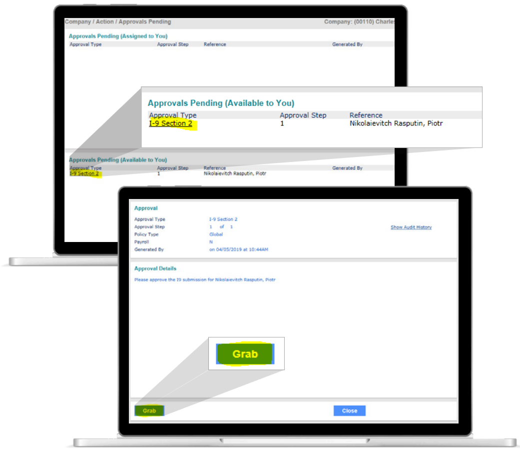
****IMPORTANT NOTE**: It is imperative that all employees complete their onboarding on or before their first day of work with your company for I-9 compliance, and you will have three days from their date of hire to certify the I-9 form.

An employee can be entered into the system with their date of hire post dated if you have these three pieces of information in advance in order to ensure I-9 compliance.

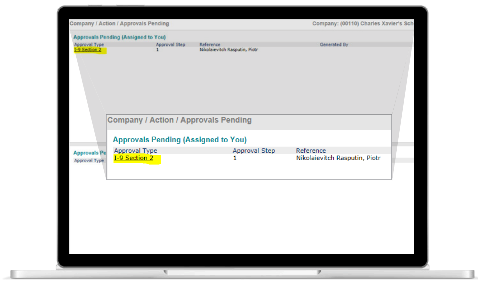
3 To certify the available I-9s, click the flag at the top right corner of the page, as shown to the right.



You will be able to select the employee's I-9 Section 2 and grab the approval to be processed under Approvals Pending (Available to You)



Once you grab the Approval, it will show under the heading Approvals Pending (Assigned to You).



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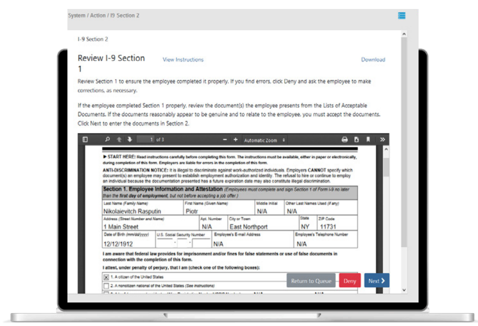
4 In order to certify the employee's I-9, you will select the I-9 from Approvals Pending (Assigned to You)

Once you click on the item, the window below will pop-up and you will have 3 actionable options:



- **Return to Queue –** This will return the Approval to the list for others to grab/approve
- **Deny –** This will reopen the workflow for the employee to makes changes/resubmit. The employee is notified via email to log back in and resubmit forms in the workflow.
- **Next –** This will take you to the next step to continue I-9 certification.

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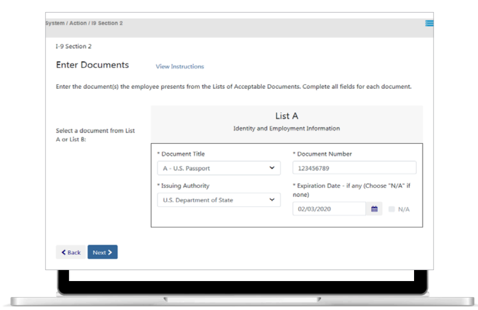
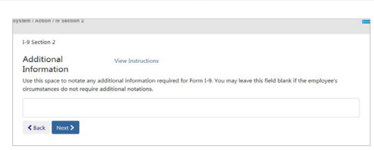
5 Enter the I-9 supporting document information provided by the employee. Click "**Next**".

On the next page, you will have the option to enter any Additional Information. This field can be left blank if there is no additional information to be provided on the I-9.

Once complete, click "**Next**".





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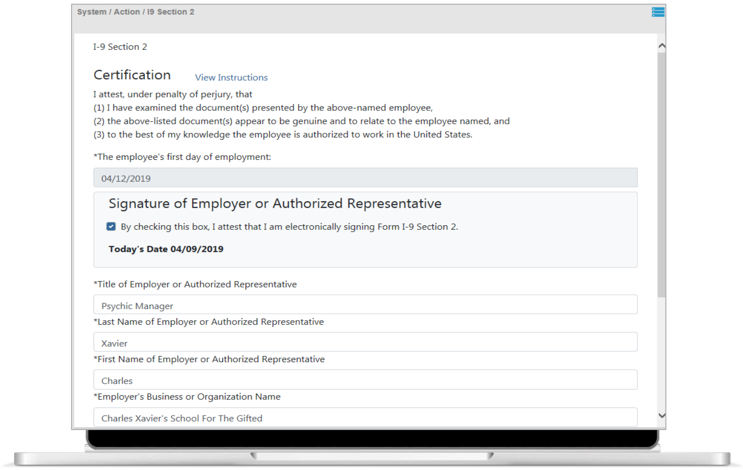
6 The next step is to complete the I-9 Section 2 Certification.

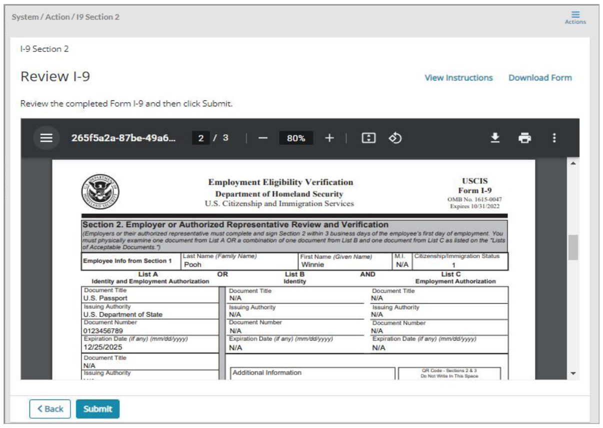
The date of hire will be pre-filled based on the date of hire entered when the New Hire was submitted.

Check the box under Signature of Employer or Authorized Representative.

You will input your Title, Last Name, and First Name. The Employer Information will be pre-populated for you, click "**Next**".

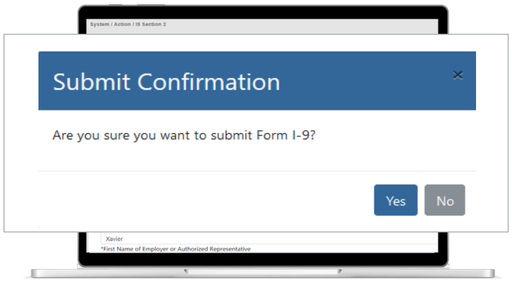
Please review the form, and if any changes need to be made you can click 'Back' to go back to the page where you entered the information. If there are no changes to be made, click '**Submit**'.





This will prompt you to confirm that you wish to submit and there are no further changes to be made.

If you are ready to submit, click "**Yes**".



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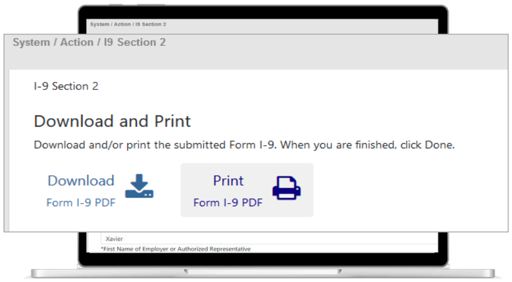
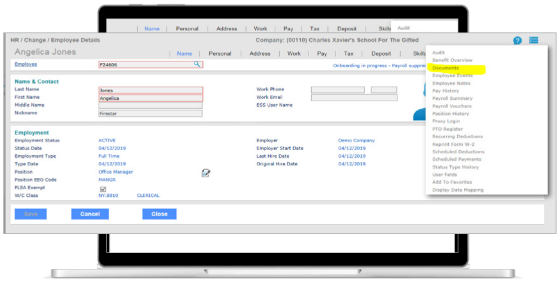
You will have the option to Download or Print the I-9 for your records once you submit the form.

A notification will be sent to you and Prestige alerting us that this employee's I-9 has been certified and the employee will have access to enroll in benefits once their onboarding workflow is complete.

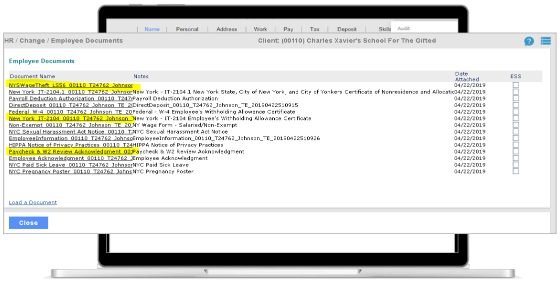
****IMPORTANT NOTE**: The employee will not be active for payroll until all forms are complete. The employee will receive an approval notification advising them that their onboarding forms were approved and that they can now log in to enroll in benefits if they are eligible.



To view employee onboarding documents after their onboarding is complete, you will navigate to their "**Employee Details**" and select "**Documents**" in the action bar:



The list of onboarding documents the employee completed will be shown, including their I-9 and tax forms, and they are available to both you and the employee to view/download at any time.



If you have any questions on employee onboarding, please reach out to your Human Resources Business Partner for assistance.

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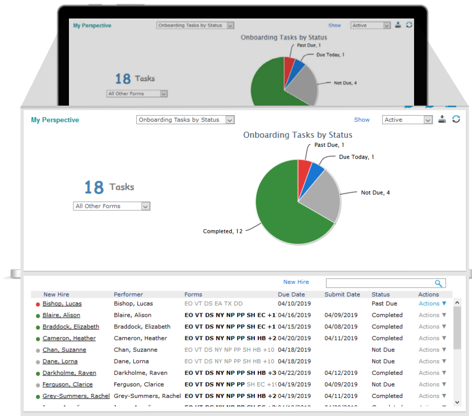
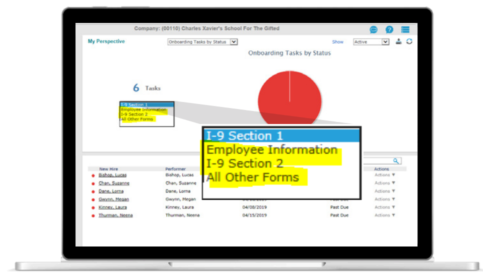
How to View Employee Onboarding Statuses Section

1 On the “**My Home**” Screen, you can track the onboarding progress of your employees in the system according to the status next to their names. Type “My Home” into the search bar (or click the “**MY COMPANY**” menu to find the option there) to navigate to this screen.

Under the drop down, select “**Onboarding Tasks by Status**”. This will show you a graph and another drop down menu so you can see what may be outstanding for any employee in the onboarding process.

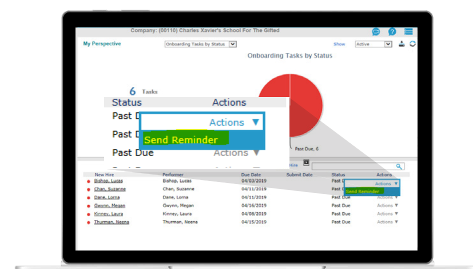


The drop down also shows the tasks broken up into the **I-9 Sections 1 & 2, Employee Information**, and **All Other Forms**, which encompass the tax forms, company handbooks, NDAs, etc.

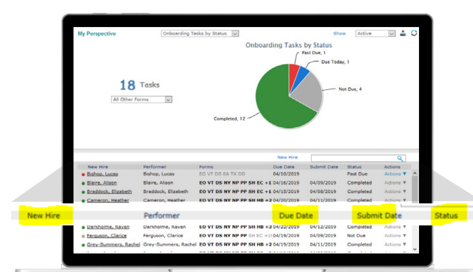


****IMPORTANT NOTE:** Any employees listed under I-9 Section 1, means those employees have not started onboarding yet. Any employees listed under I-9 Section 2, means those employees are ready to have their I-9 certified. Any employees listed under All Other Forms, is a summary of employees who have not started onboarding yet and those who have started onboarding, but have not completed onboarding.

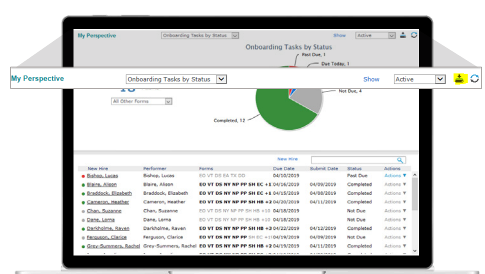
2 To send reminders to employees who have not completed their onboarding workflows, select the Actions option and click “**Send Reminder**”, which will trigger an email to your employee.



3 You can also sort the list of items by employee name, status, or due date by clicking on the header of the column you want to sort by.



4 You can click on a single employee’s name from the list to view the status and due date of their onboarding forms. If you are onboarding several employees at once, you are able to export a report from this dashboard to view the statuses of all employees’ forms by clicking the icon on the top right.



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