



New Hire Instructions – From PRISM

1. Click on **New Hire** or search **New Hire** in search bar

The screenshot shows the INFINITI MY COMPANY dashboard. At the top, there is a navigation bar with the INFINITI logo and 'MY COMPANY'. Below this is a breadcrumb trail: 'Company / Dashboard / Home'. Underneath, there is a 'My Favorites' section with two links: 'Home' and 'New Hire'. The 'New Hire' link is highlighted with a red rectangular box.

2. Fill in all **Red boxes**. These are required fields.
3. Some items may be **Blue & Underlined**- click on them to give you options

The screenshot shows the 'New Hire' form in the PRISM system. The form is divided into several sections:

- HR / Action / New Hire** (top left)
- Company: (1111) DEMO COMPANY** (top right)
- New Hire** (main heading)
- Work Location** (text input field)
- Employer ID** (dropdown menu with '-No Items-' selected)
- Social Security Number** (text input field)
- Hire Type** (dropdown menu with '--Select--' selected)
- Use Onboarding** (dropdown menu with '--Select--' selected)
- Employee ID** (text input field)
- Personal Information** (left column of fields):
 - First Name (text input)
 - Last Name (text input)
 - Middle Name (text input)
 - Nickname (text input)
 - Birth Date (text input)
 - Gender (dropdown menu with '--Select--' selected)
 - Ethnic Code (dropdown menu with '--Select--' selected)
 - Marital Status (dropdown menu with '-- Select --' selected)
 - Tobacco User (dropdown menu with '-- Select --' selected)
 - Handicapped (dropdown menu with 'Not Selected' selected)
 - Preferred Language (dropdown menu with 'English' selected)
 - Veteran (dropdown menu with 'Not Selected' selected)
 - Vietnam Veteran (dropdown menu with 'Not Selected' selected)
 - Disabled Veteran (dropdown menu with 'Not Selected' selected)
 - Service Medal Veteran (dropdown menu with 'Not Selected' selected)
 - Recently Separated Veteran (dropdown menu with 'Not Selected' selected)
 - Other Protected Veteran (dropdown menu with 'Not Selected' selected)
- Resident Address** (right column of fields):
 - Address Line One (text input)
 - Address Line Two (text input)
 - ZIP Code (text input)
 - GeoCode (dropdown menu with '-No Items-' selected)
 - City (text input)
 - State (text input)
 - County (text input)
 - Home Phone (text input)
 - Mobile Phone (text input)
 - Personal Email Address (text input, highlighted with a red box)
 - Work Email Address (text input)
- Emergency Contact** (right column of fields):
 - Contact Name (text input)
 - Contact Telephone (text input)
 - Contact Relation (text input)
- Employment Details** (bottom section):
 - Company Start Date (text input, highlighted with a red box)
 - Employer Start Date (text input)
 - Position (text input, highlighted with a red box)
 - Employment Status (text input)

- We recommend you also fill in either a **work or a personal e-mail**. This must be in the system for the employee to register for the employee portal and receive benefits information.
- Company Start date** and **Employer Start** date is the **Employee Hire date**
- Since we collect copies of your completed I-9's, you only need to enter the I9 Citizenship Status of the I9 section:

Form I-9 Details

Form I-9 Completed?

I9 Originally from OnBoarding

Identification/Eligibility Document

Document Title

Issuing Authority

Document Number

Expiration Date

I9 Miscellaneous

I9 First Name

I9 Middle Name

I9 Last Name

I9 Other Name Used

I9 Citizenship Status

Alien Registration Number

Form I-94 Admission Number

Foreign Passport Number

Country of Issuance

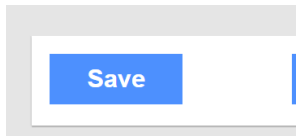
Alien Reg Expiration Date

- Direct deposits can be entered at the time of hire or added later.

Direct Deposit Information

Deposit Status	Account Type	Transit Number	Bank Name	Account Number	Pay Type Override	Method	Amount	Limit Amount	Deposit Status
<input type="text" value="-- Select --"/>	<input type="text" value="-- Select --"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-- Select --"/>	<input type="text" value="-- Select --"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="-- Select --"/>

- Click on the Save Button.



Your New Hire will show in the system after we have received your completed I-9. Please coordinate with your Payroll Specialist.