

NetGuide



NetGuide is a paperless onboarding and lifecycle management tool. With NetGuide you can capture required new hire forms like I-9s, Federal and State tax forms, and other state specific forms with electronic signatures. You can set due dates on tasks that need to be completed on the employee's first day.

Employees will receive automatic email alerts when tasks are assigned and/or overdue. Admins and managers will receive alerts when tasks are completed and ready for approval. Admins and managers can also receive an email alert that will provide a summary of which employees have completed tasks and which employees still have overdue tasks.

Create custom tasks and upload your own custom documents like employee handbooks or policy agreements, or conduct orientation or training virtually by embedding video or survey links.

Capture New Hire Forms

- Form I-9
- Federal and State tax forms
- Electronic signatures

Automatic Alerts

- Set due dates on tasks
- Email alerts when tasks assigned and/or overdue
- Admin/Manager alerts

Capture Other Vital Information

- Emergency Contacts
- Direct Deposit
- Customized tasks