Checking on your New Hire's Status:

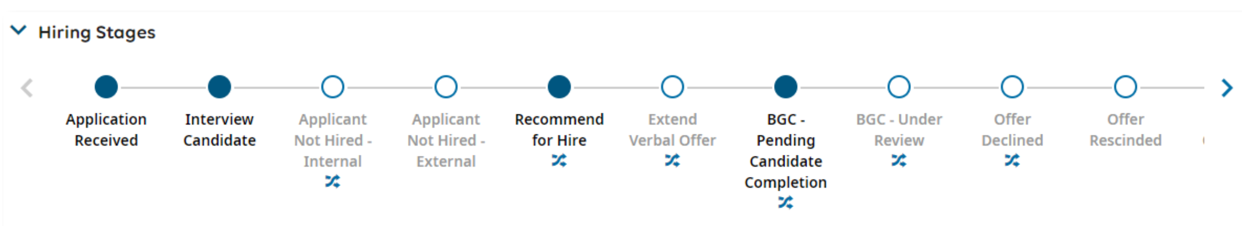
This training document is intended for managers who would like to track the status of their new hire through the onboarding process.

To begin, login to **Pace Portal** and under the Staff tab, click on the "**UKG Ready: for Hiring Managers**" link in the Manager Resources section.

Once you have identified your final candidate and have notified HR of your offer details through the Offer Letter Details form process, you can check the status of your applicant in two ways:

1. Check the application to confirm once the background check process has been completed and the offer is extended.
2. Once they have accepted the offer, access their New Hire Checklist to confirm if they have completed the necessary HR paperwork.

To check if the background check process has been completed and if the offer has been extended, go to the candidate's application, and view their "**Hiring Stages**." This will indicate their status:



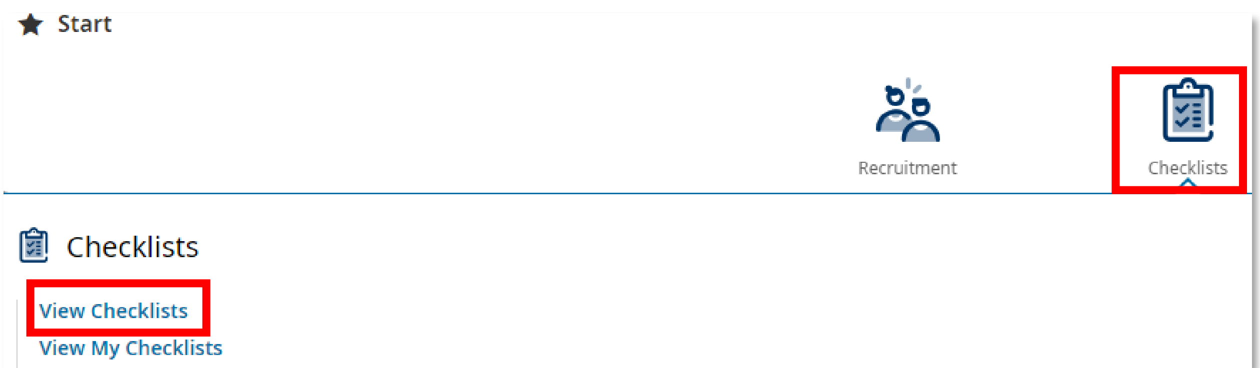
VERY IMPORTANT: to view all Hiring Stages, click on the arrows to the far left and far right to move through the list.

Please review the below table of what each of the statuses mean after the candidate is moved to the "**Recommend for Hire**" stage.

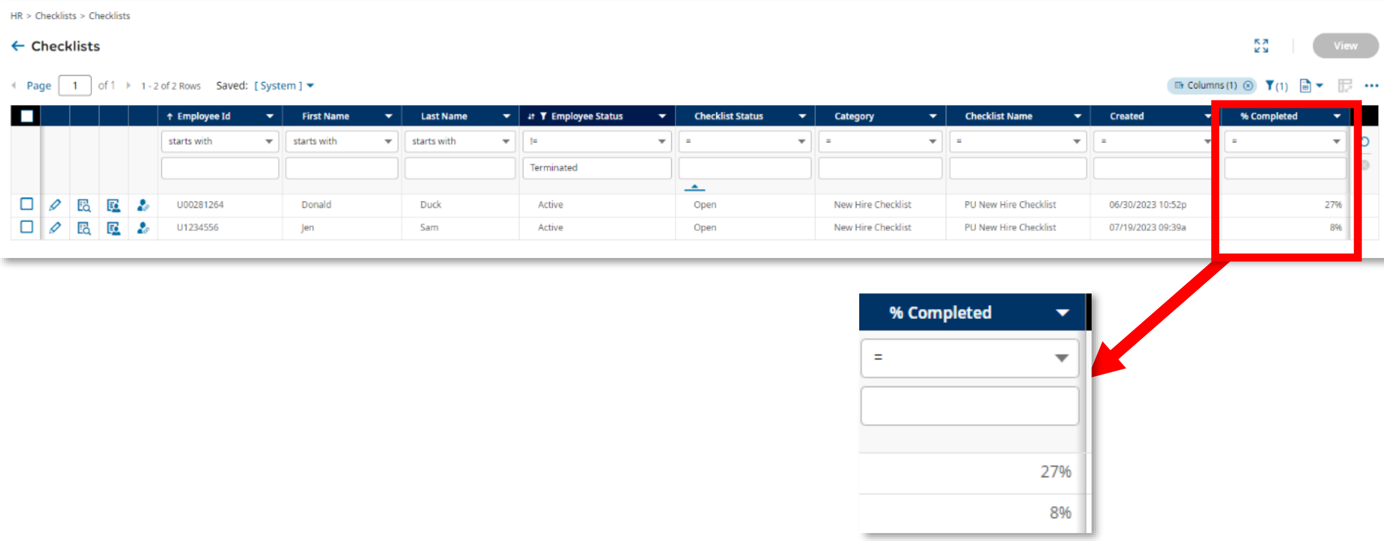
Hiring Stage	Action
Extend Verbal Offer	You will receive a notification once HR has extended the offer.

BGC - Pending Candidate Completion	You will receive a notification once HR has sent the background check invitation to the applicant to complete. If the applicant remains at this stage, it means they have not provided their consent to move forward with the background check process.
BGC - Under Review	You will receive a notification once the background check process has begun and is pending.
Offer Declined	You will receive a notification if the candidate declines the offer.
Fina Offer/Hire	The candidate has received the offer and accepted. Their background check is completed and they have been assigned the new hire paperwork.

To check on the status of your new hire's paperwork, from your home dashboard, click on the **Checklist icon>View Checklists**:



You will see a list of all candidates you have hired, and their new hire checklist assigned. The "**% Completed"** column will show their progress. If the value is 100%, that means they have completed the new hire paperwork process.



HR > Checklists > Checklists

← Checklists

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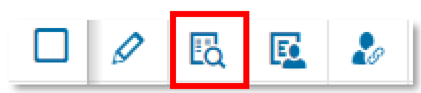
Columns (1) (1)

View

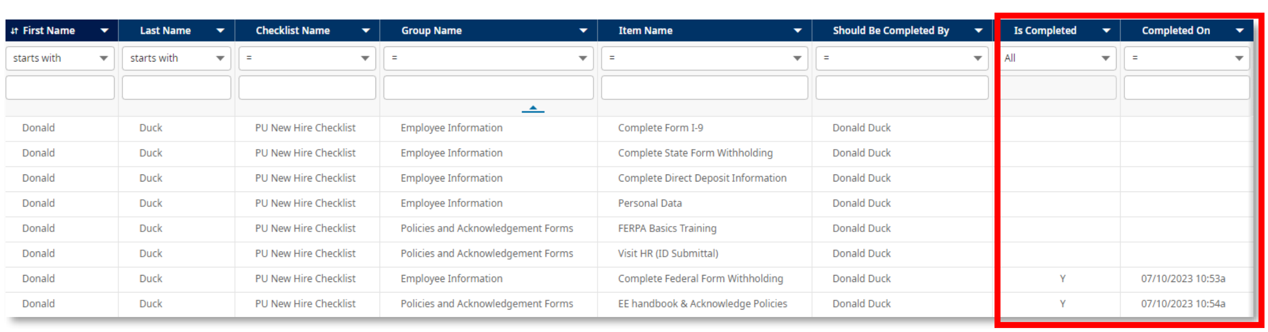
Employee Id	First Name	Last Name	Employee Status	Checklist Status	Category	Checklist Name	Created	% Completed
starts with	starts with	starts with	!=	=	=	=	=	=
			Terminated					
U00281264	Donald	Duck	Active	Open	New Hire Checklist	PU New Hire Checklist	06/30/2023 10:52p	27%
U1234556	Jen	Sam	Active	Open	New Hire Checklist	PU New Hire Checklist	07/19/2023 09:39a	8%

If they do not show 100% completed, you can investigate further by clicking on the magnifying glass icon to the left of the "**Employee Id**" column. This will provide a list of all tasks assigned to the new hire and show which have been completed and which are pending completion.



For those tasks that have been completed, they will have a "**Y**" registered in the "**Is Completed"** column with the date of completion in the "**Completed On"** column.

All tasks that are blank are pending completion. **<u>If this is the case, please follow up with your new hire to remind them all new hire paperwork must completed by their first day of employment</u>**.



First Name	Last Name	Checklist Name	Group Name	Item Name	Should Be Completed By	Is Completed	Completed On
starts with	starts with	=	=	=	=	All	=
Donald	Duck	PU New Hire Checklist	Employee Information	Complete Form I-9	Donald Duck		
Donald	Duck	PU New Hire Checklist	Employee Information	Complete State Form Withholding	Donald Duck		
Donald	Duck	PU New Hire Checklist	Employee Information	Complete Direct Deposit Information	Donald Duck		
Donald	Duck	PU New Hire Checklist	Employee Information	Personal Data	Donald Duck		
Donald	Duck	PU New Hire Checklist	Policies and Acknowledgement Forms	FERPA Basics Training	Donald Duck		
Donald	Duck	PU New Hire Checklist	Policies and Acknowledgement Forms	Visit HR (ID Submittal)	Donald Duck		
Donald	Duck	PU New Hire Checklist	Employee Information	Complete Federal Form Withholding	Donald Duck	Y	07/10/2023 10:53a
Donald	Duck	PU New Hire Checklist	Policies and Acknowledgement Forms	EE handbook & Acknowledge Policies	Donald Duck	Y	07/10/2023 10:54a