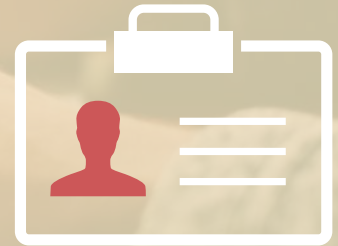


EMPLOYEE ONBOARDING

Hirezon's **Employee Onboarding System** is a comprehensive, flexible, user-friendly solution designed for higher education to help new employees become productive quickly, ensure efficient completion of required paperwork, and deliver pertinent information, all while increasing HR visibility and decreasing required oversight.



**Welcome
Packets**



**Online Routing &
Email Notifications**



**24/7/365
Help Desk Support**



**Flexible
Reports**



Security



Compliance

Hirezon Exchange
Form W-4 (2015)

Instructions: Please complete this online the Employer's Withholding Allowance Certificate Employees.
See Employee General Instructions by clicking on the link <http://www.hirezon.com/HR/Forms/2015/withholdingallowance.pdf> to read instructions/information and then complete the electronic form.

Form W-4 (2015)

1. Marital status:
 Single
 Married
 Head of household
 Separately

2. Dependents:
 None
 1
 2
 3
 4
 5
 6
 7
 8
 9
 10

3. Social Security number: 23-45-6789

4. Date of birth: 01/15/1980

5. Home address (number and street, apartment number, suite number, PO Box):
23 Main St, Dallas, TX 75245

6. ZIP code: 75245

7. State: TX

8. Federal Employer Identification Number (FEIN): 12-3456789

9. Telephone number: 214-555-1234

10. Signature: [Signature]

11. Date: 09/14/2016

12. Enter date hired (mm/dd/yyyy):

13. State: TX

14. ZIP code: 75245

15. Telephone number:

ONLINE W-4

Hirezon Exchange
Employee Information Form

* First Name: [Text Box] Middle Name: [Text Box] * Last Name: [Text Box]

* Social Security #: [Text Box] Date of Birth (mm/dd/yyyy): [Text Box] Gender: Male Female

* Street Address: [Text Box]

City: [Text Box] State: [Text Box] Zip Code: [Text Box]

Home Phone #: [Text Box] Cell Phone #: [Text Box] Country of Birth: [Text Box]

Last Name at Birth: [Text Box] U.S. Citizen: Yes No Permanent Resident: Yes No

If Non-U.S. Citizen: [Text Box]

Country of Citizenship: [Text Box] Visa Type & Status: [Text Box] Work Authorization Expiration Date: [Text Box]

EMPLOYEE INFORMATION FORM

Hirezon Exchange
Form I-9 (2009)

Read instructions carefully before completing this form. This instruction is updated by clicking the following link: <http://www.dhs.gov/e-verify/docs/instructions-for-new-hires.pdf>. Items 1-3 and 5-7 apply to employers only. Item 8 is a right to document, signed verification indicator. Employers cannot verify their own identity. They must use a company. The federal or state or local law that requires the document is provided for a reference. See the appropriate page for more information.

Section 1: Employee Information and Attestation

1. Employee's full name (last, first, and middle): John Washington

2. Date of birth (mm/dd/yyyy): 01/15/1980

3. Social Security number: 23-45-6789

4. Date of hire (mm/dd/yyyy): 09/14/2016

5. State: TX

6. ZIP code: 75245

7. Home address (number and street, apartment number, suite number, PO Box): 23 Main St, Dallas, TX 75245

8. Telephone number: 214-555-1234

9. Signature: [Signature]

10. Date: 09/14/2016

11. Employer's full name (last, first, and middle): HR Super Admin Use

12. Date of hire (mm/dd/yyyy): 09/14/2016

13. State: TX

14. ZIP code: 75245

15. Home address (number and street, apartment number, suite number, PO Box): 23 Main St, Dallas, TX 75245

16. Telephone number: 214-555-1234

17. Signature: [Signature]

18. Date: 09/14/2016

ONLINE I-9

Start New Packet

Title:

Name:

E-mail: [New Hire]

Department:

Template:

Create

CREATE WELCOME PACKETS WITH TEMPLATES

Hirezon Exchange
Hirezon/Interview Exchange DEMO

Home HR Super Admin User Help Logout

1 All Packets 1 My Packets 1 Assigned to Me Guest Reviews

Start New Packet

In Progress

Actions	Employee	Supervisor	Template	%	Status	Start Date	Updated
[Icon]	John Washington	HR Super Admin Use	Full Time	0	In-Progress	07/31/17	

Records from 1 to 1 of 1

Incomplete

Actions	Employee	Supervisor	Template
[Icon]	HR Super Admin Use	HR Super Admin Use	Hirezon Testing

Completed

Actions	Employee	Supervisor	Template
[Icon]	HR Super Admin Use	HR Super Admin Use	Hirezon Testing

ONBOARDING STATUS

Contract Year: 2017

Contract Period: Fall

Name: [Text Box]

Highest Degree (MS, PHD): PhD

And Our Lady of the Lake University of San Antonio agree to the following terms of employment, performance, compensation, and benefits:

Departments: SBL - CISS

Position and Rank: Adjunct Instructor

Location (Please Select): Houston

EMPLOYEE CONTRACTS

Hirezon Exchange
Hirezon Onboarding

New Hire: Fred Watson
watson@interviewexchange.com
Initiated By: Fred Smith
Form: 2015 Jan Sample 2
Department: Information Technology

Asst professor of Computer Science

Reason for Recruit:
- Fred Smith [09/10/2017 8:53 AM]

Instructions:
Congratulations!
We know that you are excited about your new Management position at HIREZON University. We are looking forward to welcoming you to our caring and collegial community. Using our online system, please review the Forms, complete it and submit. We encourage you to contact Jim Butler at (206) 535-3800 to make an appointment as soon as may be scheduled but no later than three calendar days from your first date of employment.
[Click here to see our Campus life](#)
Welcome From the President [Click here](#)
Mission statement [Click here](#)
Thank you,
Human Resources, Hirezon University

Section 1: General Forms
Completed: 02-23-2016 03:44 PM [Fred M Watson]
Electronic Communication
 Electronic Communication and Signatures Disclosure and Consent 1
Employee Information Form
 Employee Information Form

Section 2: MC Employee Forms
Completed: 02-23-2016 03:44 PM [Fred M Watson]
Form I-9
 Form I-9 [2015]
Form W-4
 Form W-4 [2015]
Direct Deposit Form
 Direct Deposit Form for NYS Employees

Section 6: HR - Verification
Completed: 02-23-2016 03:46 PM [Fred Smith]
Form I-9
 Form I-9 [2015]

Required: Section 2: MC Employee Forms

ONBOARDING CHECKLIST