

# Fact Sheet: Hiring & Onboarding

Give employees a flawless first day.

## BENEFITS

- Increase employee engagement & happiness.
- Decrease time it takes to onboard an employee.
- Find information about employees in one central location.

## FEATURES

- Collect I-9, W-4, and direct deposit information.
- Create and send custom documents like offer letters.
- Distribute documents for employees to review.
- Store onboarding documents securely in the cloud.
- Track if employees have reviewed required documents.
- Ability to e-sign required documents.
- Syncs with Ease's benefit administration.
- Add emergency contacts.

To learn more, register for the bi-weekly Ease HR product features webinar.



Contact your broker to get started with Ease.