

G&A Partners Technology Suite

Manager User Guide



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Support

G&A Partners is committed to providing its valued clients and their employees with the highest level of service. If you have any questions or need support, please contact AccessHR and we will be happy to assist you.

G&A Partners AccessHR:

- Hours: Monday – Friday | 7:00 a.m. – 7:00 p.m. CT
- Phone: 1-866-497-4222
- Email: accessshr@gnapartners.com
- Website: www.gnapartners.com/contact-us

NOTE: The technology features available to each client are based on its G&A Partners service agreement and the security settings for each manager, so not all users will have access to the same functions. If you do not have access to a function or option you think you need, please contact your manager.

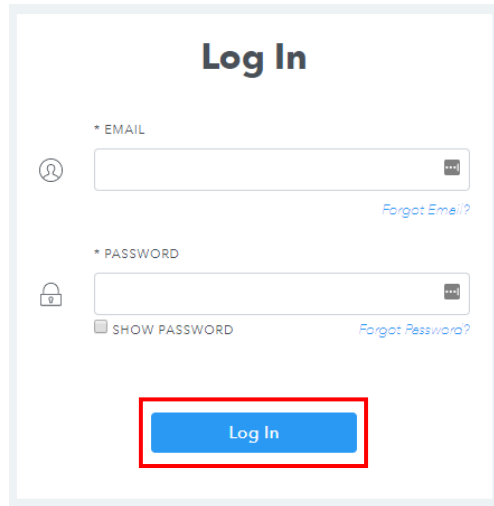
WorkSight

WorkSight is the online portal managers will use to perform key functions like processing new hires and accessing employee records.

Logging In and Out

To log into WorkSight, visit worksight2.gnapartners.com. Enter your email address and password, then click “Log In.”

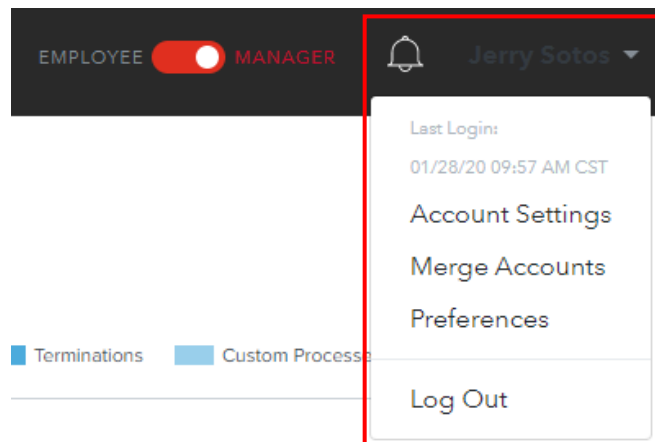
IMPORTANT: Be cautious when using a public or shared computer to access sensitive information in WorkSight or any other application.



The image shows a 'Log In' form with the following elements:

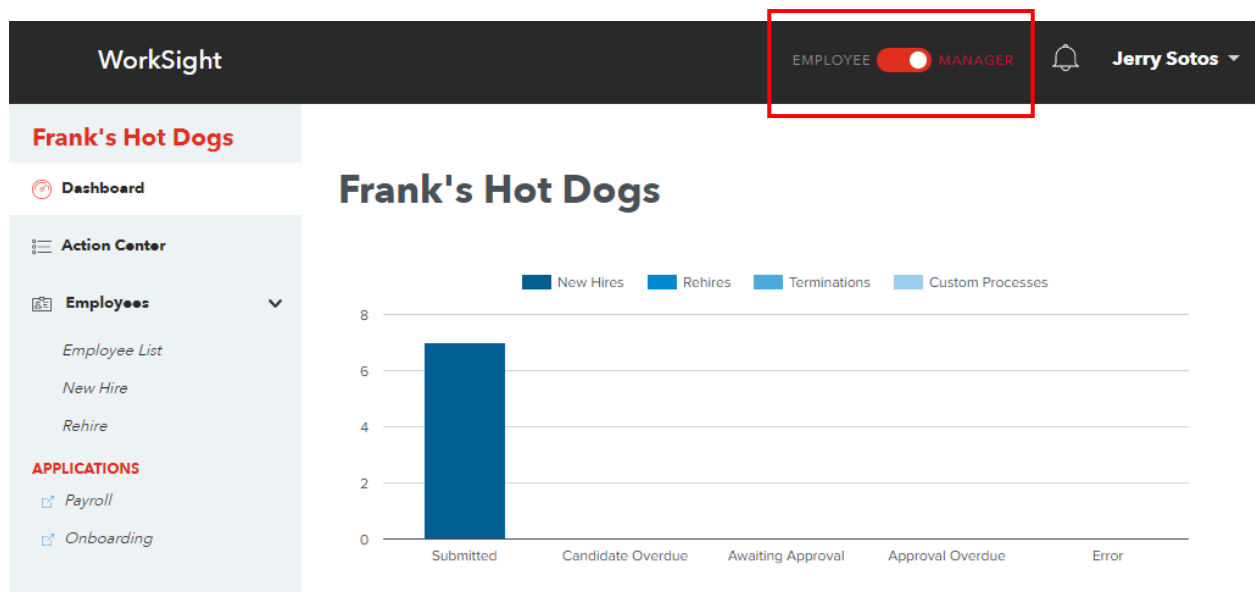
- Log In** (Section Header)
- * EMAIL** (Label)
- Email input field with a user icon on the left and a 'Show/Hide' icon on the right.
- [Forgot Email?](#) (Link)
- * PASSWORD** (Label)
- Password input field with a lock icon on the left and a 'Show/Hide' icon on the right.
- ☐ SHOW PASSWORD (Checkbox)
- [Forgot Password?](#) (Link)
- Log In** (Button, highlighted with a red box)

To log out of WorkSight, click on your name in the top right-hand corner of the screen and then click “Log Out” in the drop-down menu that displays.



As a manager for your organization, you will automatically be logged into the manager view every time you log into your WorkSight account. To switch between your manager and employee view, use the toggle button at the top of the screen.

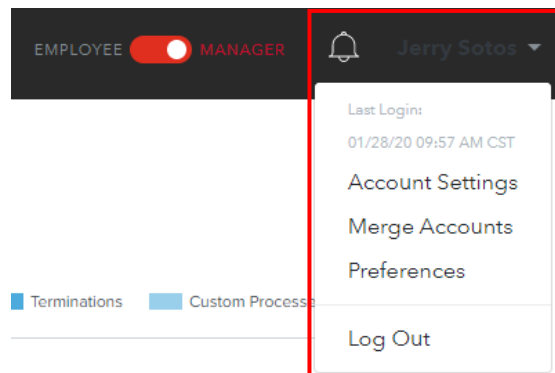
NOTE: Please make sure your profile is set to manager view as you review the steps in this guide. (See *example below.*)



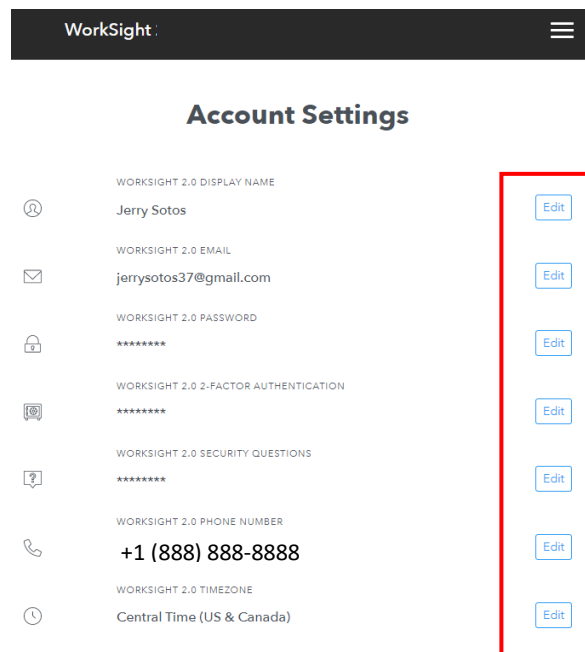
Updating Your Account Settings

You can change certain personal information (display name, email address, password, phone number and time zone) within your WorkSight profile using the “Account Settings” screen.

To access the “Account Settings,” click on your name in the top right-hand corner of the screen and then click “Account Settings” in the drop-down menu.



On the “Account Settings” screen, click the “Edit” button next to the information you want to update.



* Changes made on this page are specific to WorkSight 2.0 only and are not updated in any other system

NOTE: The information updated here is specific to WorkSight and will not transfer to other applications.

Processing New Hires

The new-hire process is comprised of three sequential phases:

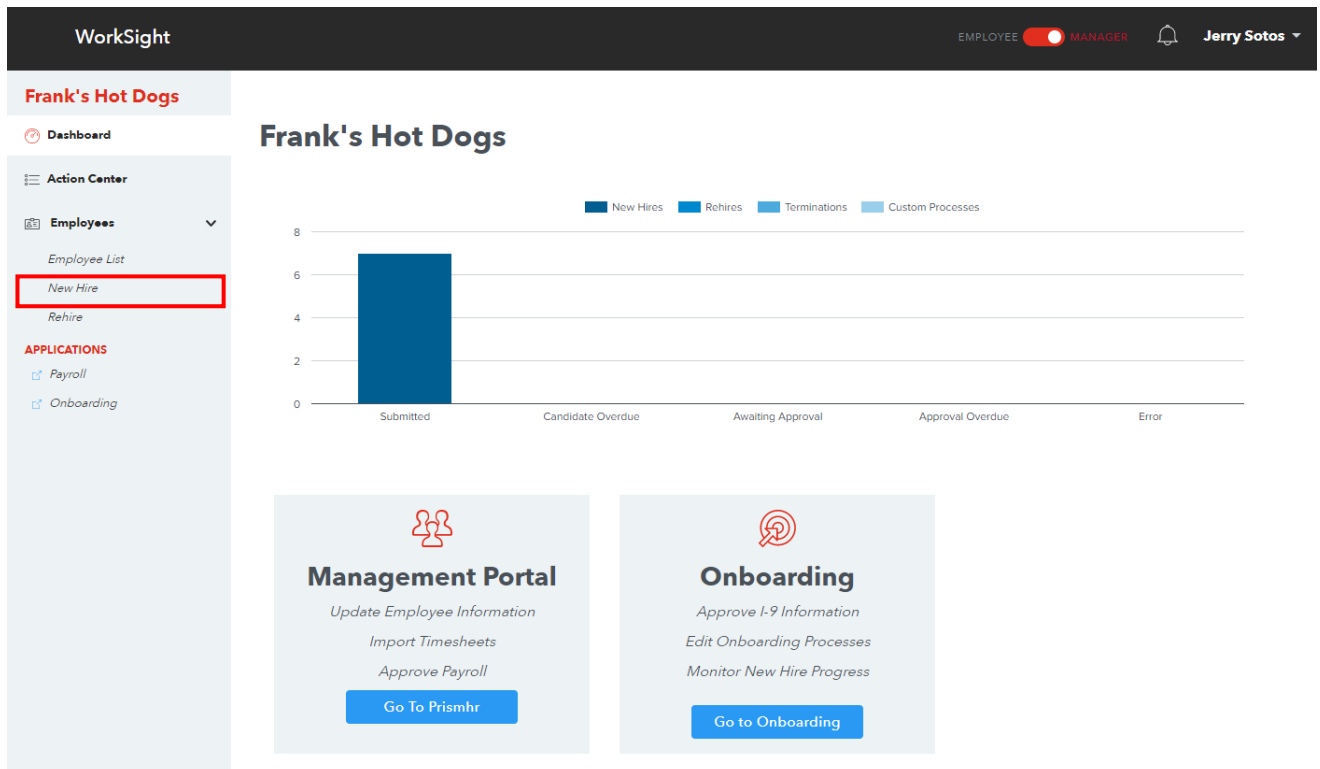
1. The entry of the new hire in WorkSight
2. The completion of the new-hire forms in the G&A Partners onboarding system (Click Boarding)
3. The creation of the new hire in the G&A Partners payroll system (PrismHR)

Each of these phases is initiated by the completion of the previous phase.

Entering a New Hire in WorkSight

The new-hire data form is a quick and easy way to enter a newly hired employee into the system.

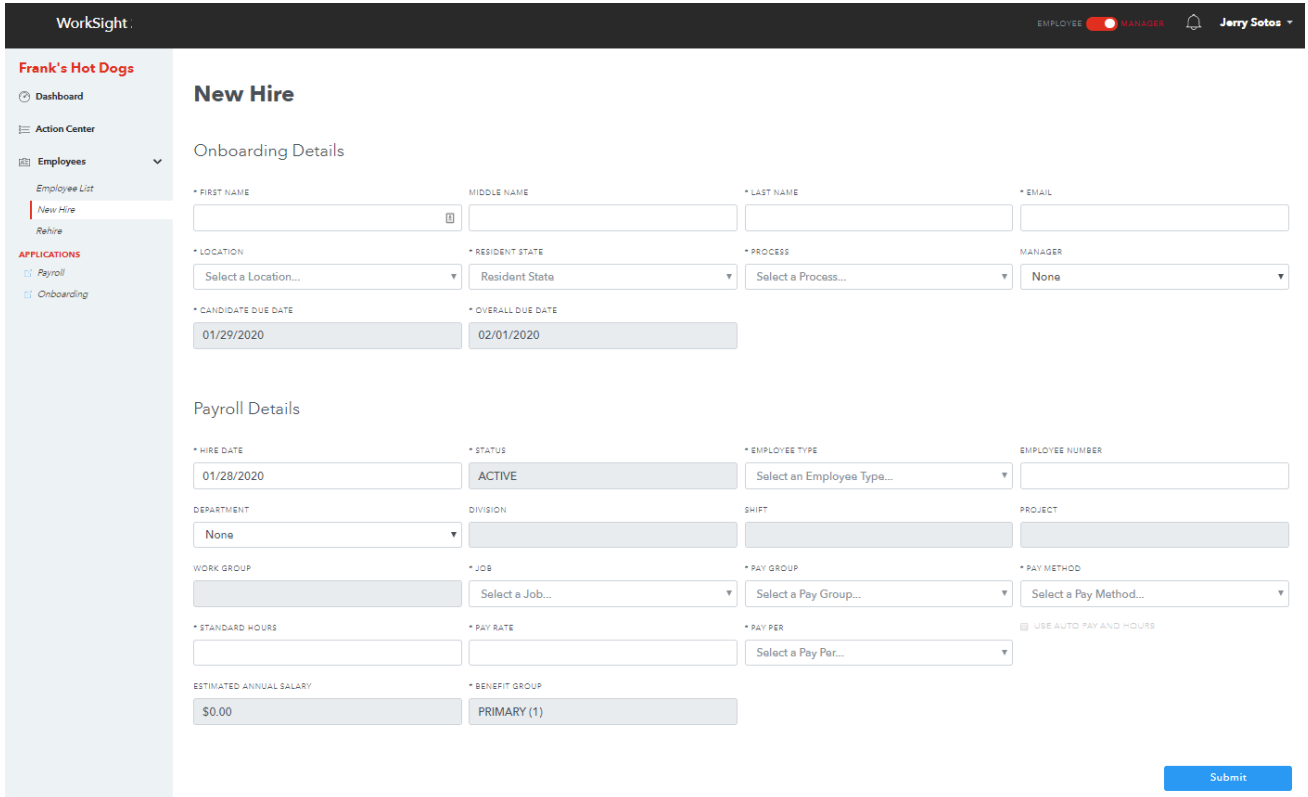
To begin the process of creating a new hire, select “New Hire” in the “Employees” section on the left-hand menu of your manager home screen.



The screenshot shows the WorkSight Manager interface for a user named Jerry Sotos. The sidebar on the left has a red box around the 'New Hire' option under the 'Employees' section. The main content area is titled 'Frank's Hot Dogs' and features a bar chart showing the status of new hires. The chart has a single bar for 'Submitted' with a value of 7. Below the chart are two cards: 'Management Portal' and 'Onboarding', each with a 'Go to' button.

Status	New Hires	Rehires	Terminations	Custom Processes
Submitted	7	0	0	0
Candidate Overdue	0	0	0	0
Awaiting Approval	0	0	0	0
Approval Overdue	0	0	0	0
Error	0	0	0	0

The data entry form on the “New Hire” screen is divided into two separate sections: an “Onboarding Details” section and a “Payroll Details” section. *(More details about each of these sections will be provided on the following pages.)*



WorkSight EMPLOYEE ☒ MANAGER 🔔 Jerry Sotos ▾

Frank's Hot Dogs

Dashboard
Action Center
Employees ▾
Employee List
New Hire
Rehire

APPLICATIONS
Payroll
Onboarding

New Hire

Onboarding Details

* FIRST NAME MIDDLE NAME * LAST NAME * EMAIL

* LOCATION * RESIDENT STATE * PROCESS MANAGER

* CANDIDATE DUE DATE * OVERALL DUE DATE

Payroll Details

* HIRE DATE * STATUS * EMPLOYEE TYPE EMPLOYEE NUMBER

DEPARTMENT DIVISION SHIFT PROJECT

WORK GROUP * JOB * PAY GROUP * PAY METHOD

* STANDARD HOURS * PAY RATE * PAY PER ☐ USE AUTO PAY AND HOURS

ESTIMATED ANNUAL SALARY * BENEFIT GROUP

In both sections, required fields are noted with an asterisk (*). In the case of any required fields for which there is only a single value for the manager to choose from (such as the “Benefit Group” field shown in the image above), the system will automatically select that value.

Onboarding Details Section

The “Onboarding Details” section of the new hire entry form captures all the information needed to start the new hire onboarding process, including:

- First and last name
- Email address
- Work location
- Resident state

You will notice that the fields for “Process,” “Candidate Due Date,” and “Overall Due Date” are not editable. This is because these fields are automatically assigned by the system. (*See below for a brief explanation of the logic for these assignments.*)

- The “Process” is the name of the onboarding process assigned to the new hire. An onboarding process is a collection of forms to be completed and policies to be acknowledged.
- The “Candidate Due Date” is the “Hire Date” as noted in the “Payroll Details” section of this form. This is the date by which the employee is expected to complete all the forms that are included as part of his or her onboarding process.
- The “Overall Due Date” is the date by which the new hire’s manager must complete any additional onboarding activities, such as Form I-9 Section 2. The date in this field will always be populated as 3 days after the “Candidate Due Date.”

Payroll Details Section

The “Payroll Details” section of the new hire entry form captures all the information needed to create the employee in the payroll system, including:

- Hire date
- Employee work data information
- Employee job information
- Employee pay information (*An estimated annual salary will automatically be calculated based upon the pay rate and cycle entered in this section.*)

Once you have completed both sections, click “Submit.” This will save the new hire, create a record in the WorkSight Action Center, and initiate the next phase of the new hire process (which is completed by the newly hired employee).

Completing New Hire Forms in the G&A Partners Onboarding System

Once you have finished entering a new hire in WorkSight, the employee will receive an email inviting him or her to create a WorkSight account and then use the G&A Partners onboarding system (Click Boarding) to complete the necessary employment paperwork and acknowledge company policies.

Creating a New Hire in the G&A Partners Payroll System

Once the new hire completes the onboarding process, the employee will then be created in the G&A Partners payroll system (PrismHR).

At this point, the new hire's WorkSight account will be updated to allow for expanded self-service functionality, such as accessing PrismHR to update certain HR-related information.

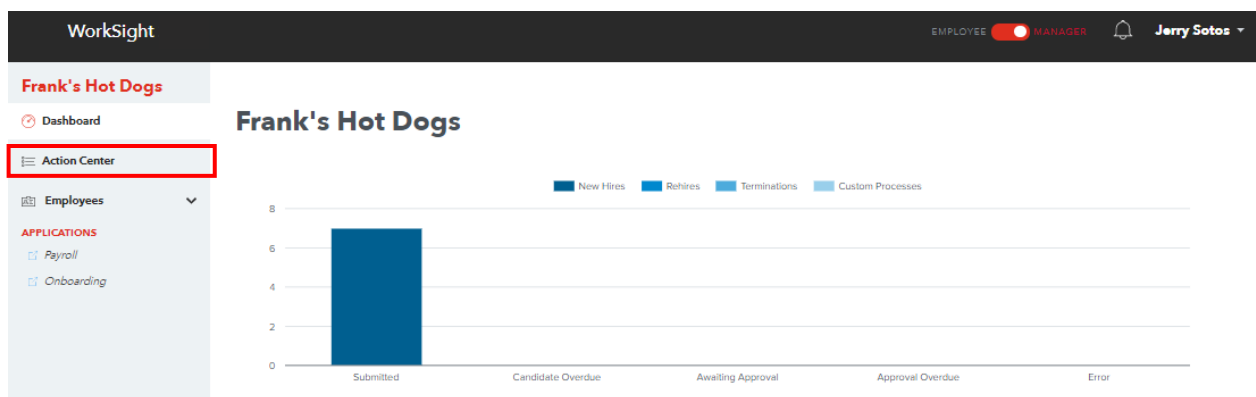
Action Center

The Action Center is where managers can view the status of employee processes that were initiated in WorkSight, but which have yet to be completed in the payroll system.

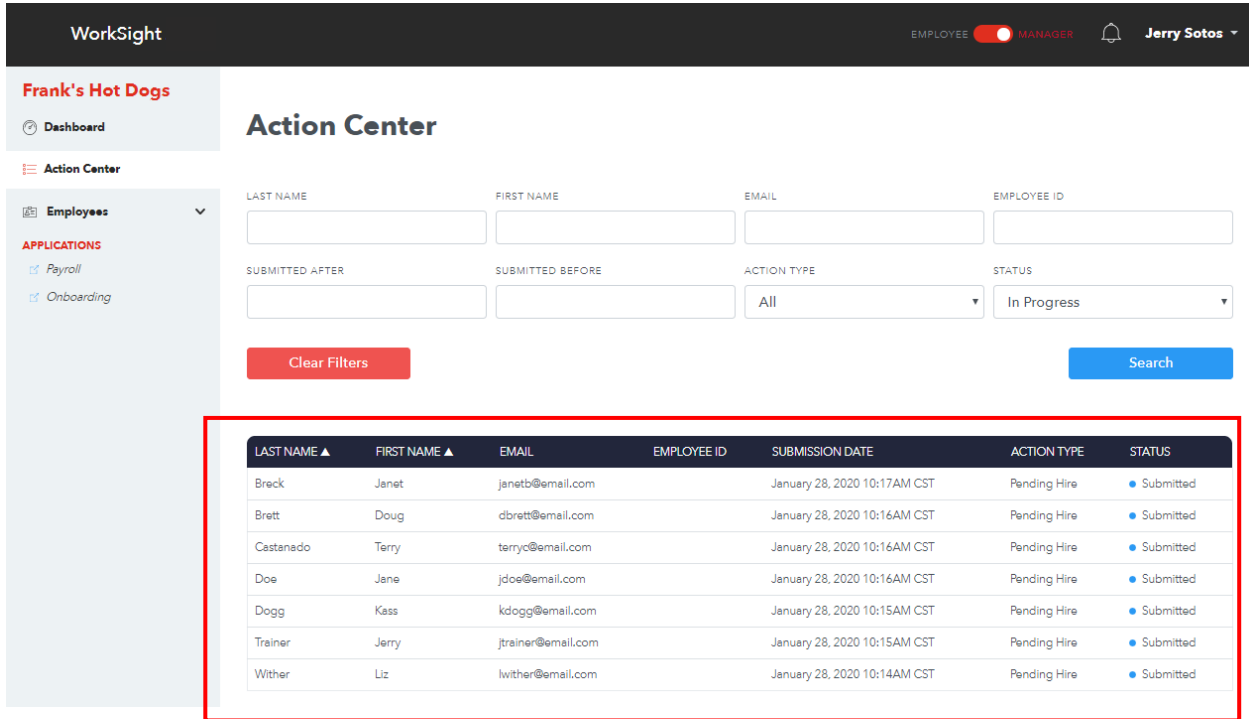
For example, during the time between which a manager submits the information in the WorkSight new hire data form and the creation of the employee in the payroll system, the new hire's "Action Type" can be seen in the Action Center as a "Pending Hire."

In addition to new hires, terminations and rehires are also visible from within the Action Center. In the future, other processes may be added as well.

To access the Action Center, click the "Action Center" link in the left-hand menu of your manager home screen.



On the “Action Center” screen, you will see a list of all the items within your security view.



LAST NAME ▲	FIRST NAME ▲	EMAIL	EMPLOYEE ID	SUBMISSION DATE	ACTION TYPE	STATUS
Breck	Janet	janetb@email.com		January 28, 2020 10:17AM CST	Pending Hire	Submitted
Brett	Doug	dbrett@email.com		January 28, 2020 10:16AM CST	Pending Hire	Submitted
Castanado	Terry	terryc@email.com		January 28, 2020 10:16AM CST	Pending Hire	Submitted
Doe	Jane	jdoe@email.com		January 28, 2020 10:16AM CST	Pending Hire	Submitted
Dogg	Kass	kdogg@email.com		January 28, 2020 10:15AM CST	Pending Hire	Submitted
Trainer	Jerry	jtrainer@email.com		January 28, 2020 10:15AM CST	Pending Hire	Submitted
Wither	Liz	lwither@email.com		January 28, 2020 10:14AM CST	Pending Hire	Submitted

Below is a brief explanation of the items you might see in the “Action Type” and their associated “Status.”

Action Type	
Pending Hire	New hires who have been submitted in WorkSight but are still onboarding or have not yet been created in the payroll system.
Pending Termination	Terminations that have been submitted in WorkSight but have not yet finished being processed in the payroll system.
Pending Rehire	Rehires that have been submitted in WorkSight but have not yet finished being processed in the payroll system.

Status	
Submitted or In Progress	Indicates that the Action Center item is in process as expected, and no associated task due dates are overdue.
Candidate Overdue	Indicates the candidate is late in the completion of the assigned onboarding activities.
Awaiting Approval	Indicates that the candidate has completed the onboarding activities, but manager onboarding tasks (such as Form I-9, Section 2) are still pending.
Approval Overdue	Indicates manager onboarding tasks (such as Form I-9 Section 2) are overdue.
Completed	Indicates that the Action Center item is complete.
Error	<p>Indicates that an error condition occurred during the integration of the data between WorkSight and another G&A Partners system.</p> <p>NOTE: G&A Partners will be alerted if/when data integration errors occur. Once we are notified, a member of our team will begin working to resolve the error as quickly as possible. If you have any questions about an error, please feel free to contact G&A Partners AccessHR.</p>

Searching for an Action Center Item

If you have several new hires, rehires and/or terminations being processed at the same time, you may find it helpful to search for the record you want to view.

To search for a specific item in the Action Center, enter your search criteria in any of the fields above the table and then click “Search.” If, for example, you wanted to search for items associated with an employee named Liz Wither, you could enter “With” into the “Last Name” search field and click “Search.”

Action Center

LAST NAME

FIRST NAME

EMAIL

EMPLOYEE ID

SUBMITTED AFTER

SUBMITTED BEFORE

ACTION TYPE

STATUS

Clear Filters

Search

LAST NAME ▲	FIRST NAME ▲	EMAIL	EMPLOYEE ID	SUBMISSION DATE	ACTION TYPE	STATUS
Wither	Liz	lwither@email.com		January 28, 2020 10:14AM CST	Pending Hire	Submitted

As you can see, the search above returned one record matching this search criteria; the pending-hire record for Liz Wither.

By default, the search will be for all items with a status of “In Progress.” Change the value in this list to search for items with different statuses. To search for items with “any status” change the status selection box to “All.”

To remove all the search criteria you have entered and reset the filters to the default view, click “Clear Filters.”

Action Center

LAST NAME	FIRST NAME	EMAIL	EMPLOYEE ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SUBMITTED AFTER	SUBMITTED BEFORE	ACTION TYPE	STATUS
<input type="text"/>	<input type="text"/>	All ▼	In Progress ▼

Clear Filters
Search

LAST NAME ▲	FIRST NAME ▲	EMAIL	EMPLOYEE ID	SUBMISSION DATE	ACTION TYPE	STATUS
Breck	Janet	janetb@email.com		January 28, 2020 10:17AM CST	Pending Hire	Submitted
Brett	Doug	dbrett@email.com		January 28, 2020 10:16AM CST	Pending Hire	Submitted
Castanado	Terry	terryc@email.com		January 28, 2020 10:16AM CST	Pending Hire	Submitted
Doe	Jane	jdoe@email.com		January 28, 2020 10:16AM CST	Pending Hire	Submitted
Dogg	Kass	kdogg@email.com		January 28, 2020 10:15AM CST	Pending Hire	Submitted
Trainer	Jerry	jtrainer@email.com		January 28, 2020 10:15AM CST	Pending Hire	Submitted
Wither	Liz	lwither@email.com		January 28, 2020 10:14AM CST	Pending Hire	Submitted

When you do so, the view resets and once again shows all of the items within your security view, just as it did upon the initial display of the Action Center.

Viewing Action Center Items

To view the details of any Action Center item, click on the associated record.

Action Center

LAST NAME	FIRST NAME	EMAIL	EMPLOYEE ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SUBMITTED AFTER	SUBMITTED BEFORE	ACTION TYPE	STATUS
<input type="text"/>	<input type="text"/>	All ▼	In Progress ▼

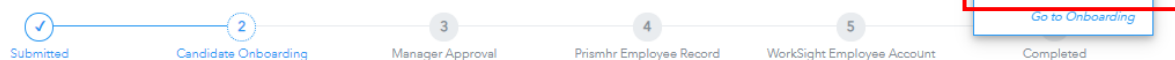
[Clear Filters](#)
[Search](#)

LAST NAME ▲	FIRST NAME ▲	EMAIL	EMPLOYEE ID	SUBMISSION DATE	ACTION TYPE	STATUS
Breck	Janet	janetb@email.com		January 28, 2020 10:17AM CST	Pending Hire	Submitted
Brett	Doug	dbrett@email.com		January 28, 2020 10:16AM CST	Pending Hire	Submitted
Castanado	Terry	terryc@email.com		January 28, 2020 10:16AM CST	Pending Hire	Submitted

On the detail screen for the selected record, you can view the information that was submitted. You can also delete the Action Center item or edit the information for that record. Both options appear as items under the “Actions” menu.

Pending New Hire

Progress



Pending Action Details

CREATED BY Jerry Sotos	STEP Candidate Onboarding	STATUS Submitted
CREATED AT 01/28/2020 10:16:59 AM CST	UPDATED AT 01/28/2020 10:17:03 AM CST	LAST STATUS CHANGE 01/28/2020 10:16:59 AM CST

NOTE: While you have the ability to delete or edit information for a pending hire, you should only do so if absolutely necessary.

Deleting an Action Center Item

An example of a situation in which you might need to delete a pending hire record is if a candidate rescinded an acceptance prior to completing the onboarding process.

When you click “Delete Pending New Hire” on the detail screen for an Action Center item, you will be taken to a screen that asks you to provide a reason or comments about why you are deleting the item. After you enter the comments, click “Delete.”

Delete Pending New Hire

NAME 3302	NAME Frank's Hot Dogs	EMPLOYEE NAME Terry Castanado
PROCESS TYPE Pending Hire	PROCESS DATE 2020-01-31	ONBOARDING PROCESS NAME PEONewHire

* COMMENTS

Delete

A confirmation prompt will ask you to confirm that you want to delete this record. Click “Delete” to delete the record and return to the Action Center or click “Close” to return to the Action Center without deleting the record.

Are you sure? ×

Deleted pending actions cannot be undone

CloseDelete

NOTE: Deleting the item only changes its status. No actual data is deleted from the system.

Editing an Action Center Item

An example of a situation in which you might need to edit a pending hire record is if you notice the wrong pay rate was entered for a new hire.

When you click “Edit Pending New Hire” on the detail screen for an Action Center item, you will be taken to a screen that will allow you to edit the information initially entered for the new hire.

Edit New Hire

Onboarding Details

* FIRST NAME <input type="text" value="Liz"/>	* MIDDLE NAME <input type="text"/>	* LAST NAME <input type="text" value="Wither"/>	* EMAIL <input type="text" value="lwither@email.com"/>
* LOCATION <input type="text" value="HQ"/>	* RESIDENT STATE <input type="text" value="TX"/>	* PROCESS <input type="text" value="PEONewHire"/>	MANAGER <input type="text" value="None"/>
* CANDIDATE DUE DATE <input type="text" value="01/28/2020"/>	* OVERALL DUE DATE <input type="text" value="01/31/2020"/>		

Payroll Details

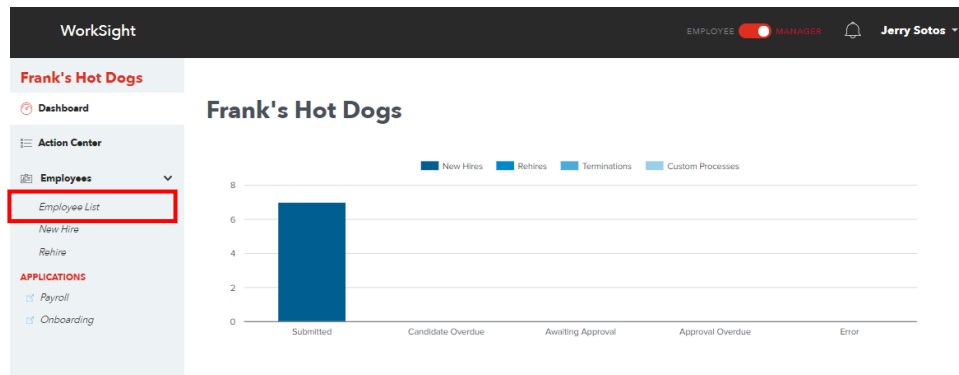
* HIRE DATE <input type="text" value="2020-01-27"/>	* STATUS <input type="text" value="ACTIVE"/>	* EMPLOYEE TYPE <input type="text" value="FULL TIME REGULAR (F)"/>	EMPLOYEE NUMBER <input type="text"/>
DEPARTMENT <input type="text" value="None"/>	DIVISION <input type="text"/>	SHIFT <input type="text"/>	PROJECT <input type="text"/>
WORK GROUP <input type="text"/>	* JOB <input type="text" value="Software Developer 2 (SD2)"/>	* PAY GROUP <input type="text" value="Semi-Monthly (SM)"/>	* PAY METHOD <input type="text" value="Salary (S)"/>
* STANDARD HOURS <input type="text" value="86.67"/>	* PAY RATE <input type="text" value="50000.00"/>	* PAY PER <input type="text" value="Yearly (Y)"/>	<input type="checkbox"/> USE AUTO PAY AND HOURS
ESTIMATED ANNUAL SALARY <input type="text" value="\$50,000.00"/>	* BENEFIT GROUP <input type="text" value="PRIMARY (1)"/>		

NOTE: Some fields on this screen (grayed out above) cannot be edited.

When you finish making any necessary edits, click “Submit” to save the changes and return to the Action Center.

Accessing Employee Records

To access the records for all the employees in your company, click the “Employee List” button in the “Employees” section of your manager home screen.



The “Employee List” screen identifies all employees in the payroll system that are in your security view. It shows the most frequently viewed information about the employees' work data. This screen does not include any new hires who are in the onboarding process since they have not yet been created in the payroll system.

Employees

LAST NAME FIRST NAME EMPLOYEE ID JOB TITLE

LOCATION DEPARTMENT DIVISION PROJECT

STATUS

Clear Filters Search

Items per page 10 25 50

First Prev 1 2 Next Last

LAST NAME ▲	FIRST NAME ▲	EMPLOYEE ID	JOB TITLE	LOCATION	DEPARTMENT	DIVISION	PROJECT	STATUS	MANAGER?
Carlson	Jackie	G03596	HR Manager	HQ	Marketing			ACTIVE	No
McKey	Stanley	V03609	Bookkeeper	Florida	Admin			ACTIVE	No
Santos	George	H03597	Director	HQ	HR			ACTIVE	No
Sotos	Jerry	I03598	Director	HQ	HR			ACTIVE	Yes
Valerie	Marcus	U03608	Regional Sales Manager	Florida	Sales			ACTIVE	No
Verbols	Anne	T03607	Hot Dog Caser	Salt Lake City	Food Prep			ACTIVE	No
Vondelite	Mark	S03606	Regional Sales Manager	Salt Lake City	Food Prep			ACTIVE	No
Werbel	Paul	R03605	Regional Sales Manager	NY	Sales			ACTIVE	No
Westbrook	Thomas	P03604	Maintenance	Provo Hot Dog Stand	Marketing			ACTIVE	No
Williams	Terrence	N03603	Maintenance	Provo Hot Dog Stand	Food Prep			ACTIVE	No

First Prev 1 2 Next Last

Searching for an Employee

You can filter this list by adding search criteria in any of the fields above the table, and then clicking the “Search” button.

If, for example, you want to search for an employee whose last name starts with the letters “ya,” type “ya” in the “Last Name” field and then click “Search.” All employees matching the search criteria will be shown. In this example, two employee records match the search criteria.

Employees

LAST NAME

ya

FIRST NAME

EMPLOYEE ID

JOB TITLE

All

LOCATION

All

DEPARTMENT

All

DIVISION

All

PROJECT

All

STATUS

All

Clear Filters

Search

LAST NAME ▲	FIRST NAME ▲	EMPLOYEE ID	JOB TITLE	LOCATION	DEPARTMENT	DIVISION	PROJECT	STATUS	MANAGER?
Yegner	Brook	L03601	Regional Sales Manager	Florida	Sales			TERMINATED	No
Yang	George	K03600	Regional Sales Manager	Provo Hot Dog Stand	Sales			ACTIVE	No

Click on any of the records in the search table to open that employee’s WorkSight record. Depending on the selected employee’s status (active or terminated), you will have different options available to you on this screen. (Refer to the next sections for more information.)

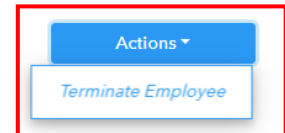
To remove all the search criteria and reset the view to show all employees in your security view, click the “Clear Filters” button.

Terminate Employee: If the selected employee is “active” in the payroll system, he or she may be terminated in WorkSight.

Once you select the employee from the “Employee List,” go to the employee record and select “Terminate Employee” from the “Actions” menu.

George Yang

Employee Details



NAME	EMPLOYEE ID	USER ID	MANAGER?
George Yang	K03600		No
REPORTS TO	TYPE	STATUS	WORK STATE
	FULL TIME REGULAR (F)	ACTIVE (A)	UT
RESIDENT STATE	JOB	LOCATION	DEPARTMENT
FL	Regional Sales Manager (RSM)	Provo Hot Dog Stand (PHDS)	Sales (1)
DIVISION	SHIFT	WORK GROUP	PROJECT
CLIENT EMPLOYEE NUMBER	HIRE DATE	LAST HIRE DATE	LAST ACTION DATE
	2020-01-01	2020-01-01	2020-01-01
CLIENT CLOCK NUMBER			

The “New Termination” screen will display. Complete all information on the screen and then click “Submit.”

New Termination

Contact our Customer Care Center at 1-866-497-4222 or customercare@gnapartners.com prior to termination for state specific termination requirements if the employee lives or works in one of the following states: AZ, CA, CT, GA, IA, IL, LA, MA, MI, NV, NJ, NY, PA, TN

Failure to submit this form within the month of termination may cause an additional month of medical premiums to be collected, which will be the responsibility of the employer. The full month's premium for an employee's insurance coverage will be collected on the final check. If G&A is unable to collect the amount due, the remaining premium will be charged to the employer.

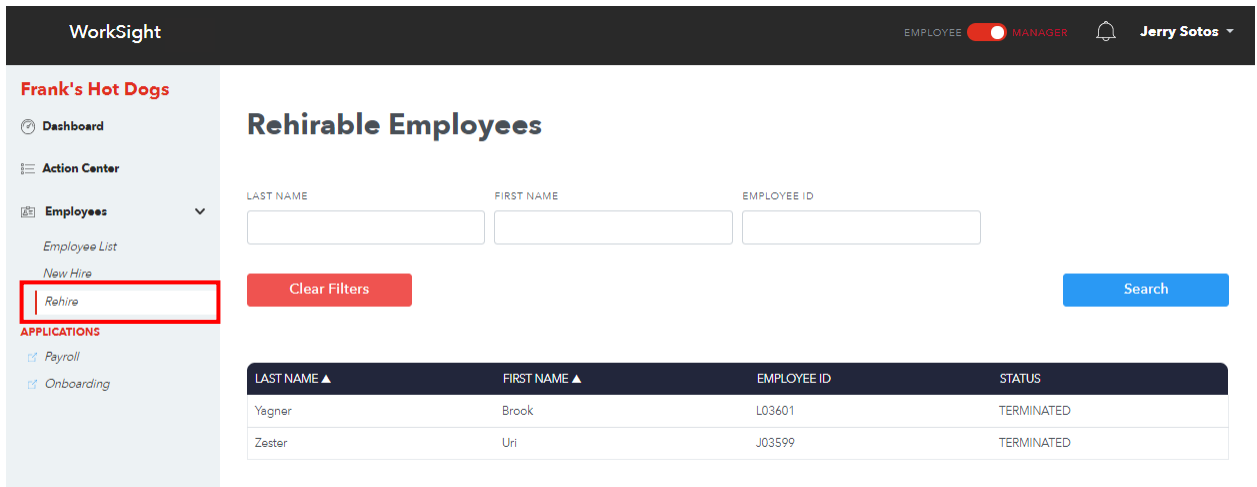
EMPLOYEE NAME	* LAST DATE WORKED	* TERMINATION DATE	ADDRESS LINE 1
George Yang	01/28/2020	01/28/2020	
ADDRESS LINE 2	CITY	STATE	ZIP CODE
* TERMINATION REASON			
Select Reason		<input type="checkbox"/> ELIGIBLE FOR REHIRE	<input type="checkbox"/> CANCEL DIRECT DEPOSIT
<small>If the Termination Reason is either "Inability to Perform Essential Job Functions" or "Inability or Failure to Return from LOA with or without Accommodation" then please consult with your G&A Partners Client Advocate before selecting</small>			
* COMMENTS		SPECIAL INFORMATION	
<small>Please include any additional and relevant details in the comments below, such as: dates employee missed work, name of the person who received the resignation notice, whether notice was verbal or written, reason for resignation, company policies violated, etc.</small>			

Submit

Once you click “Submit,” a “Pending Termination” Action Center item will be created. You will receive a notification once processing is complete.

Rehire Employee: If a selected employee is terminated in the payroll system, then the employee may be rehired in WorkSight. There are two ways to begin the rehire process.

One way is to click the “Rehire” link in the “Employees” section of your manager home screen. This will show a list of all terminated employees who may be rehired. Click on a specific employee’s name to begin the rehire process.



WorkSight EMPLOYEE ☒ MANAGER Jerry Sotos

Frank's Hot Dogs

- Dashboard
- Action Center
- Employees**
 - Employee List
 - New Hire
 - Rehire**
- APPLICATIONS
 - Payroll
 - Onboarding

Rehirable Employees

LAST NAME FIRST NAME EMPLOYEE ID

[Clear Filters](#) [Search](#)

LAST NAME ▲	FIRST NAME ▲	EMPLOYEE ID	STATUS
Yagner	Brook	L03601	TERMINATED
Zester	Uri	J03599	TERMINATED

Alternatively, you can use the “Employee List” to find the specific terminated employee you wish to rehire. From the employee record, select “Rehire Employee” from the “Actions” menu.

Brook Yagner

Employee Details

NAME	EMPLOYEE ID	USER ID	MANAGER?
Brook Yagner	L03601		No
REPORTS TO	TYPE	STATUS	WORK STATE
	FULL TIME REGULAR (F)	TERMINATED (T)	FL
RESIDENT STATE	JOB	LOCATION	DEPARTMENT
FL	Regional Sales Manager (RSM)	Florida (3)	Sales (1)
DIVISION	SHIFT	WORK GROUP	PROJECT
CLIENT EMPLOYEE NUMBER	HIRE DATE	LAST HIRE DATE	LAST ACTION DATE
	2020-01-01	2020-01-01	2020-01-02
CLIENT CLOCK NUMBER			

Actions ▼

[Rehire Employee](#)

In either case, once the “Rehire” screen is shown, fill in all of the information requested. The information captured mirrors that of the “New Hire” screen because:

- Employees being rehired will go through onboarding as a means to update pertinent information including direct deposit, tax withholding, and so forth.
- When you rehire an employee, any work-related information (e.g. position title, pay rate, etc.) may need to be updated as well.

Rehire

Onboarding Details

FIRST NAME <input type="text" value="Brook"/>	MIDDLE NAME <input type="text"/>	LAST NAME <input type="text" value="Yagner"/>	* EMAIL <input type="text"/>
* LOCATION <input type="text" value="Select a Location..."/>	* RESIDENT STATE <input type="text" value="Resident State"/>	* PROCESS <input type="text" value="Select a Process..."/>	MANAGER <input type="text" value="None"/>
* CANDIDATE DUE DATE <input type="text" value="01/29/2020"/>	* OVERALL DUE DATE <input type="text" value="02/01/2020"/>		

Rehire Details

* REHIRE DATE <input type="text"/>	SENIORITY DATE <input type="text"/>	* REHIRE REASON <input type="text" value="Rehired Employee (REHIRE)"/>	<input checked="" type="checkbox"/> STOP PREVIOUS VOLUNTARY DEDUCTIONS
---------------------------------------	--	---	--

☒ AUTO ENROLL BENEFITS

Payroll Details

* STATUS <input type="text" value="ACTIVE"/>	* EMPLOYEE TYPE <input type="text" value="Select an Employee Type..."/>	EMPLOYEE NUMBER <input type="text"/>	DEPARTMENT <input type="text" value="None"/>
DIVISION <input type="text"/>	SHIFT <input type="text"/>	PROJECT <input type="text"/>	WORK GROUP <input type="text"/>
* JOB <input type="text" value="Select a Job..."/>	* PAY GROUP <input type="text" value="Select a Pay Group..."/>	* PAY METHOD <input type="text" value="Select a Pay Method..."/>	* STANDARD HOURS <input type="text"/>
* PAY RATE <input type="text"/>	* PAY PER <input type="text" value="Select a Pay Per..."/>	<input type="checkbox"/> USE AUTO PAY AND HOURS	ESTIMATED ANNUAL SALARY <input type="text" value="\$0.00"/>
* BENEFIT GROUP <input type="text" value="PRIMARY (1)"/>			

Submit

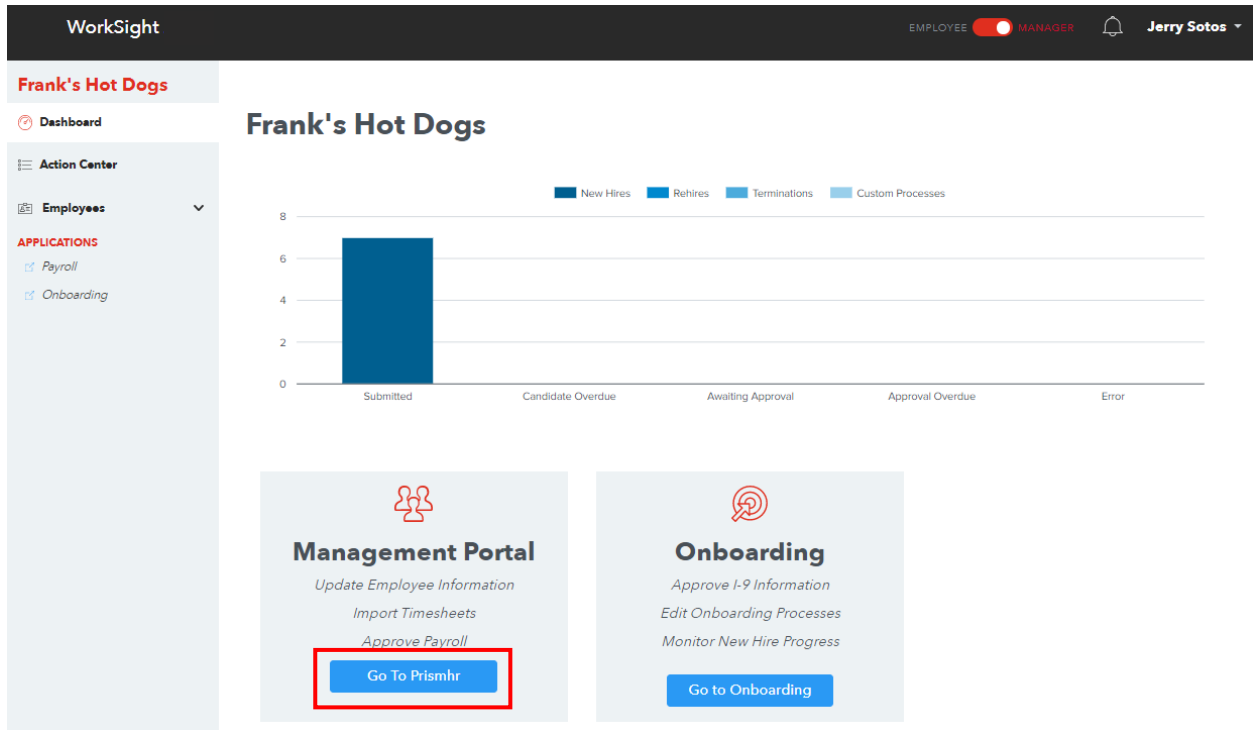
Once you click “Submit,” a “Pending Rehire” Action Center item will be created and the rehire process will commence. You will receive a notification once processing is complete.

Payroll System

PrismHR is the application managers will use to review, update and process payroll and HR information.

Accessing the Payroll System

You can access the payroll system by clicking the “Go to PrismHR” button in the “Management Portal” tile on your WorkSight manager home screen.




This will launch a new browser window and automatically log you into the G&A Partners payroll system (PrismHR). Within the payroll system you can:

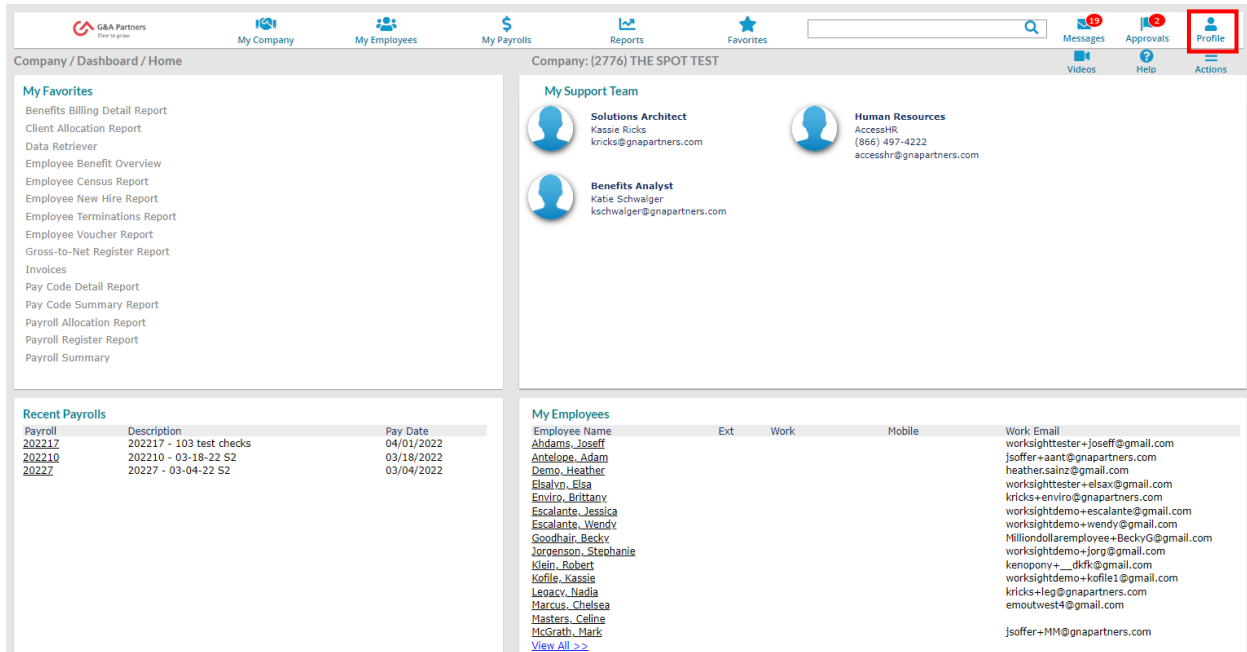
- View and edit employee information
- Import timesheets and process payroll
- View employee and payroll reports
- Perform broader HR functions, such as pay rate, department or status change

Manager Dashboard

After you log in, the Manager Dashboard (also called the “Home” screen) will appear. From this screen you can easily view and edit information for the employees you supervise, as well as access shortcuts to various manager functions.

At the top of most screens, you will see the path you have taken to navigate to your current screen.

If you choose the person icon () located in the top right-hand corner of the screen, a drop-down menu will appear. From here, you can choose to navigate to your personal Employee Self-Service (ESS) page, change your password or sign out of the application.



Company / Dashboard / Home

Company: (2776) THE SPOT TEST

My Favorites

- Benefits Billing Detail Report
- Client Allocation Report
- Data Retriever
- Employee Benefit Overview
- Employee Census Report
- Employee New Hire Report
- Employee Terminations Report
- Employee Voucher Report
- Gross-to-Net Register Report
- Invoices
- Pay Code Detail Report
- Pay Code Summary Report
- Payroll Allocation Report
- Payroll Register Report
- Payroll Summary

Recent Payrolls

Payroll	Description	Pay Date
202217	202217 - 103 test checks	04/01/2022
202210	202210 - 03-18-22 52	03/18/2022
20227	20227 - 03-04-22 52	03/04/2022

My Support Team

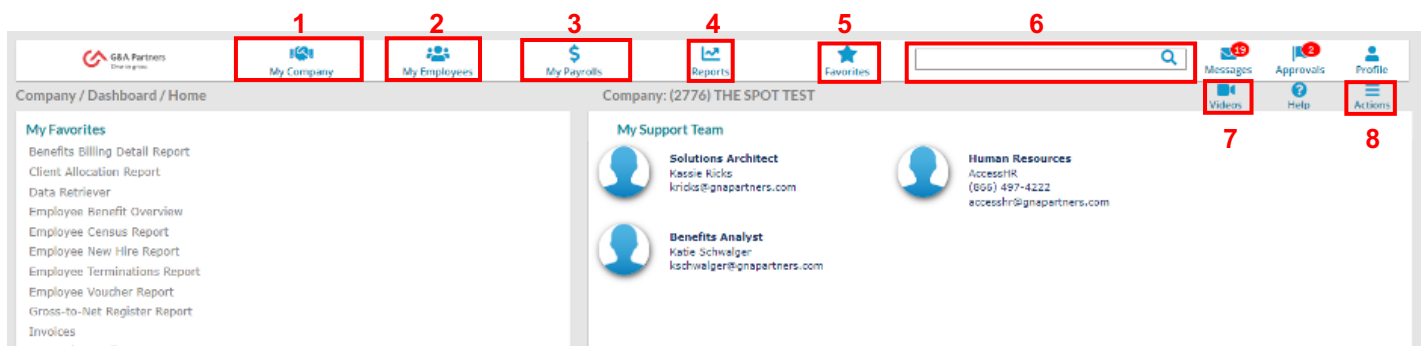
- Solutions Architect**
Kassie Ricks
kricks@gnapartners.com
- Human Resources**
AccessHR
(866) 497-4222
accesshr@gnapartners.com
- Benefits Analyst**
Katie Schwalger
kschwalger@gnapartners.com

My Employees

Employee Name	Ext	Work	Mobile	Work Email
Ahdams, Joseph				worksighttester+joseff@gmail.com
Antelope, Adam				jsoffer+aant@gnapartners.com
Demo, Heather				heathersainz@gmail.com
Elsalvo, Elsa				worksighttester+elsax@gmail.com
Enviro, Brittany				kricks+enviro@gnapartners.com
Escalante, Jessica				worksightdemo+escalante@gmail.com
Escalante, Wendy				worksightdemo+wendy@gmail.com
Goodhair, Beckv				Milliondollaremployee+BeckyG@gmail.com
Jacobsen, Stephanie				worksightdemo+jorg@gmail.com
Klein, Robert				kenopony+__dkfk@gmail.com
Kofile, Kassie				worksightdemo+kofile1@gmail.com
Leocvy, Nadia				kricks+leg@gnapartners.com
Marcus, Chelsea				emoutwest4@gmail.com
Masters, Celine				
McCrath, Mark				
View All >>				

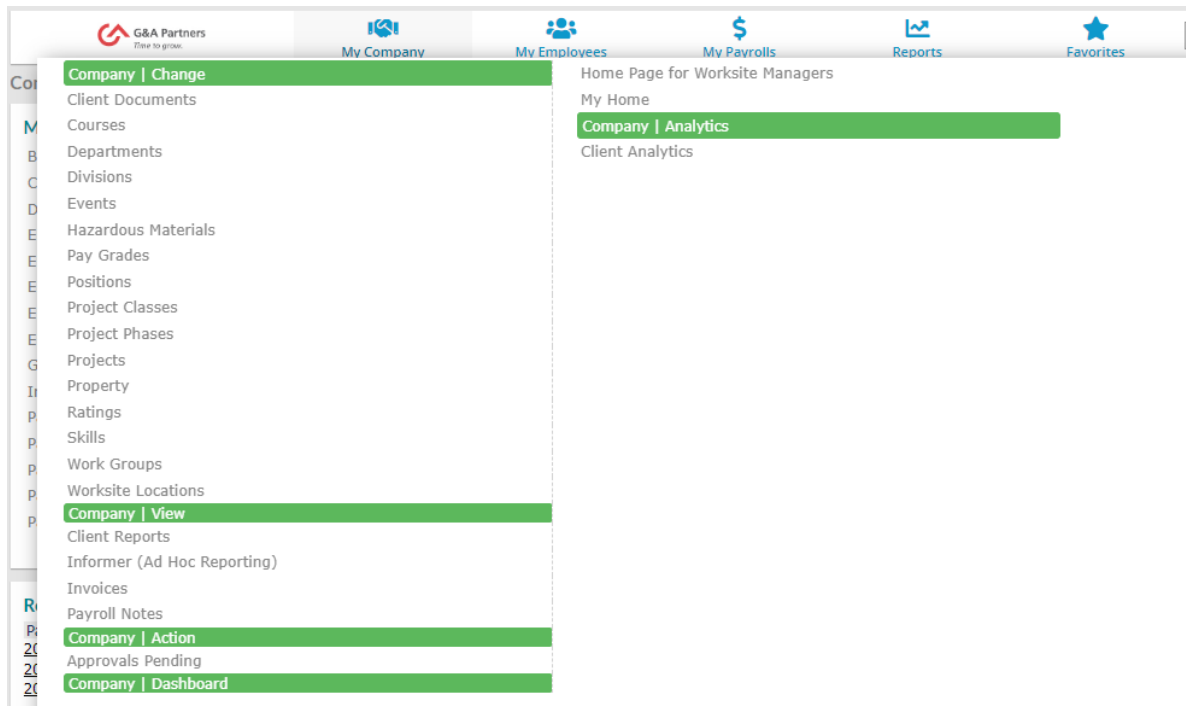
Below is an explanation of the primary links and buttons you will use to navigate the system, all of which are located toward the top of the screen:

1. **My Company:** Allows you to manage the information in your company's basic organizational structure.
2. **My Employees:** Allows you to view and maintain employee data records.
3. **My Payrolls:** Allows you to enter payroll, view invoices and employee pay history.
4. **Reports:** Allows you to view Company, Payroll and HR reports.
5. **Screen Favorites Icon (★):** Allows you to pull up your favorites from any screen.
6. **Search Bar:** Allows you to enter a keyword of a topic, section, employee, or any pertinent information to find it quickly.
7. **Video Icon (📺):** Allows you to view a short instructional video about navigating within Prism.
8. **Action Center Icon (☰):** Depending on which screen you are currently viewing, this icon will allow you to add screens to your favorites list and display reports, documents and other information relevant to your current screen or function.



When you click on any of the tabs in the top navigation menu (“My Company,” “My Employees” and “My Payrolls”), a drop-down menu will appear with links to additional functions or screens. The different functions available under each tab are grouped into the following five categories (as applicable):

- **Change:** These functions will allow you to change information.
- **View:** These functions will only allow you to review information.
- **Action:** These functions will allow you to act on or process information.
- **Dashboard:** These are links to reports or home screens for a topic.
- **Analytics:** These are links to graph analysis of chosen employee data.

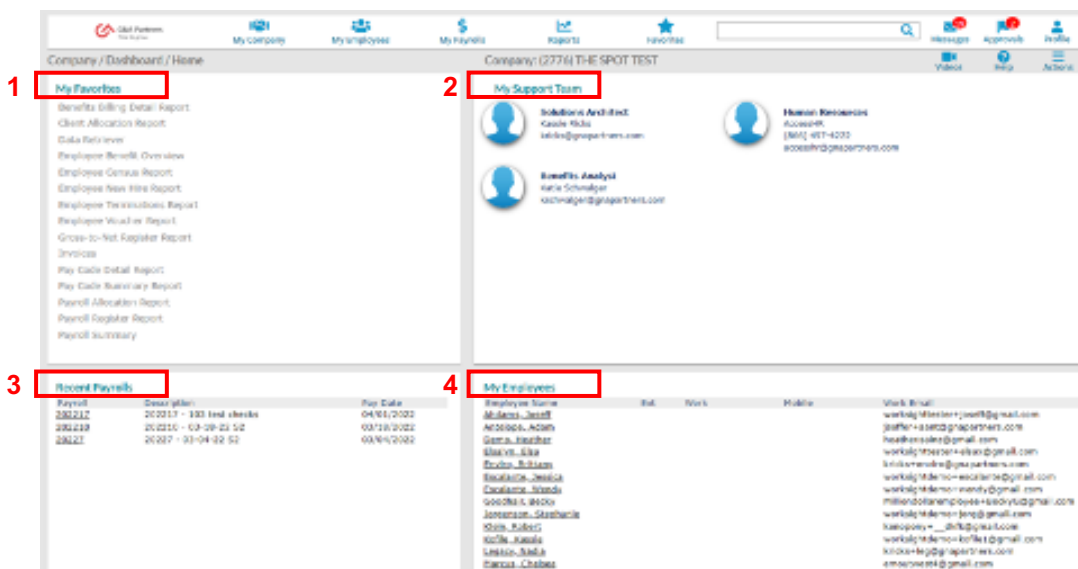


The table below shows the categories available under each tab:

Available Categories		
“My Company” Tab	“My Employees” Tab	“My Payrolls” Tab
Change	Change	Change
View	View	View
Action	Action	Action
Dashboard		Dashboard
Analytics		

The Manager Dashboard “Home” screen is broken out into four main quadrants:

1. **My Favorites:** Allows you to quickly access any location in the list of favorites you have added.
2. **My Support Team:** Allows you to quickly access the contact information for the members of your G&A account team you have added.
3. **Recent Payrolls:** Allows you to quickly navigate to your organization’s most recent payrolls. (See the “Recent Payrolls” section of this guide for additional information about this feature.)
4. **My Employees:** Allows you to view details about each of the active employees to whom you have access. (See the “My Employees” section of this guide for additional information about this feature.)



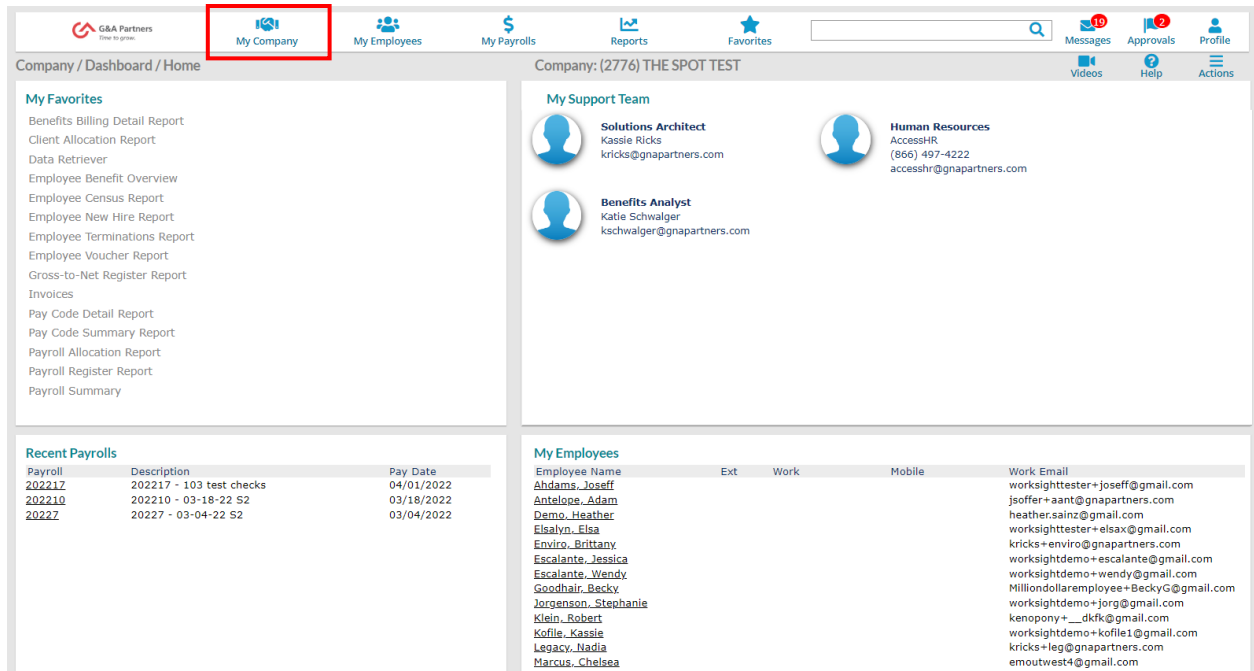
The screenshot displays the G&A Partners Manager Dashboard 'Home' screen. The interface is divided into four main quadrants, each highlighted with a red box and a number:

- 1. My Favorites:** A list of reports and documents including Benefits Billing Detail Report, Client Allocation Report, Data Review, Employee Benefit Overview, Employee Census Report, Employee New Hire Report, Employee Termination Report, Employee Vacation Report, Gross-to-Net Register Report, Invoices, Pay Code Detail Report, Pay Code Summary Report, Payroll Allocation Report, Payroll Register Report, and Payroll Summary.
- 2. My Support Team:** A section titled 'Company (2776) THE SPOT TEST' showing contact information for two team members: Solutions Architect (Katie Kida) and Benefits Analyst (Katie Schmalzer).
- 3. Recent Payrolls:** A table showing recent payroll runs with columns for Payroll ID, Description, Pay Date, and Status. The table lists three recent payrolls.
- 4. My Employees:** A table listing active employees with columns for Employee Name, Job, Title, Mobile, and Work Email. The table lists several employees.

My Company

To view and change information regarding your company's organizational structure, click the "My Company" tab in the main navigation menu at the top of the screen.

As explained earlier, a drop-down menu will appear that lists the different functions available to you under "My Company." From here, you can choose from several options to review, edit or process company-level data.



The screenshot shows the G&A Partners system interface. The top navigation bar includes icons for Messages (19), Approvals (2), and Profile. The main navigation menu at the top has tabs for My Company (highlighted with a red box), My Employees, My Payrolls, Reports, and Favorites. The main content area is titled 'Company / Dashboard / Home' and 'Company: (2776) THE SPOT TEST'. It features a sidebar with 'My Favorites' (listing various reports like Benefits Billing Detail Report, Client Allocation Report, etc.) and 'Recent Payrolls' (a table with columns: Payroll, Description, Pay Date). The main content area is divided into two sections: 'My Support Team' (listing Solutions Architect Kassie Ricks, Human Resources AccessHR, and Benefits Analyst Katie Schwalger) and 'My Employees' (a table with columns: Employee Name, Ext, Work, Mobile, Work Email).

Payroll	Description	Pay Date
202217	202217 - 103 test checks	04/01/2022
202210	202210 - 03-18-22 S2	03/18/2022
20227	20227 - 03-04-22 S2	03/04/2022

Employee Name	Ext	Work	Mobile	Work Email
Ahdams, Joseph				worksighttester+joseff@gmail.com
Antelope, Adam				jsoffer+aant@gnapartners.com
Demo, Heather				heather.sainz@gmail.com
Elsalyn, Elsa				worksighttester+elsax@gmail.com
Enviro, Brittany				kicks+enviro@gnapartners.com
Escalante, Jessica				worksightdemo+escalante@gmail.com
Escalante, Wendy				worksightdemo+wendy@gmail.com
Goodhair, Becky				Milliondollaremployee+BeckyG@gmail.com
Jorganson, Stephanie				worksightdemo+jorg@gmail.com
Klein, Robert				kenopony+_dkfk@gmail.com
Kofie, Kassie				worksightdemo+kofie1@gmail.com
Legacy, Nadia				kicks+leg@gnapartners.com
Marcus, Chelsea				emoutwest4@gmail.com

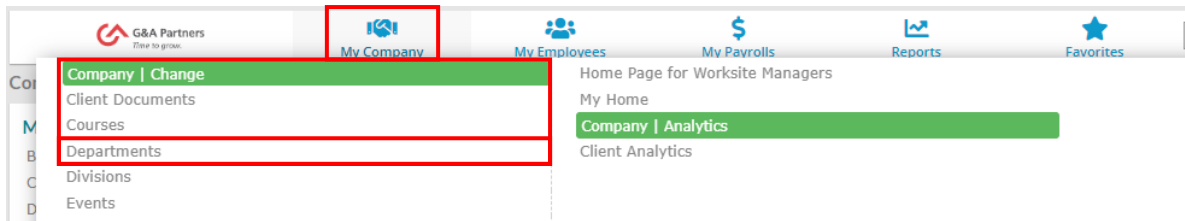
For your convenience, we have included explanations of two of the most common company-level functions managers will need to perform in this system on the following pages:

- Departments
- Projects

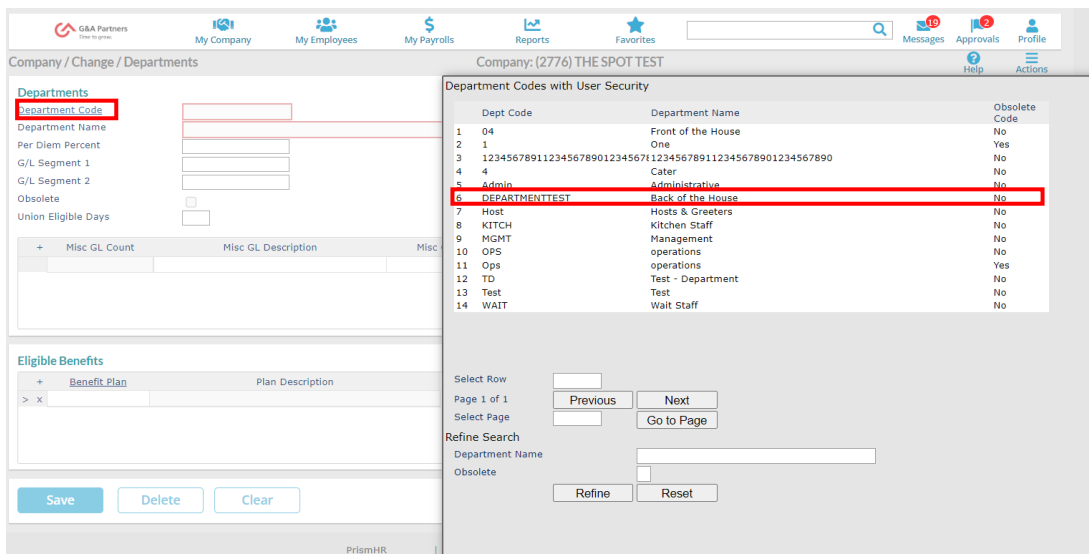
For assistance or instructions on how to perform any other company-level functions, please contact your manager, system administrator, or G&A Partners AccessHR.

Departments

To view, delete or update the information for an existing department, click on the “Departments” link in the “Company | Change” category under the “My Company” tab.



On the “Departments” screen, click “Department Code” and a pop-up window like the one shown below will list the available departments you can choose from.



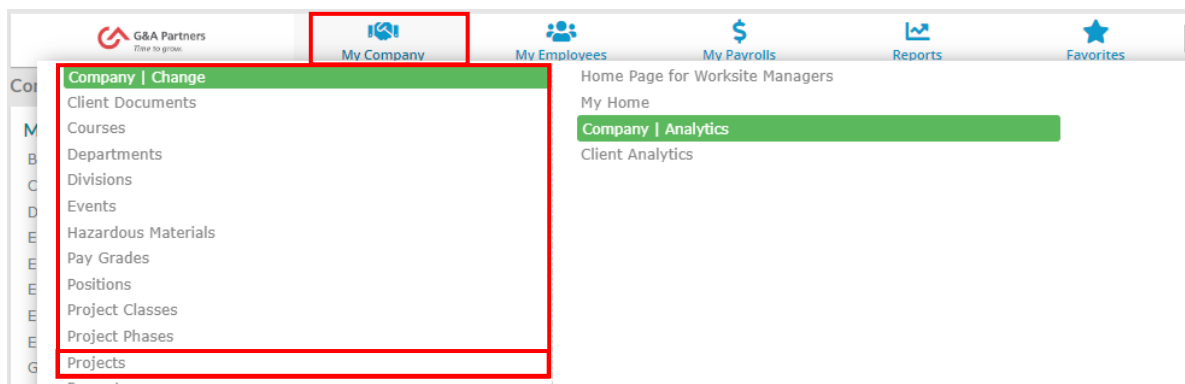
When you select a department code from this list, the system will automatically populate the “Departments” screen with the details for the chosen department code and department name. You can then either make your changes and click “Save” to save your updated department settings, click “Delete” to delete the department, or click “Cancel” to return to the Manager Dashboard.

NOTE: G&A recommends refraining from deleting cost centers unless necessary. If a cost center, such as project, department, etc. gets deleted, some historical reporting will not reflect accurately, and it can cause issues with employee sync’s with other G&A systems if the cost center is used on an employee record.

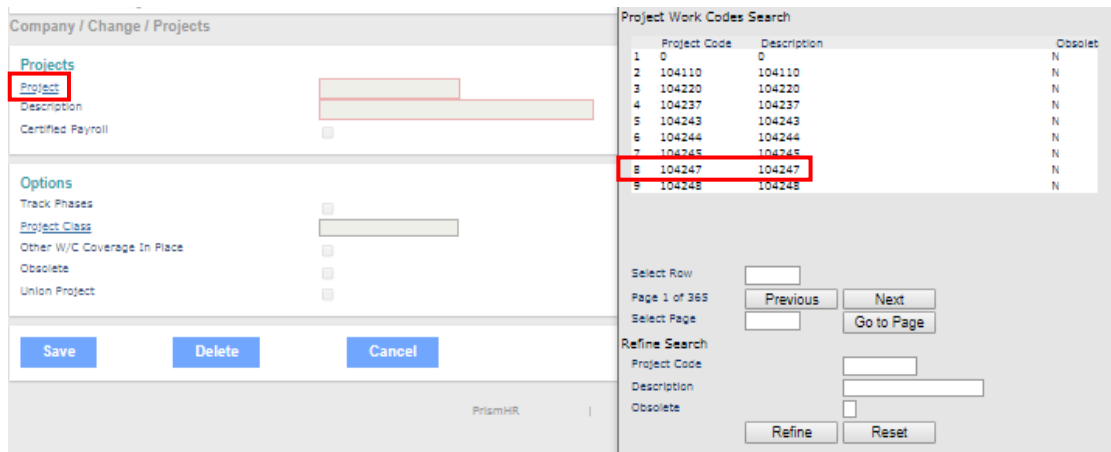
To create a new department, follow the instructions above to access the “Department” screen. From here, enter the code, name and any other applicable information for your new project, then click “Save” to save your new project. If you do not wish to save your new department, click “Cancel” to return to the Manager Dashboard.

Projects

To view, delete or update the options for an existing project, click on the “Projects” link in the “Company | Change” category under the “My Company” tab.



On the “Projects” screen, click “Project” and a pop-up window like the one shown below will list the projects you can choose from.



When you select a project work code from this list, the system will automatically populate the “Projects” screen with the details for the chosen project code. You can then either make your changes and click “Save” to save your updated project settings, click “Delete” to delete the project, or click “Cancel” to return to the Manager Dashboard.

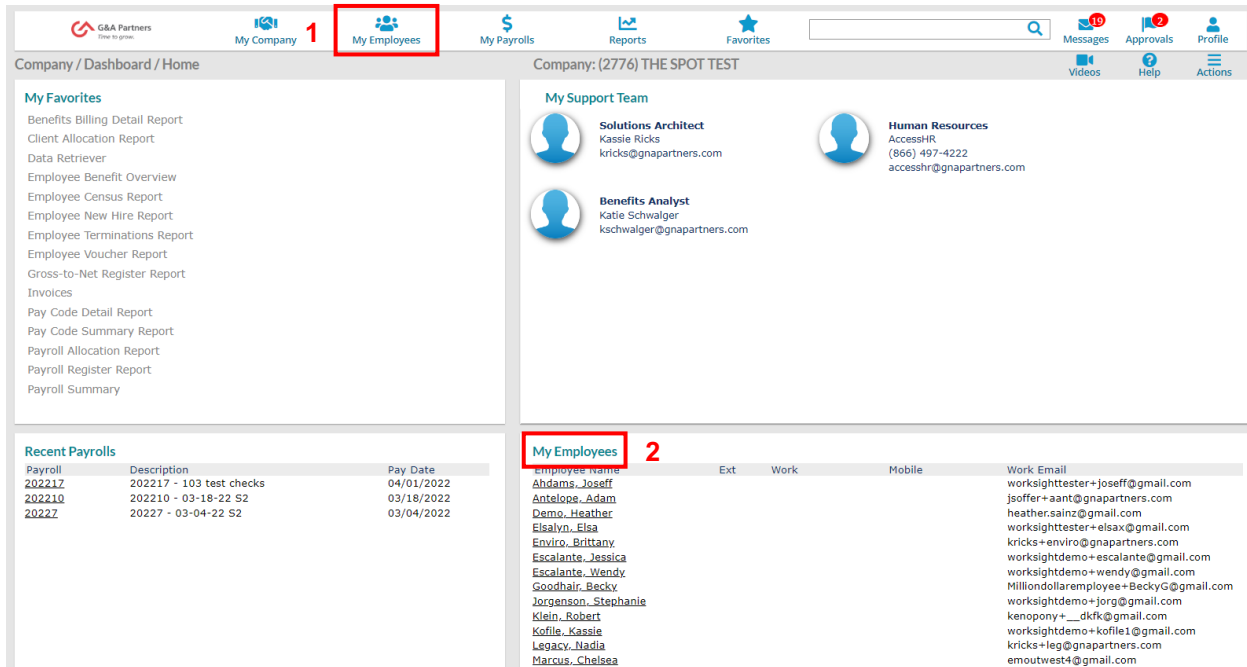
NOTE: G&A Partners recommends you use caution when deleting a project as this will erase all details and can not be recovered.

To create a new project, follow the instructions above to access the “Projects” screen. From here, enter the code, description and any other applicable information for your new project, then click “Save” to save your new project. If you do not wish to save your new project, click “Cancel” to return to the Manager Dashboard.

My Employees

You can view and change pay, tax, education, or other personal information for specific employees in one of two ways:

1. By clicking the “My Employees” tab in the main navigation menu at the top of the screen and clicking on one of the options available in the drop-down menu; or
2. By clicking an individual employee’s name in the “My Employees” quadrant of the Manager Dashboard “Home” screen.



Company / Dashboard / Home

Company: (2776) THE SPOT TEST

My Favorites

- Benefits Billing Detail Report
- Client Allocation Report
- Data Retriever
- Employee Benefit Overview
- Employee Census Report
- Employee New Hire Report
- Employee Terminations Report
- Employee Voucher Report
- Gross-to-Net Register Report
- Invoices
- Pay Code Detail Report
- Pay Code Summary Report
- Payroll Allocation Report
- Payroll Register Report
- Payroll Summary

My Support Team

Solutions Architect
Kassie Ricks
kricks@gnapartners.com

Human Resources
AccessHR
(866) 497-4222
accesshr@gnapartners.com

Benefits Analyst
Katie Schwalger
kschwalger@gnapartners.com

Recent Payrolls

Payroll	Description	Pay Date
202217	202217 - 103 test checks	04/01/2022
202210	202210 - 03-18-22 S2	03/18/2022
20227	20227 - 03-04-22 S2	03/04/2022

My Employees

Employee Name	Ext	Work	Mobile	Work Email
Ahdams, Joseph				worksightttester+jooseff@gmail.com
Antelope, Adam				jsoffer+aant@gnapartners.com
Demo, Heather				heather.sainz@gmail.com
Elsalvn, Elsa				worksightttester+elsax@gmail.com
Enviro, Brittany				kricks+enviro@gnapartners.com
Escalante, Jessica				worksightdemo+escalante@gmail.com
Escalante, Wendy				worksightdemo+wendy@gmail.com
Goodhair, Becky				Milliondollaremployee+BeckyG@gmail.com
Jorgenson, Stephanie				worksightdemo+jorg@gmail.com
Klein, Robert				kenopony+__dkfk@gmail.com
Kofile, Kassie				worksightdemo+kofile1@gmail.com
Legacy, Nadia				kricks+leg@gnapartners.com
Marcus, Chelsea				emoutwest4@gmail.com

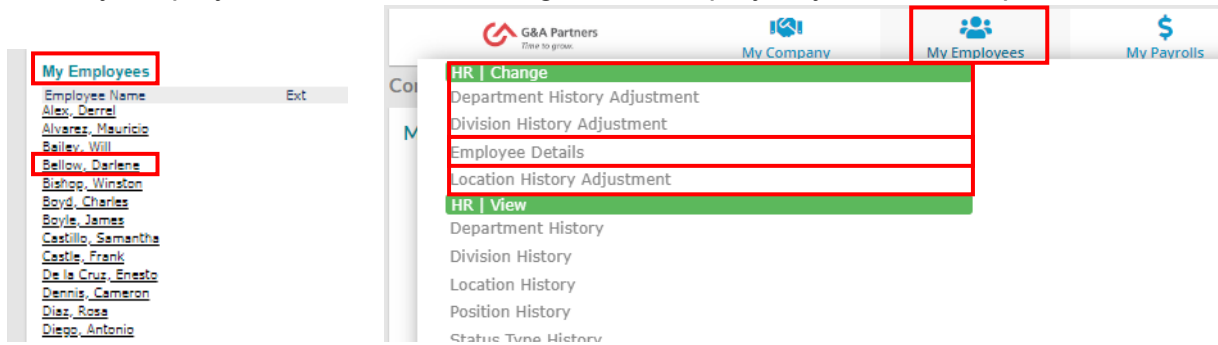
For your convenience, we have included explanations of the most common employee-level functions managers will need to perform in this system on the following pages:

- Updating Employee Details
- Updating Employee Details for Work Data
- Pay Rate Change
- Position Change
- Status Type Change


For assistance or instructions on how to perform any other employee-level functions, please contact your manager, system administrator or G&A Partners AccessHR.

Updating Employee Details

Click on an employee's name in the "My Employees" quadrant to open the "Employee Details" screen for that employee. You can also navigate to the "Employee Details" screen by clicking on the "Employee Details" link in the "HR | Change" category under the "My Employees" tab and searching for the employee you want to update.



As you see below, the "Employee Details" screen splits the employee's record into multiple topics: "Name," "Personal," "Address," "Work," "Pay," "Tax," "Deposit," "Skills & Education," "Property," and "Other." (The topic you are currently viewing will always be shown in blue. By default, the "Name" section will always display first.)

In the "Name & Contact" section, you can review the employee's contact information. In the "Employment" section, you can review and change information relating to the employee's status, employment type or position by clicking the edit icon () next to the information you wish to change. Once you are through making the applicable changes, click "Save." You can then either continue making changes to the employee's record by navigating to one of the other topics in the sub-menu or click "Close" to return to the Manager Dashboard.

HR / Change / Employee Details Company: (1099) DATATECH INC

Darlene Bellow

Name | Personal | Address | Work | Pay | Tax | Deposit | Skills & Education | Property | Other

Employee: F07242

Name & Contact


Last Name: Bellow Work Phone:


First Name: Darlene Work Email: test@test.com


Middle Name: ESS User Name: F07242


Nickname:


Employment

Employment Status: ACTIVE  Employer: G&A OUTSOURCING II LLC

Status Date: 07/28/2014  Employer Start Date: 07/28/2014

Employment Type: FULL TIME REGULAR  Last Hire Date: 07/28/2014

Type Date: 07/28/2014  Original Hire Date: 07/28/2014

Position: Accounting-Exempt  Termination Reason: Client Terminated

Position EEO Code: M/MGR

FLSA Exempt: ☒

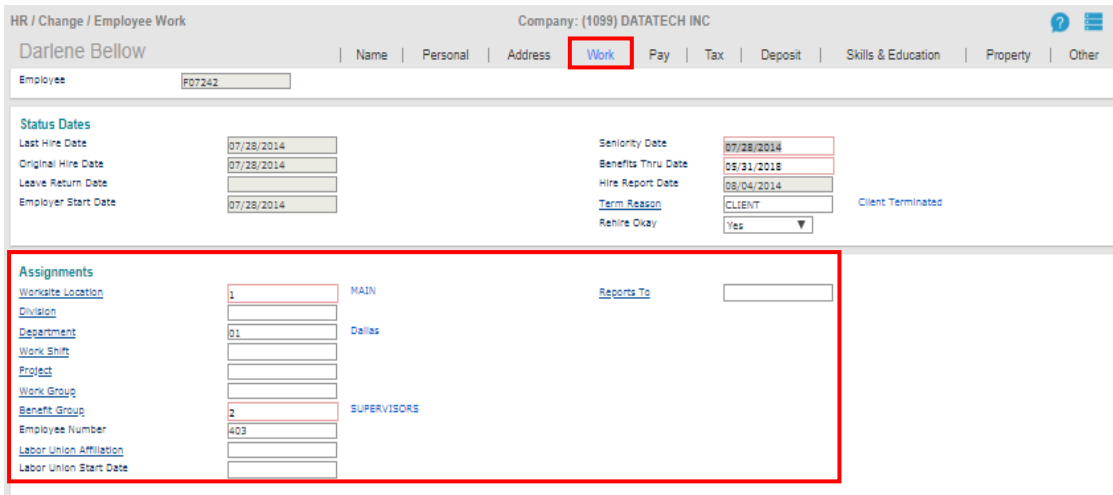
W/C Class: TX.8810

Save Cancel Close

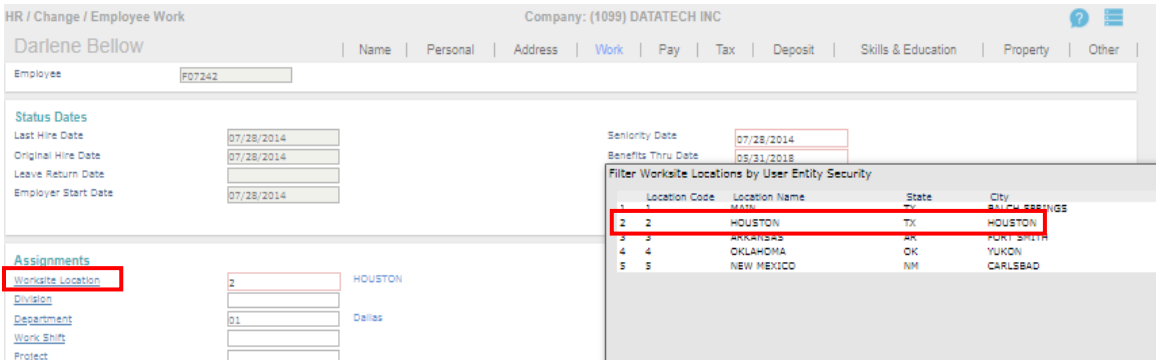
Updating Employee Details for Work Data

To update work data for your chosen employee, click on the “Work” option in the sub-menu of the “Employee Details” screen. (The “Work” topic will now be shown as blue in the sub-menu.)

You can review and change details for the employee’s work information in the “Assignments” section depending on your company’s settings.

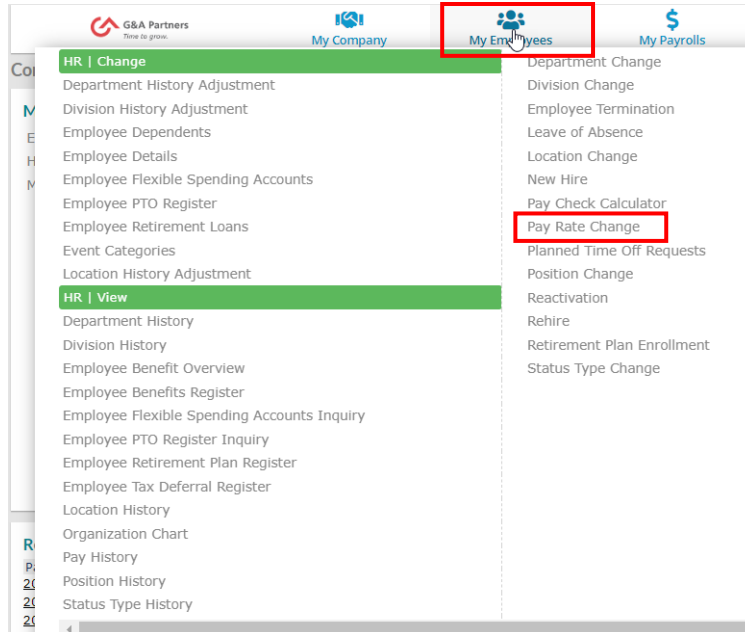


For example, when you click on the “Worksite Location” field, a pop-up window will appear listing the different locations available for your company. Choosing any location (such as “Houston”) will automatically populate the “Worksite Location” field with that location’s information. After you’ve finished updating the employee’s work information (such as “Division,” “Department,” or “Project”), click “Save” to save your changes and then click “Close” to return to the Manager Dashboard.



Pay Rate Change

To change pay rate information (such as amount, period and start date), click on the “Pay Rate Change” link in the “HR | Action” category under the “My Employees” tab.



On the “Pay Rate Change” screen, enter the employee’s name or ID number, then input the necessary information to make the pay rate change (standard hours, effective date, reason, etc.). When you’re done, click “Save” to save your changes. You can then either choose another employee to update or return to the previous menu.

HR / Action / Pay Rate Change Company: (1099) DATATECH INC

Pay Rate Change

Employee: P07242 BELLOW DARLENE

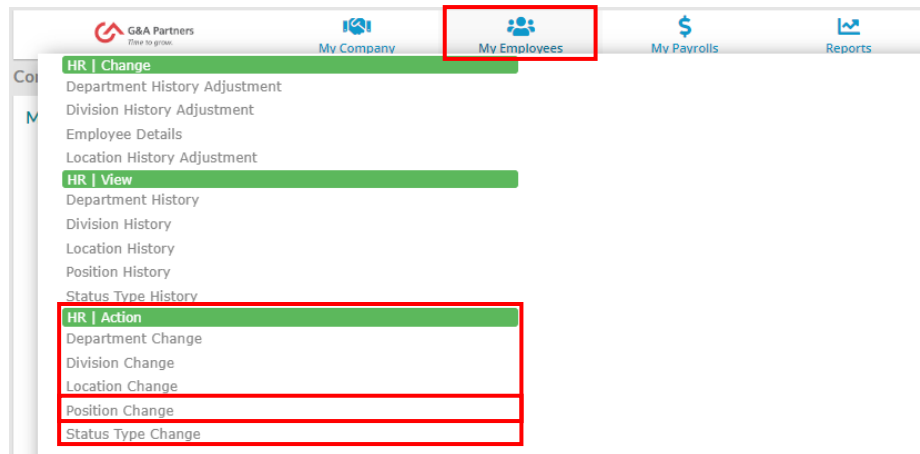
Current Employment Status: ACT
Current Employment Type: FT
Current Pay Period: Weekly
Current Pay Rate: 73,684.0000 Per
Current Annualized Pay: 73,684.00

New Pay Rate: Per -- Select Period --
New Standard Hours: Per -- Select Period --
New Annualized Pay:
Auto Pay Time Card: ☐
New Auto Time Card Hours:

Effective Date:
Reason: -- Select --

Position Change

To change an employee's position, click on the "Position Change" link in the "HR | Action" category under the "My Employees" tab.



On the "Position Change" screen, enter the employee's name or ID number, then input the necessary information to make the position change (position code, start date, reason code, etc.). When you're done, click "Save" to save your changes. You can then either choose another employee to update or return to the previous menu.

HR / Action / Position Change Company: (1099) DATATECH INC

Position Change

Employee BELLOW DARLENE

Current Employment Status: ACT
 Current Employment Type: FT
 Current Position Code: ACCT Accounting-Exempt
 Current Position Start Date: 07/28/2014

New Position Code
 New Position Start Date
 New Position Reason Code
 Based on recent review date of

For information on positions, click “New Position Code” and a pop-up window will list the active positions you can choose from.

Select Active Positions for a Company

	Position	Position Title	Position Classification	FLSA Exempt	Obsolete
1	APCLERK	A/P CLERK- NE	N-S610-ADMIN	N	
2	ACCT	Accounting-Exempt	X-MMGR	Y	
3	ADMIN	<u>Administrative</u>	N-ADMIN	N	
4	BACKOP	Backhoe Operator	N-7600-CW	N	
5	BACKHO-6319	Backhoe Operator - 6319	N-6319-PROD-OPER	N	
6	BACKHO-7600	Backhoe Operator-7600	N-7600-CW	N	
7	CEO	CEO	X-EXEC/E	Y	
8	CFO	CFO	X-EXEC	Y	
9	CRLDR-X	Crew Leader-Exempt	X-7600-CW	Y	

Select Row

Page 1 of 8

Previous

Next

Select Page

Go to Page

Refine Search

Position

Position Title

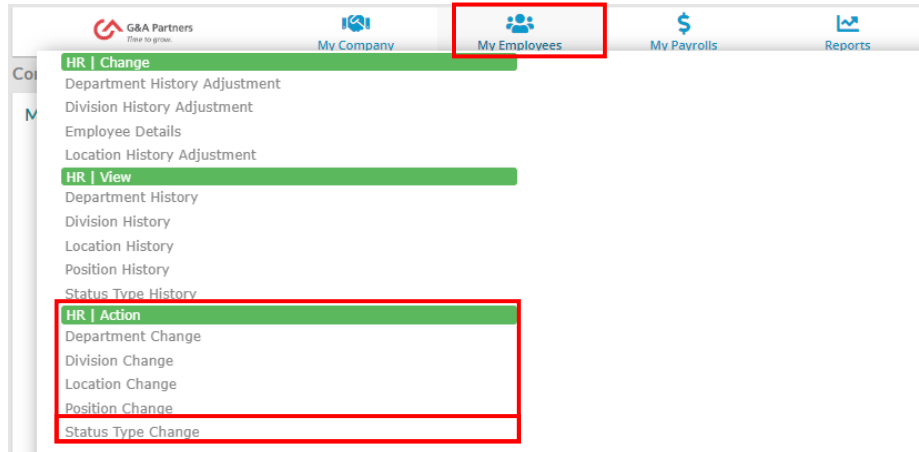
Position Classification

Refine

Reset

Status Type Change


To change an employee's status information (e.g. active, retired, full-time, part-time, etc.), click on the "Status Type Change" link in the "HR | Action" category under the "My Employees" tab.



On the "Status Type Change" screen, enter the employee's name or ID number, then input the necessary information to make the status change. When you're done, click "Save" to save your changes. You can then either choose another employee to update or return to the previous menu.

HR / Action / Status Type Change Company: (1099) DATATECH INC

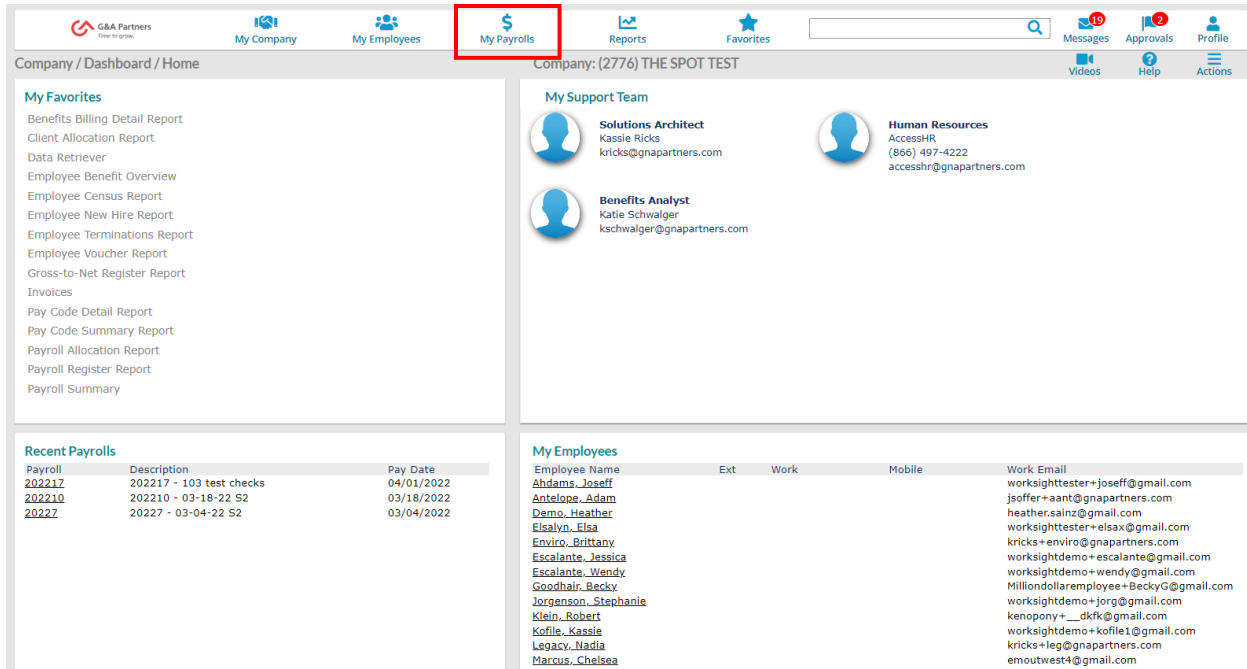
Status Type Change

Employee	F07242		BELLOW DARLENE
Current Employment Status	ACTIVE	as of	07/28/2014
Current Employment Type	FULL TIME REGULAR	as of	07/28/2014
New Employment Status	--Select-- ▼		
New Employment Type	--Select-- ▼		
Status/Type Date	<input type="text"/>		
Reason	--Select-- ▼		

My Payrolls

To review, edit and approve payroll information, click on the “My Payrolls” tab in the main navigation menu at the top of the screen.

As explained earlier, a drop-down menu will appear that lists the different functions available to you under “My Payrolls.” From here, you can choose from several options to review, edit or process payroll data.



The screenshot shows the G&A Partners web application interface. The top navigation bar includes the G&A Partners logo, a search bar, and several tabs: My Company, My Employees, **My Payrolls** (highlighted with a red box), Reports, and Favorites. Below the navigation bar, the main content area is divided into three sections:

- My Favorites:** A list of reports including Benefits Billing Detail Report, Client Allocation Report, Data Retriever, Employee Benefit Overview, Employee Census Report, Employee New Hire Report, Employee Terminations Report, Employee Voucher Report, Gross-to-Net Register Report, Invoices, Pay Code Detail Report, Pay Code Summary Report, Payroll Allocation Report, Payroll Register Report, and Payroll Summary.
- My Support Team:** A section showing team members with their roles and contact information. It includes:
 - Solutions Architect:** Kasia Ricks (kricks@gnapartners.com)
 - Human Resources:** AccessHR (866) 497-4222 (accesshr@gnapartners.com)
 - Benefits Analyst:** Katie Schwalger (kschwalger@gnapartners.com)
- Recent Payrolls:** A table showing recent payroll runs.

Payroll	Description	Pay Date
202217	202217 - 103 test checks	04/01/2022
202210	202210 - 03-18-22 S2	03/18/2022
20227	20227 - 03-04-22 S2	03/04/2022

Below the Recent Payrolls table, there is a section for **My Employees** with a table listing employee details:

Employee Name	Ext	Work	Mobile	Work Email
Ahdams, Joseph				worksightttester+jooseff@gmail.com
Antelope, Adam				jsoffer+aant@gnapartners.com
Demo, Heather				heather.sainz@gmail.com
Elsalyn, Elsa				worksightttester+elsax@gmail.com
Enviro, Brittany				kricks+enviro@gnapartners.com
Escalante, Jessica				worksightdemo+escalante@gmail.com
Escalante, Wendy				worksightdemo+wendy@gmail.com
Goodhair, Becky				Milliondollaremployee+BeckyG@gmail.com
Jorgenson, Stephanie				worksightdemo+jorg@gmail.com
Klein, Robert				kenopony+__dkfk@gmail.com
Kofle, Kassia				worksightdemo+kofle1@gmail.com
Legacy, Nadia				kricks+leg@gnapartners.com
Marcus, Chelsea				emoutwest4@gmail.com

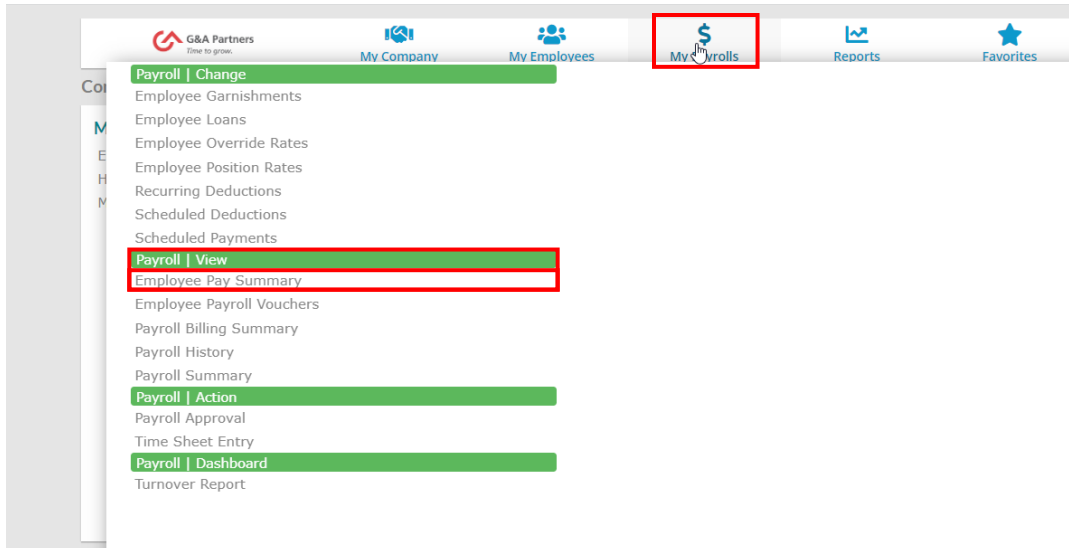
For your convenience, we have included explanations of the most common payroll-level functions managers will need to perform in this system on the following pages:

- Employee Pay Summary
- Payroll Summary and Vouchers
- Time Sheet Entry
- Payroll Reports

For assistance or instructions on how to perform any other payroll-level functions, please contact your manager, system administrator, or G&A Partners AccessHR.

Employee Pay Summary

To view a summary of an employee's pay information for a given time period, click the "Employee Pay Summary" link in the "Payroll | View" category under the "My Payrolls" tab.



On the "Employee Pay Summary" screen, enter the employee's name or ID number, as well as the year and time period for which you want to review to view a summary of the employee's pay information.

G&A Partners
Time to grow.

My Company My Employees My Payrolls Reports Favorites

Payroll / View / Employee Pay Summary Company: (2776) THE SPOT TEST

Employee Pay Summary

Employee ID: T00389
Year: 2022
Select Period: Year-to-Date

ENVIRO BRITTANY

- OR - Enter a Pay Date Range ☐ Start Date End Date

Expense Reimbursements	0.00	plus Earned Income Credit	0.00
Fringe Benefits	0.00	less Social Security Taxes	315.43
Reported Tips	0.00	less Medicare Taxes	73.77
Allocated Tips	0.00	less State Income Taxes	251.83
plus Gross Earnings	5087.50	less State DI/UI Taxes	0.00
less Payroll Deductions	0.00	less Other State/Local Taxes	0.00
less Federal Income Taxes	516.59	equals Net Earnings	3929.88
Hours Paid	246.00	Date Last Paid	03-04-2022
Hours Worked	208.00	Retirement Match	0.00
Days Worked	33.00		
Weeks Worked	6.51		

Summary by Pay Code

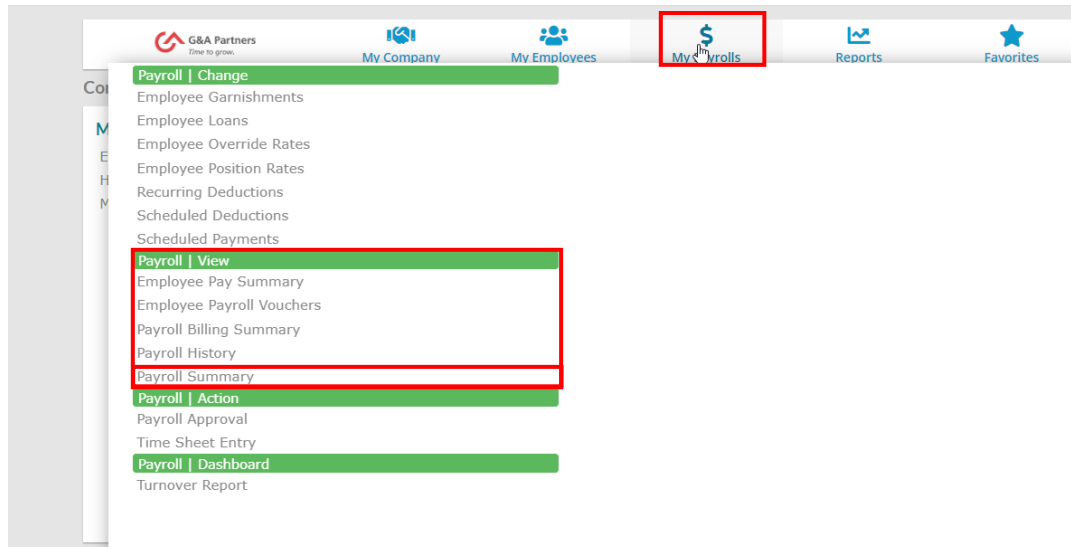
Pay Code	Description	Hours/Units Paid	Hours Worked	Pay Amount
REG	REGULAR PAY	170.00	170.00	3400.00
O/T1	OVERTIME 1 X PAY	38.00	38.00	760.00
BONUS10	BONUS 10	4.00	0.00	500.00
HALF	PREMIUM OVERTIME	38.00	0.00	427.50

Summary by Deduction Code

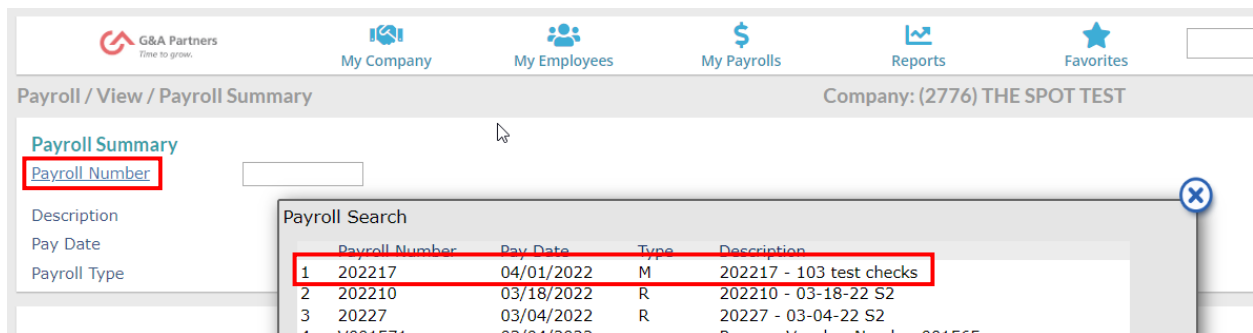
Deduction Code	Description	Deduction Amount
----------------	-------------	------------------

Payroll Summary and Vouchers

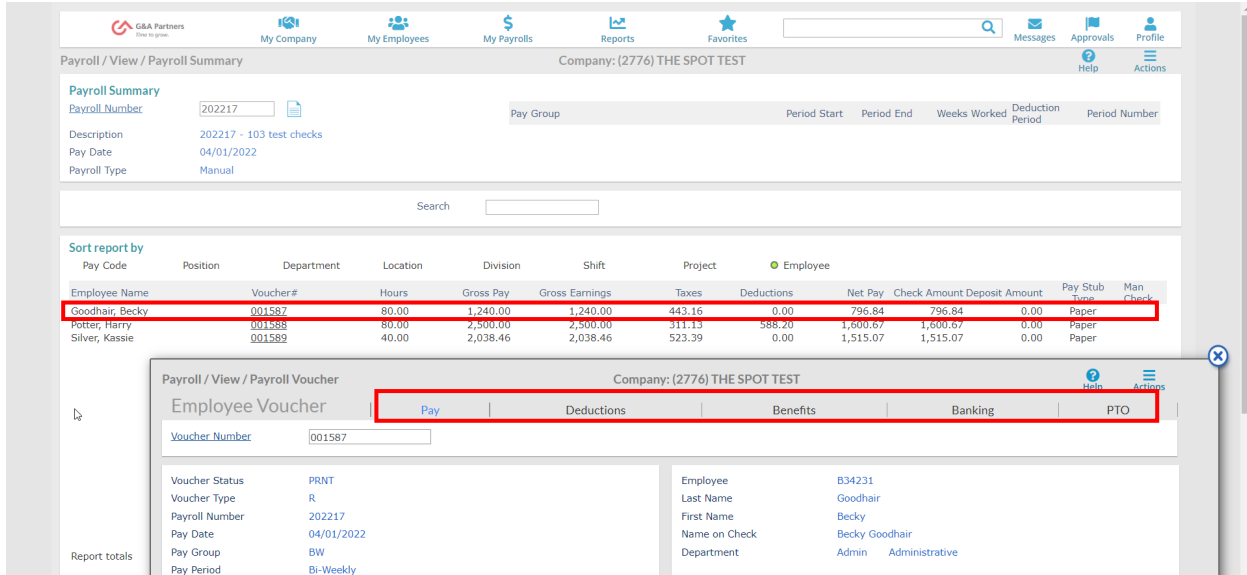
To view an employee's list of payroll vouchers, click the "Payroll Summary" link in the "Payroll | View" category under the "My Payrolls" tab.



NOTE: Initially, this screen will not display any information. To view the payroll vouchers, click "Payroll Number" to access a pop-up window that lists the available payroll numbers and click the payroll number to get a list of vouchers for that number.



When you choose a payroll number, the “Payroll Summary” screen will automatically populate with a list of vouchers for that number. To view the details for a specific voucher, click the voucher number in the list and a pop-up “Payroll Voucher” window will appear. When you’re done reviewing the information for the selected voucher, click “Close” to return to the “Payroll Summary” screen.



Payroll / View / Payroll Summary
Company: (2776) THE SPOT TEST

Payroll Summary
Payroll Number: 202217
Description: 202217 - 103 test checks
Pay Date: 04/01/2022
Payroll Type: Manual

Search:

Sort report by: Pay Code, Position, Department, Location, Division, Shift, Project, Employee

Employee Name	Voucher#	Hours	Gross Pay	Gross Earnings	Taxes	Deductions	Net Pay	Check Amount	Deposit Amount	Pay Stub Type	Man Check
Goodhair, Becky	001587	80.00	1,240.00	1,240.00	443.16	0.00	796.84	796.84	0.00	Paper	
Potter, Harry	001588	80.00	2,500.00	2,500.00	311.13	588.20	1,600.67	1,600.67	0.00	Paper	
Silver, Kassie	001589	40.00	2,038.46	2,038.46	523.39	0.00	1,515.07	1,515.07	0.00	Paper	

Payroll / View / Payroll Voucher
Company: (2776) THE SPOT TEST

Employee Voucher
Voucher Number: 001587

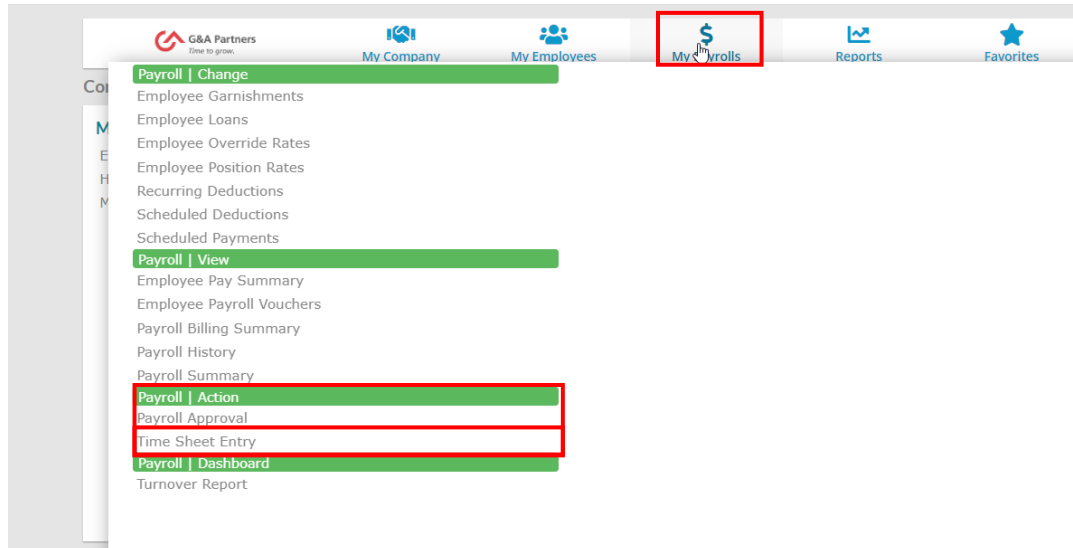
Pay	Deductions	Benefits	Banking	PTO

Voucher Status: PRINT
Voucher Type: R
Payroll Number: 202217
Pay Date: 04/01/2022
Pay Group: BW
Pay Period: Bi-Weekly

Employee: B34231
Last Name: Goodhair
First Name: Becky
Name on Check: Becky Goodhair
Department: Admin Administrative

Time Sheet Entry

To enter payroll for a specific payroll batch, click the “Time Sheet Entry” link in the “Payroll | Actions” category under the “My Payrolls” tab.



On the “Time Sheet Entry” screen, select the payroll number for the time sheet you want to update.











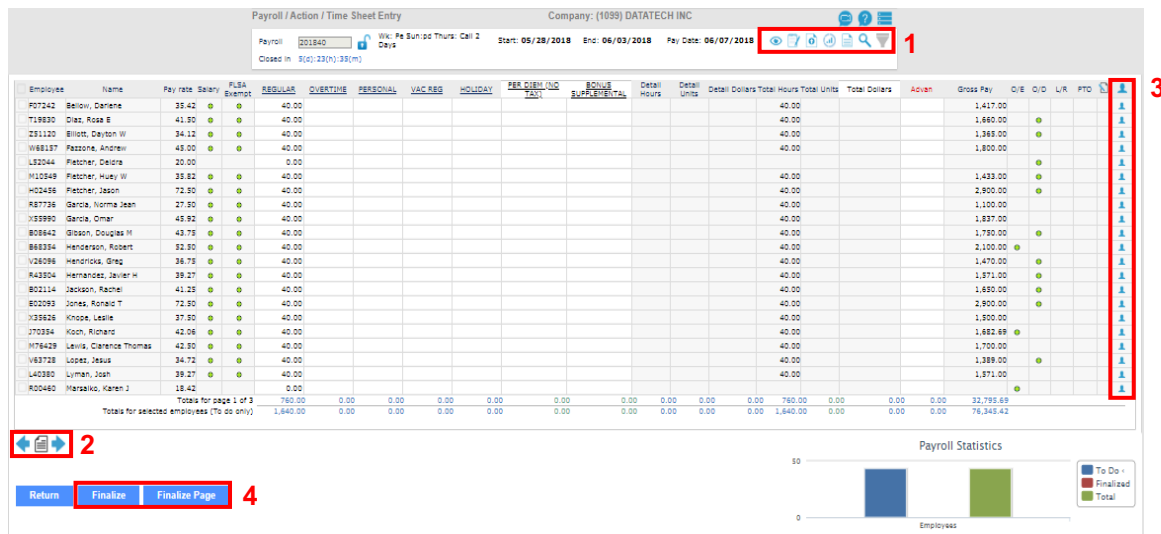
The screenshot shows the 'Time Sheet Entry' screen for Company: (2776) THE SPOT TEST. It displays a table titled 'Select Payroll for Time Sheet Entry' with the following data:

Payroll#	Approval	Description	Payroll Type	Pay Date	Cutoff Date	Cutoff Time	Delivery Date
202220	Pending	05-13-22 BW	Scheduled	06/10/22	06/10/22	12:00PM	05/11/22

NOTE: If you have more than one payroll, manual or supplemental cycle, there may be more than one time sheet listed.

The “Time Sheet Entry” screen will display a list of employees for the time sheet period you selected. Below is an explanation of some of the available options on this screen:

1. You can use the icons at the top right to hide or make columns visible () , take notes () , import data () , create analytics () , run reports by selected criteria () , search for employees () , or filter time sheets by selected criteria () .
2. Use the arrows at the bottom left to switch between screens for multiple page lists.
3. At the far right of each row, choose any person icon () to view the “Employee Details” screen for that employee.
4. Once the applicable time/dollars are entered for your employees, click “Finalize” or “Finalize Page” for the specific pay you are entering to complete the time entry process for the selected payroll.



Payroll / Action / Time Sheet Entry Company: (1099) DATATECH INC.

Payroll: 001840 Wk: Re Sun:sd Thurs Cell 2 Start: 05/28/2018 End: 06/03/2018 Pay Date: 06/07/2018

Closed in: 5(0); 23(0); 35(0)

Employee	Name	Pay rate	Salary	FLSA	REGULAR	OVERTIME	PERSONAL	VAC RES	HOLIDAY	PER DIEM	TAX	BONUS	SUPPLEMENTAL	Detail Hours	Detail Units	Detail Dollars	Total Hours	Total Units	Total Dollars	Action	Gross Pay	Q/E	O/D	L/R	PTO
F07242	Selvi, Darlene	35.42			40.00												40.00			1,417.00					
T18930	Diaz, Rosa E	41.50			40.00												40.00			1,660.00					
Z51120	Billett, Dayton W	34.12			40.00												40.00			1,365.00					
W68187	Pazzone, Andrew	45.00			40.00												40.00			1,800.00					
L32044	Fletcher, Debra	20.00			0.00																				
M10549	Fletcher, Huey W	35.82			40.00												40.00			1,433.00					
M02436	Fletcher, Jason	72.50			40.00												40.00			2,900.00					
R37736	Garcia, Norma Jean	27.50			40.00												40.00			1,100.00					
X33990	Garcia, Omar	43.90			40.00												40.00			1,837.00					
B08642	Graham, Douglas M	43.75			40.00												40.00			1,750.00					
B68354	Henderson, Robert	52.50			40.00												40.00			2,100.00					
V26086	Hendricks, Greg	36.75			40.00												40.00			1,470.00					
R43504	Hernandez, Javier H	39.27			40.00												40.00			1,571.00					
B02114	Jackson, Rachel	41.25			40.00												40.00			1,650.00					
B02093	Jones, Ronald T	72.50			40.00												40.00			2,900.00					
X33626	Kinose, Leslie	37.50			40.00												40.00			1,500.00					
J70294	Koon, Richard	42.04			40.00												40.00			1,682.60					
M76429	Lewis, Clarence Thomas	42.50			40.00												40.00			1,700.00					
V43728	Lopez, Jesus	34.72			40.00												40.00			1,389.00					
L40380	Lumen, Josh	39.27			40.00												40.00			1,571.00					
R00460	Marsisko, Karen J	18.42			0.00																				
Totals for page 1 of 3					760.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	760.00	0.00	0.00	32,795.69					
Totals for selected employees (To do only)					1,640.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,640.00	0.00	0.00	76,345.42				

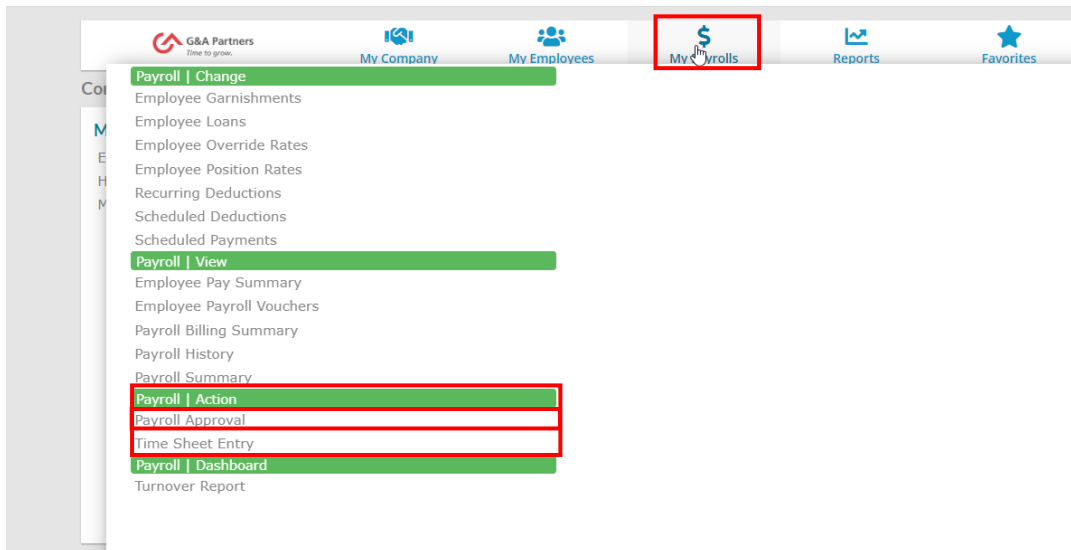
Payroll Statistics

Return Finalize Finalize Page

Employees

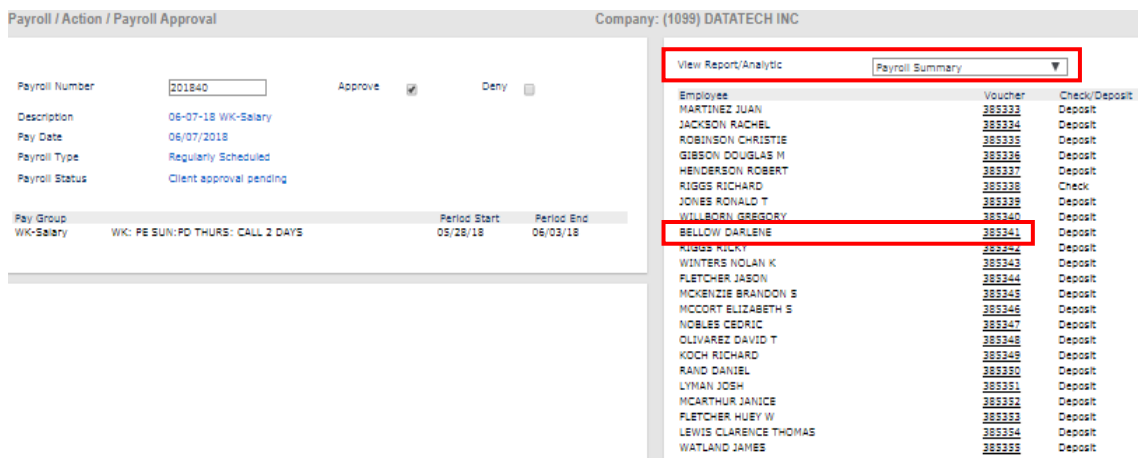
Payroll Approval

To approve payroll, click the “Payroll Approval” link in the “Payroll | Actions” category under the “My Payrolls” tab.



From here, you can review employee payroll information from various reports by choosing the report you want to view in the “View Report/Analytic” drop-down menu at the top right of the “Payroll Approval” screen.

NOTE: When you click on a voucher number in the employee list that displays under the “View Report/Analytic” section, a pop-up window for that employee voucher will appear. From that window, you can scroll through several topics about the employee’s pay. (See the “Payroll Summary and Vouchers” section of this guide for more information about this topic.)



To approve or deny the payroll, click the checkbox next to the appropriate option (either “Approve” or “Deny”) and click “Submit.”

Payroll / Action / Payroll Approval Company: (1099) DATATECH INC

Payroll Number: 201840 Approve ☒ Deny ☐

Description: 06-07-18 WK-Salary
Pay Date: 06/07/2018
Payroll Type: Regularly Scheduled
Payroll Status: Client approval pending

Pay Group: WK-Salary
WK: PE SUN:PD THURS: CALL 2 DAYS
Period Start: 05/28/18
Period End: 06/03/18

View Report/Analytic: Payroll Summary

Employee	Voucher	Check/Deposit
MARTINEZ JUAN	285323	Deposit
JACKSON RACHEL	285324	Deposit
ROBINSON CHRISTIE	285325	Deposit
GIBSON DOUGLAS M	285326	Deposit
HEIDGERSON ROBERT	285327	Check
RIGGS RICHARD	285328	Deposit
JONES RONALD T	285329	Deposit
WILLBOHN GREGORY	285330	Deposit
BELLOW DARLENE	285341	Deposit
KNOX KICKY	285342	Deposit
WINTERS NOLAN K	285343	Deposit
FLETCHER JASON	285344	Deposit
MCKENZIE BRANDON S	285345	Deposit
MCCORT ELIZABETH S	285346	Deposit
NOBLES CEDRIC	285347	Deposit
OLIVAREZ DAVID T	285348	Deposit
KOCH RICHARD	285349	Deposit
RAND DANIEL	285350	Deposit
LYMAN JOSH	285351	Deposit
MCARTHUR JANICE	285352	Deposit
FLETCHER HUEY W	285353	Deposit
LEWIS CLARENCE THOMAS	285354	Deposit
WATLAND JAMES	285355	Deposit
WOLBECK JASON A	285356	Deposit
RICHIE MARJORIE L	285357	Deposit
HERNANDEZ JAVIER H	285358	Deposit
GARCIA NORMA JEAN	285359	Deposit
SCARBER JAMES	285360	Deposit

Submit

Once you click “Submit”, a pop-up screen will appear that will ask you if you are sure you want to approve the payroll. Click “Yes” to finalize the payroll approval process.

Payroll / Action / Payroll Approval Company: (1099) DATATECH INC

Payroll Number: 201839 Approve ☒ Deny ☐

Description: 05-31-18 WK-Salary
Pay Date: 05/31/2018
Payroll Type: Regularly Scheduled
Payroll Status:

Pay Group: WK-Salary
WK: PE SUN:PD THURS: CALL 2 DAYS
Period Start: 02/05/18
Period End: 05/27/18

View Report/Analytic

Employee
OLIVAREZ DAVID T
KOCH RICHARD
CRONKHITE BRIAN ANTHONY
DELIRA JONATHAN I
MCARTHUR JANICE
FLETCHER HUEY W
LEWIS CLARENCE THOMAS
WATLAND JAMES
WOLBECK JASON A
RICHIE MARJORIE L
HERNANDEZ JAVIER H
GARCIA NORMA JEAN
SCARBER JAMES
DIAZ ROSA E

GNA Partners

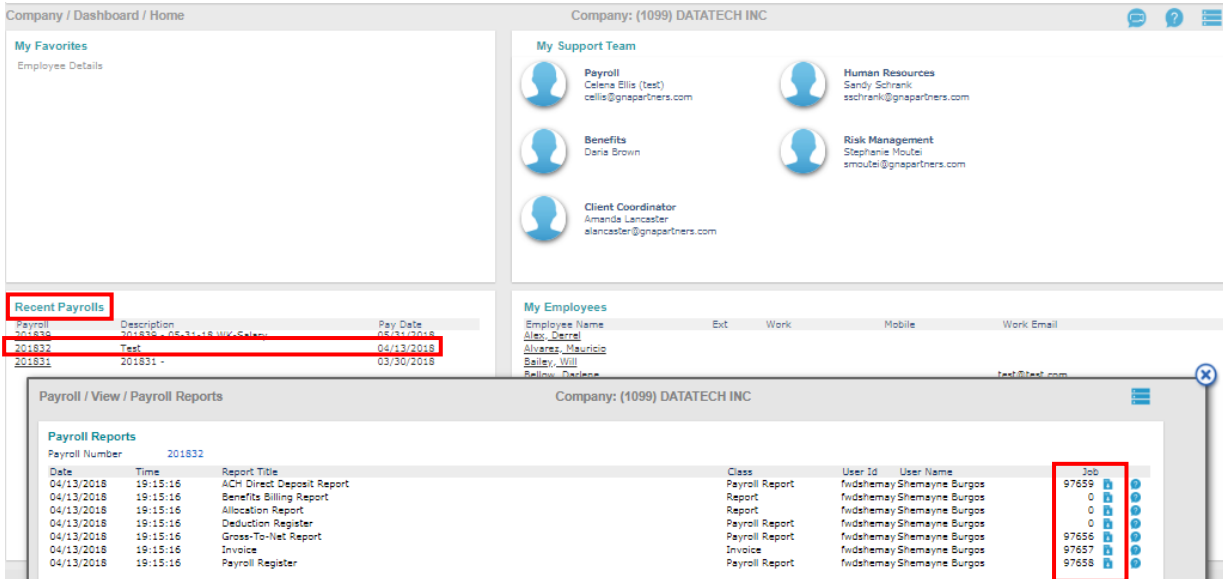
Are you sure you want to approve this payroll?

Yes No

CANTU JR ROBERTO
STILES NICHOLAS R

Payroll Reports

You can easily access reports for your recent payrolls in the “Recent Payrolls” quadrant of the Manager Dashboard.




The screenshot shows the Manager Dashboard for Company: (1099) DATATECH INC. The 'Recent Payrolls' section is highlighted with a red box. It contains a table with the following data:

Payroll	Description	Pay Date
201830	201830 - 05-31-18 Wk Salary	05/31/2018
201832	Test	04/13/2018
201831	201831 -	03/30/2018

The 'Payroll Reports' pop-up window is also shown, displaying a table of reports for Payroll Number 201832. The 'Job' column is highlighted with a red box.

Date	Time	Report Title	Class	User Id	User Name	Job
04/13/2018	19:15:16	ACH Direct Deposit Report	Payroll Report	fwidshemay	Shemayne Burgos	97659
04/13/2018	19:15:16	Benefits Billing Report	Report	fwidshemay	Shemayne Burgos	0
04/13/2018	19:15:16	Allocation Report	Report	fwidshemay	Shemayne Burgos	0
04/13/2018	19:15:16	Deduction Register	Payroll Report	fwidshemay	Shemayne Burgos	0
04/13/2018	19:15:16	Gross-To-Net Report	Payroll Report	fwidshemay	Shemayne Burgos	97656
04/13/2018	19:15:16	Invoice	Invoice	fwidshemay	Shemayne Burgos	97657
04/13/2018	19:15:16	Payroll Register	Payroll Report	fwidshemay	Shemayne Burgos	97658

When you click the payroll number for the payroll you want to review, the “Payroll Reports” pop-up window will appear.

To view any of the available batch reports for the selected payroll, click the download icon () at the end of the row to generate and open a PDF of the report that you can review, save and/or print.

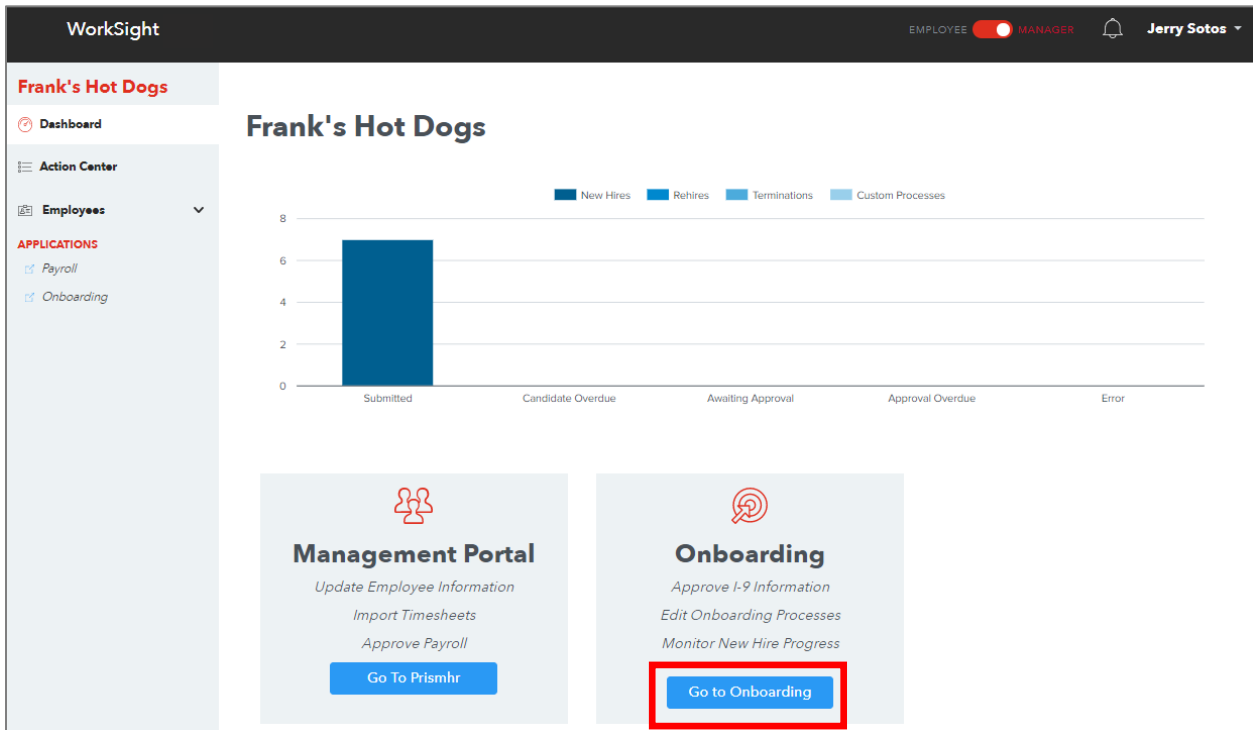
When you’re done, click the “X” to close the “Payroll Reports” window and return to the Manager Dashboard.

Onboarding System

Click Boarding is the application employees will use to complete necessary employment forms and acknowledge company policies.

Accessing the Onboarding System

If you have been given access to perform managerial onboarding functions, you can access the onboarding system by clicking the “Go to Onboarding” button in the “Onboarding” tile located on your WorkSight manager home screen.



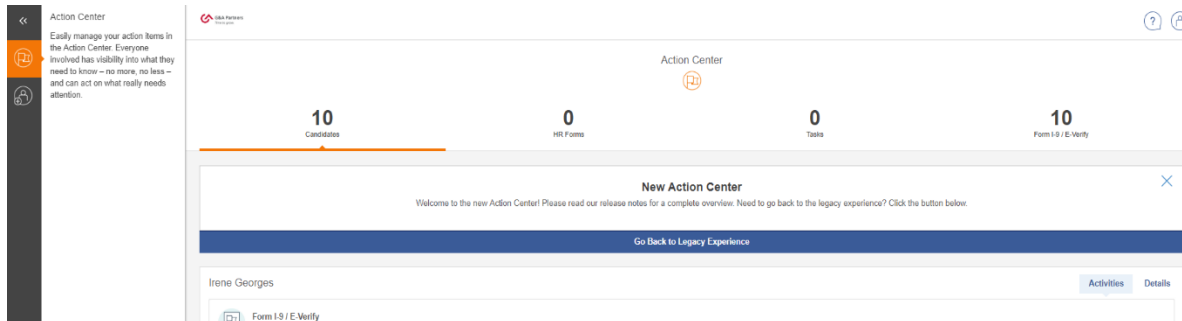
The screenshot shows the WorkSight Manager interface for a user named Jerry Sotos. The sidebar on the left includes links to Dashboard, Action Center, Employees, and Applications. The main content area is titled 'Frank's Hot Dogs' and features a bar chart showing 'Submitted' status. Below the chart are two large tiles: 'Management Portal' and 'Onboarding'. The 'Onboarding' tile contains a 'Go to Onboarding' button, which is highlighted with a red rectangle.

This will launch a new browser window and automatically log you into the G&A Partners onboarding system (Click Boarding).

The most common function managers will need to perform in the onboarding system is completing any needed Form I-9 Section 2 tasks. You will typically be notified by email if there are any outstanding Form I-9 Section 2 tasks you need to complete on behalf of an employee in your company.

Onboarding Action Center

The Action Center screen provides a quick and convenient overview of all the onboarding items requiring your attention.

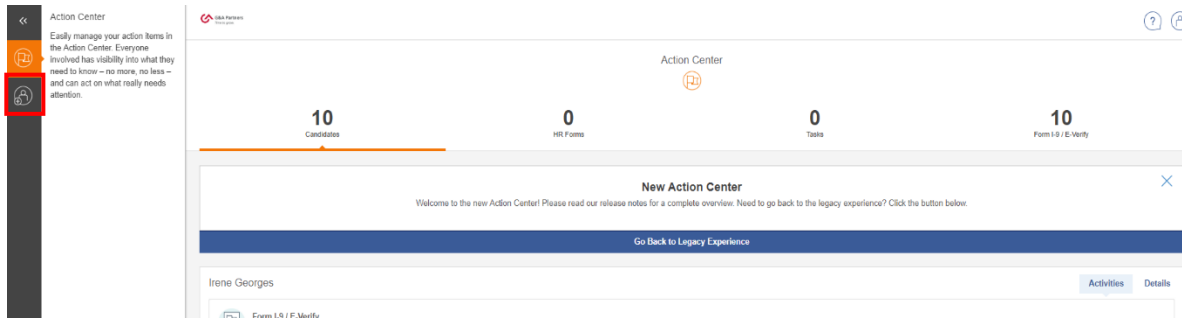


Below is an explanation of each of the “Action Meter” icons at the top of this screen:

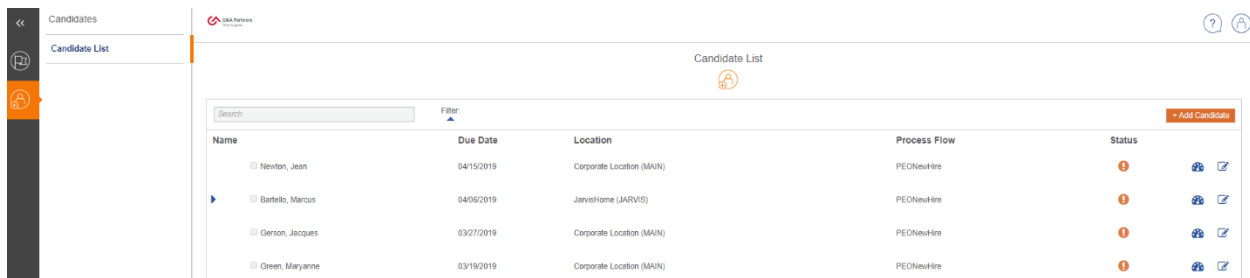
- **Candidates:** Shows a listing of all employees with open onboarding activities.
- **HR Forms:** *This tool is currently not available for G&A Clients to use.*
- **Tasks:** *This tool is currently not available for G&A Clients to use.*
- **Form I-9 / E-Verify:** Shows how many Form I-9s are ready for completion.

Monitoring the Onboarding Progress of a New Hire

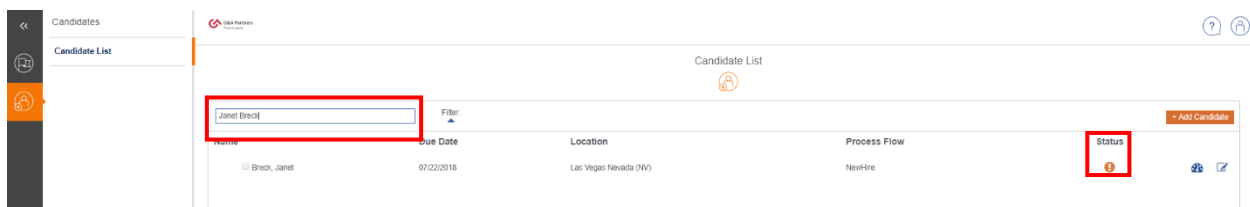
If you want to review the onboarding progress of a specific new hire, click the “Candidates” icon on the left side of the screen.



A list of candidates currently going through the onboarding process will then be shown.



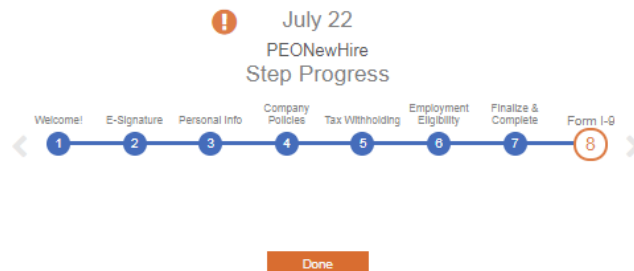
If you don't immediately see the employee you're looking for in this list, you can use the “Search” box to search for the employee by name.



The icon in the “Status” column indicates each candidate's onboarding status. You can click on this icon to see what steps are outstanding for that specific employee.

The “Step Progress” pop-up screen will display showing an overview of all the applicable steps in the onboarding process for the selected employee.

Janet Breck



Any steps that have been completed will be indicated with a filled-in/solid circle; any steps that have not completed will be indicated with an unfilled/outlined circle. In the example shown above, you can see that all steps except for the “Form I-9” step have been completed.

You can also view all of the activities (forms, policies) associated with a given step in the onboarding process by clicking on the number for that step. A box listing all the activities will then display below the “Step Progress” timeline.

July 22
PEONewHire
Step Progress

Welcome! E-Signature Personal Info **Company Policies** Tax Withholding Employment Eligibility Finalize & Complete Form I-9

4. Company Policies

✓ G&A - PEO Direct Deposit	Completed - 07/17/2018	
✓ PEO BGCK Disclosure	Completed - 07/17/2018	
✓ PEO BGCK General Summary of Right	Completed - 07/17/2018	
✓ PEO General BGCK Authorization	Completed - 07/17/2018	
✓ G&A EmployeeAgreement Poly	Completed - 07/17/2018	
✓ OrbitHandbookMay2018	Completed - 07/17/2018	
✓ G&A-EmployeeHandbookAcknowledgement Poly	Completed - 07/17/2018	
✓ G&A - Consent (PEO)	Completed - 07/17/2018	
✓ G&A - ACA Disclosure Policy	Completed - 07/17/2018	

Done

Completing Form I-9 Section 2

The most important function for a manager in the onboarding system is the completion of Section 2 of the Employment Eligibility Verification Form (Form I-9).

When an employee completes all the required onboarding forms, his or her manager will receive an email (*see example below*) asking them to complete Form I-9 Section 2 for that employee by the date listed. You can click the “Log into WorkSight” button to open WorkSight in your web browser.

From: no-reply@cloud.gnapartners.com
Date: Wed Aug 29, 2019 at 1:32 PM
Subject: Action Needed: Form I-9 Section 2 for Frank's Hot Dogs, Employee Janet Breck
To: hrmgr@frankshotdogs.com

WorkSight

This email is to serve as a notification that employee Janet Breck in Frank's Hot Dogs has completed all required employee facing onboarding forms, including Form I-9 Section 1.

For reference:

Employee Name:	Janet Breck
Date of Hire:	07/18/2018
Candidate Due Date:	07/18/2018
Process Due Date:	07/21/2018
Work Location:	Salt Lake City (SLC)
Position:	Administration (ADMIN)

Form I-9 Section 2 must now be completed. Please log into WorkSight 2.0, click the “Go to Onboarding” button, and go to the Onboarding Action Center to perform any remaining tasks.

To ensure your company is compliant with processes and regulations, this task needs to be completed by 07/21/2018.

Thank you for completing this task in a timely manner.



If you have any questions throughout this process, please contact the G&A Partners Customer Care Center.

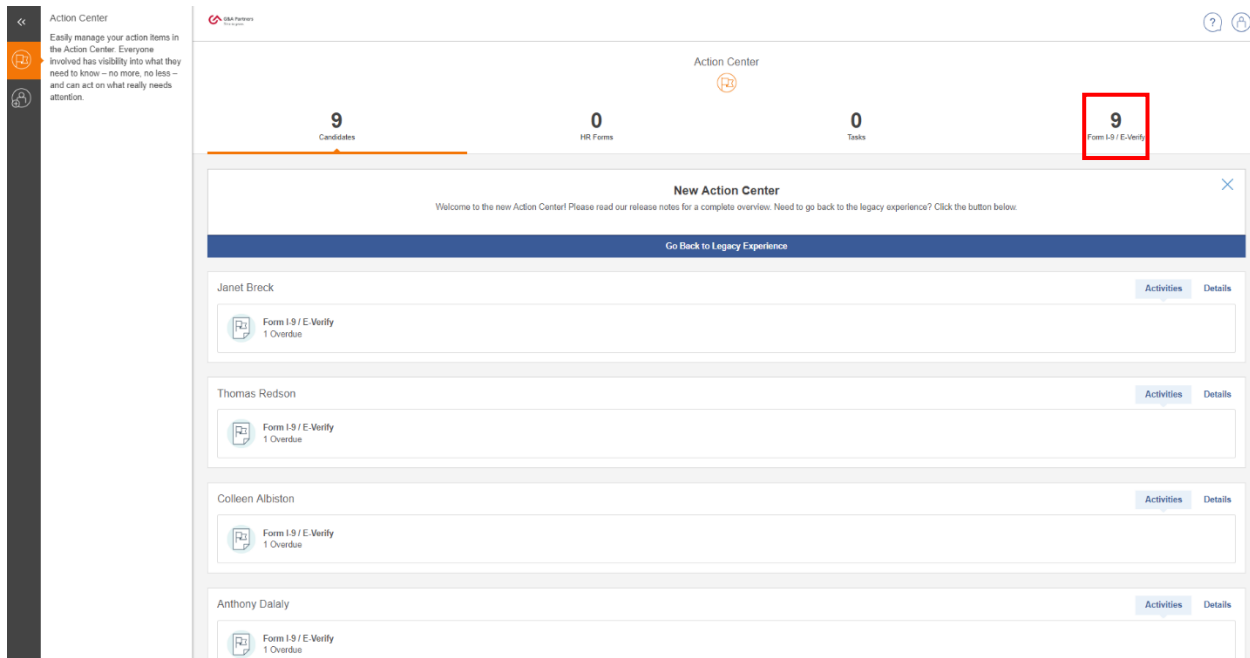
G&A Partners Customer Care Center
Hours: Monday – Friday | 7:30 a.m. – 7:00 p.m. CT
Phone: 1-866-497-4222
Email: customercare@gnapartners.com

Sincerely,

G&A Partners

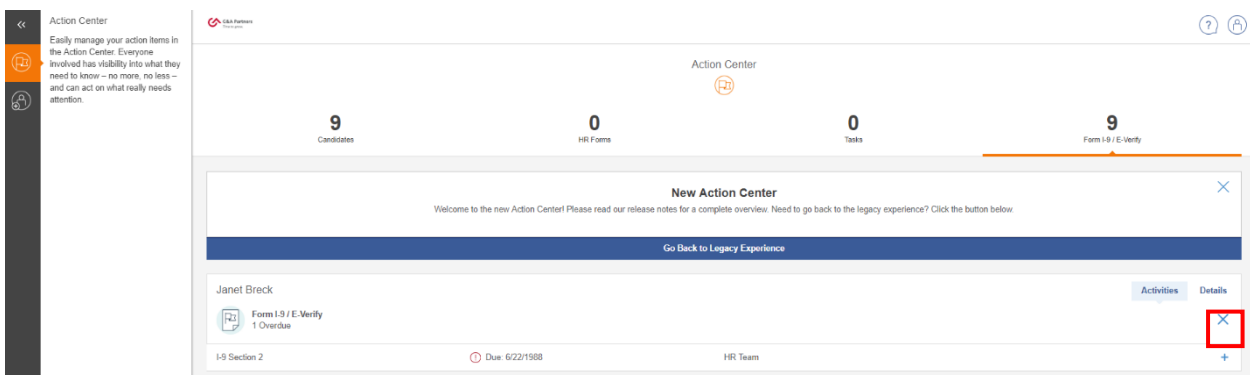
You will then need to follow the steps explained in the “Accessing the Onboarding System” section of this guide to access the onboarding system from WorkSight.

From the “Action Center” screen, click the “I-9 / E-Verify” Action Meter icon to view a list of employees for whom you need to complete the Form I-9 Section 2.

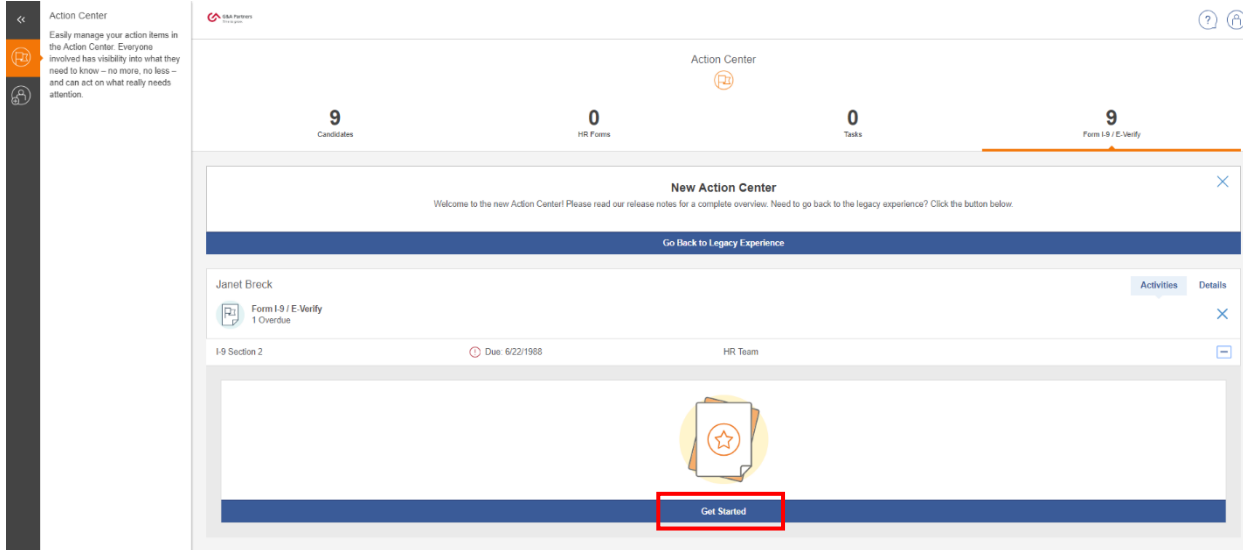


NOTE: If you want to complete Form I-9 Section 2 for a specific candidate, you can also navigate to his or her record by searching for them in the “Candidate List” screen as explained in the “Monitoring the Onboarding Progress of a New Hire” section of this guide.


When you find the record of the candidate for whom you want to complete Form I-9 Section 2, click the “+” icon in the Form I-9 Section 2 row.



The “Form I-9/E-Verify” panel will display. Click on the “Get Started” button to view the employee’s Form I-9.



The employee’s full Form I-9 will display. As a manager, you will need to review the information provided by the employee in Section 1 (use the bar on the right to scroll down to view the entire section), then scroll down to Section 2.



Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

[Instructions](#)

► **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)*

[Edit](#)

Last Name (Family Name) ? Breck	First Name (Given Name) ? Janet	Other Last Names Used (if any) ? N/A
Middle Initial ? N/A		
Address (Street Number and Name) ? 1707 Barkdale	Apt. Number ? N/A	City or Town ? Houston
State ? TX	ZIP Code ? 77501	

You will then need to enter the information from documents provided by the employee:






- One document from List A (Identity and Employment Authorization); **OR**
- One document from List B (Identity) **AND** one document from List C (Employment Authorization).

NOTE: Employers and/or managers must accept any document(s) from the Lists of Acceptable Documents that reasonably on their face appear to be genuine and relate to the person presenting them. Employers and/or managers may not specify which document(s) the employee must present.

STOP
Employer Completes Next Page
STOP

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1 	Last Name (Family Name)  Breck	First Name (Given Name)  Janet	M.I.  N/A	Citizenship/Immigration Status  1
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List A
Identity and Employment Authorization














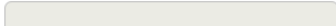
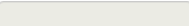

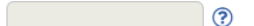


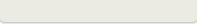
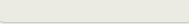

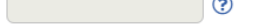

[Document Samples](#)



OR



List B
Identity


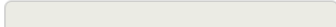
AND



List C
Employment Authorization



Document Title:  -- Select a Document -- 	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;">   </div> <div style="width: 48%;">   </div> </div>
Issuing Authority:  	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;">   </div> <div style="width: 48%;">   </div> </div>
Document Number:  	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;">   </div> <div style="width: 48%;">   </div> </div>
Expiration Date (if any)(mm/dd/yyyy):  	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;">   </div> <div style="width: 48%;">   </div> </div>



Document Title:  


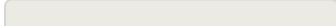
Issuing Authority:  



Document Number:  


Expiration Date (if any)(mm/dd/yyyy):  

Document Title:  

Issuing Authority:  

Document Number:  

Expiration Date (if any)(mm/dd/yyyy):  

Additional Information 

QR Code - Section 2 & 3
Do Not Write in This Space

Once you have entered in the required information from the applicable documents, scroll down to the bottom of this form to the “Certification” section and enter the required information.

NOTE: The form will default to automatically enter the work location initially assigned to the employee. If the employee will be working in a different location, change the address on this form accordingly.

Once you have entered all the required information, check the box for the “Signature Validation” field, then click “Save.”

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

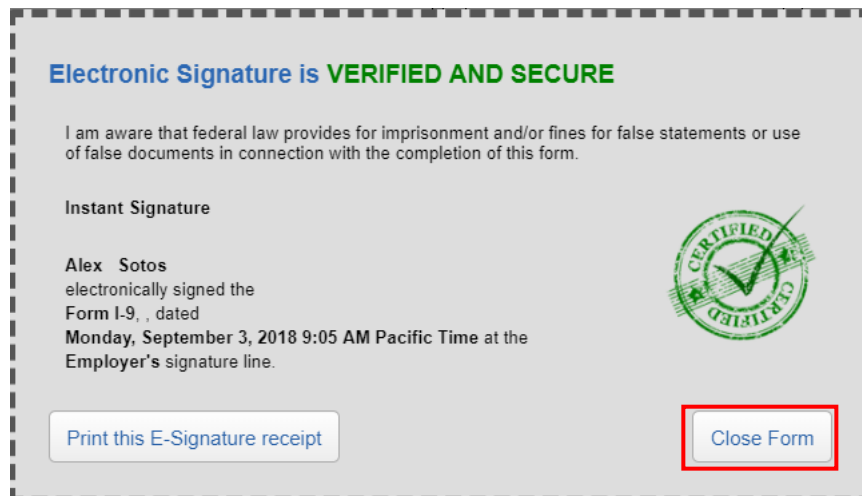
The employee's first day of employment (mm/dd/yyyy): (See instructions for exemptions)

Signature of Employer or Authorized Representative ? <input type="checkbox"/> Signature Validation		Today's Date (mm/dd/yyyy): ? <input type="text" value="09/03/2018"/>	Title of Employer or Authorized Representative ? <input type="text" value="Director, HR"/>
Last Name of Employer or Authorized Representative ? <input type="text" value="Sotos"/>	First Name of Employer or Authorized Representative ? <input type="text" value="Alex"/>	Employer's Business or Organization Name ? <input type="text" value="Frank's Hout Dogs"/>	
Employer's Business or Organization Address (Street Number and Name) ? <input type="text" value="11100 Wayzata Blvd"/>		City or Town ? <input type="text" value="Houston"/>	State ? <input type="text" value="TX"/>
		ZIP Code ? <input type="text" value="77077"/>	

The “Instant Signature” screen will then display. Make sure your name is correct as shown, enter the answer for your security question, then click “E-Sign Document” to add your electronic signature to Form I-9 Section 2.





A message will then display acknowledging your signature. If you wish, you can print this receipt by clicking “Print this E-Signature receipt.” Otherwise, click “Close Form” to return to the Form I-9.



Click done at the bottom of Form I-9 Section 2 to close the form and return to the “Step Progress” screen.

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): (See instructions for exemptions)

Signature of Employer or Authorized Representative [?] Electronically Signed by Alex Sotos 		Today's Date (mm/dd/yyyy): [?] <input type="text" value="09/03/2018"/>		Title of Employer or Authorized Representative [?] <input type="text" value="Director, HR"/>	
Last Name of Employer or Authorized Representative [?] <input type="text" value="Sotos"/>		First Name of Employer or Authorized Representative [?] <input type="text" value="Alex"/>		Employer's Business or Organization Name [?] <input type="text" value="Frank's Hout Dogs"/>	
Employer's Business or Organization Address (Street Number and Name) [?] <input type="text" value="11100 Wayzata Blvd"/>			City or Town [?] <input type="text" value="Houston"/>		State [?] TX 
			ZIP Code [?] <input type="text" value="77077"/>		

[Print PDF](#) [Add eDocuments](#) [Add Notes](#) [Submit E-Verify](#)

Section 3 Updating and Reverification

[Add New Section 3](#)

[Delete Form I-9](#)

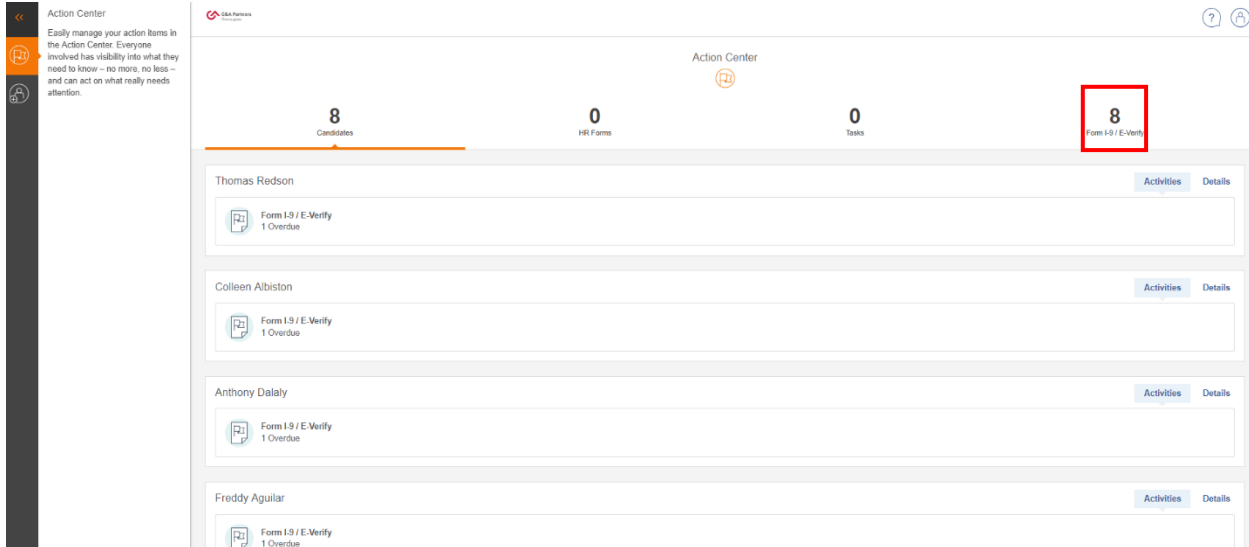
[View Audit Trail](#)

[Terminate](#)

[Lists of Acceptable Documents](#)

[Done](#)

Upon completion of the Form I-9, the “I-9 / E-Verify” Action Meter icon on the “Action Center” screen will now show one less Form I-9 Section 2 that needs to be completed.



Action Center
Easily manage your action items in the Action Center. Everyone involved has visibility into what they need to know – no more, no less – and can act on what really needs attention.

8 Candidates
0 HR Forms
0 Tasks
8 Form I-9 / E-Verify

Employee Name	Status	Activities	Details
Thomas Redson	Form I-9 / E-Verify 1 Overdue	Activities	Details
Colleen Albiston	Form I-9 / E-Verify 1 Overdue	Activities	Details
Anthony Dalaly	Form I-9 / E-Verify 1 Overdue	Activities	Details
Freddy Aguilar	Form I-9 / E-Verify 1 Overdue	Activities	Details

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G&A Partners AccessHR

Hours: Monday – Friday | 7:00 a.m. – 7:00 p.m. CT

Phone: 866.497.4222

Email: accesshr@gnapartners.com

Web: www.gnapartners.com/contact-us

