

# Beyond - Onboarding

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## HRCenter™ & Beyond™

Beyond makes onboarding new employees that enter your database from HRCenter easy by giving the service rep a convenient space on an employee record to process their online application. Employees that begin a workflow in HRCenter can be given additional material or assigned a brand new workflow within this space. To learn more about HRCenter check out [HRCenter 101!](#)

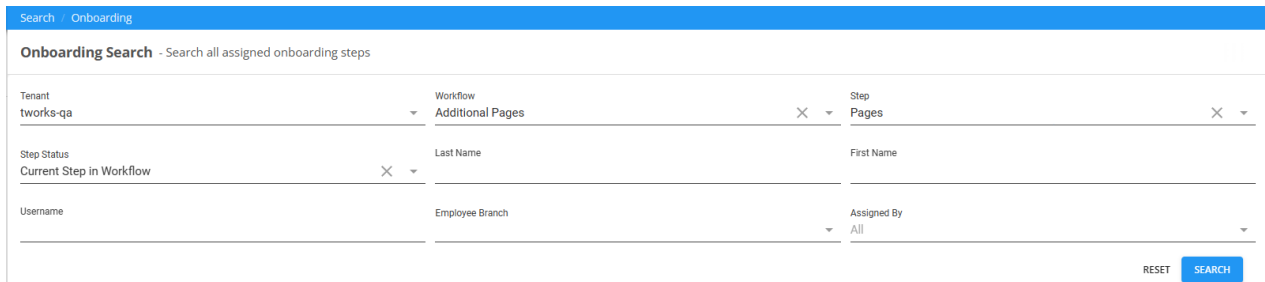
### This Article Covers:

1. [Searching for Applicants](#)
2. [Reviewing Workflows](#)
3. [Completing Workflows](#)

## Searching for Applicants

You can search for applicants at any step in the process by navigating to the  menu and selecting Records > Onboarding

Select which workflow, step, and status and click search



The screenshot shows the 'Onboarding Search' interface. At the top, there is a blue header with 'Search' and 'Onboarding' links. Below the header, the title 'Onboarding Search - Search all assigned onboarding steps' is displayed. The search form consists of several rows of input fields:

- Tenant:** A dropdown menu with 'tworks-qa' selected.
- Workflow:** A dropdown menu with 'Additional Pages' selected.
- Step:** A dropdown menu with 'Pages' selected.
- Step Status:** A dropdown menu with 'Current Step in Workflow' selected.
- Last Name:** An empty text input field.
- First Name:** An empty text input field.
- Username:** An empty text input field.
- Employee Branch:** A dropdown menu.
- Assigned By:** A dropdown menu with 'All' selected.

At the bottom right of the form, there are two buttons: 'RESET' and 'SEARCH'.

If you already know the applicants name, you can also find their HRCenter application information on the employees record under the Onboarding tab:

Visifile - TempWorks Beyond

TempWorks Software, Inc. [US] | https://beyond.ontempworks.com/employee/4295037978

Search Anything...

TASKS QUICK LIVE CHAT HELP

ACTIVITY PANEL

**Bookmarks**

- Independence Inn  
Visifile / Customer / 42950...
- Andrew Web  
Assignments / Employee / ...
- Last Chance General St...  
Details / Customer / 42950...
- Hotel Denouement  
Visifile / Customer / 42950...
- Chef  
Details / Job Order / 42950...
- Dewey Denouement  
Visifile / Contact / 11926
- James West, Distributio...  
Visifile / Assignment / 4301...
- Nathan Jackson  
Visifile / Employee / 42950...
- Steve Aardson  
Visifile / Employee / 5759

**Recent History**

- Ken Allan  
Visifile / Employee / 42950...
- Ken Allan  
Onboarding / Employee / 4...
- Ken Allan  
Employee / Employee / 42...

**Ken Allan (4295037978)**  
SSN: 458324958 · Eagan, MN 55123

VISIFILE DETAILS DOCUMENTS MESSAGES ASSIGNMENTS MORE

**Snapshot**

Id	4295037978	Hire Status	Eligible for Hire >
Job Title	--		

**Note**  
No note available

**Contact Information**  
k Allan@nowhere.com  
Email

**Messages**  
MAY 2017  
Deactivate · May 9th, 5:10 PM · alongnecker  
Aident Merged from 4295037978 to 4295038616

**Resume**  
No resume to view

**Assignments**  
No assignments

## Reviewing Workflows (Applications)

When you have selected a workflow from either the onboarding search or the employee record, you will be able to see the details for that workflow:

Workflow Basic Info - Default	Steps 1	Pages 1 SELECTED	CONTINUE TO NEXT STEP
<b>Workflow Details</b>			
Date Created 5/1/2023	Date Completed 5/1/2023		
Date Rejected --	Rejection Reason --		
Assigned By Doaa Hassan			
<b>Step Details</b>			
Date Started 5/1/2023	Date Completed 5/1/2023		
Date Submitted 5/1/2023	Status Completed		
<b>Required Signatures</b>			
No signatures are required right now			
<b>Pages</b>			
<input checked="" type="checkbox"/> Basic Info			

At the top of the page is the name of the workflow and the current step, if they have already completed step 1 in a multi-step workflow you will see options to select other steps:

Workflow Basic Info - Default	Steps 1	Pages 1 SELECTED	CONTINUE TO NEXT STEP
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There are 4 cards of information for each step:

### 1. Workflow Details

- This card contains information on when the workflow (application) was assigned, completed, and if it was rejected.

<b>Workflow Details</b>		
Date Created 5/1/2023	Date Completed 5/1/2023	
Date Rejected --	Rejection Reason --	
Assigned By Doaa Hassan		

### 2. Step Details

- This card contains information on when the employee started, submitted, or completed the current step.

<b>Step Details</b>		
Date Started 5/1/2023	Date Completed 5/1/2023	
Date Submitted 5/1/2023	Status Completed	

- Statuses include:**
  - Not Started**- Employee has registered yet completed no pages in the current step.
  - In Progress**- Employee has completed at least one page in the current step.
  - Submitted**- Employee has submitted the current step for the service reps review. The employee will be unable to edit information once it has been submitted, unless the service rep unlocks the step.
  - Completed**- Employee has completed all necessary steps and the service rep has marked this step as

complete.

### 3. Required Signatures

- This card lets your staffing specialist know if there are any documents that need to be reviewed or signed by them.

### 4. Pages

- This shows you the list of pages that are included in this step of the workflow and which pages they completed.




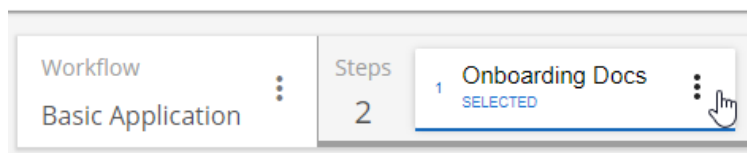
- You can also use the "+" to add an additional page to the current step.

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## Completing a Workflow


Once a staffing specialist has reviewed a submitted workflow they will need to denote that the application is finished or if an employee is filling out a multi-step workflow, you may need to push them to the next step.

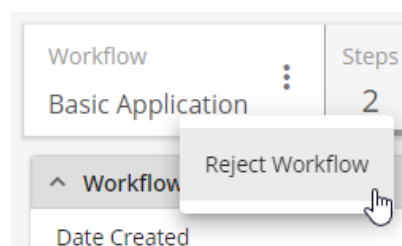
If an employee needs to fix or update anything they entered on their application, you will need to unlock the application step by selecting the  next to the application step and choosing 'Unlock Step':



Unlock Step

To move them to the next step, select the  button in the upper right.

To reject an application, select the  next to the application name and choose 'Reject Workflow'. You will be asked to enter a reason for the rejection:



To finish an application, select the

**FINISH**

button in the upper right.

## Related Articles