

Core - Managing HRCenter Applicants

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What is HRCenter?

HRCenter is our online application and on-boarding software. It allows your prospect employees to fill out basic information online that will automatically populate into Core. When you are ready to hire an employee, you can also forward important documents including I-9 and W-4 that employees can fill out and sign electronically. These documents are then saved for your review and added to their employee record.

To learn how to manage the online applications, see [Core - Managing Applications through HR Center](#)

Core has options to reset user passwords or assign new information for an applicant or current employee.


This article reviews:

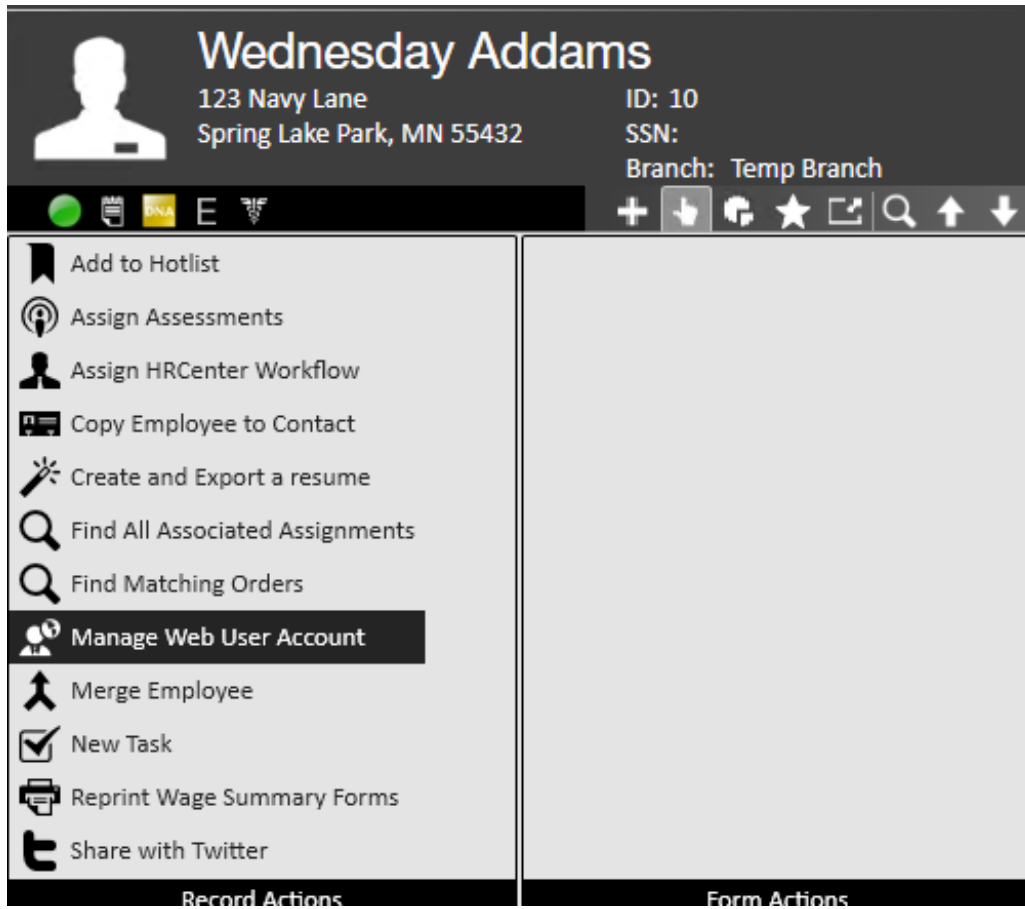
1. Creating Log In Credentials
2. Resetting User Passwords
3. Assigning an application or form

Creating Log In Credentials

If an existing employee in your system needs to fill out a new application or form, they need a username and password set up for them to access these options.

Note A brand new applicant can utilize the 'register now' button to create credentials and begin filling out the basic application.

1. Navigate to the employee record you want to have lot into HRCenter
2. Select the  icon near the top of the page
3. Choose 'Manage Web User Account'



4. Enter the following
 - o Username (select the check option to ensure no one else has the same user id in your system)
 - o Password (use the generate option to create one for you)
 - o Set the Role to 'Employee'

✓ **manual creation**
Create a manual user by entering a valid username and password. Enter a valid username and password.

Username

You have to check that the username exists before you are able to create an account.

Password

Give the user a temporary password but urge them to change it upon first login to something more secure.


Role

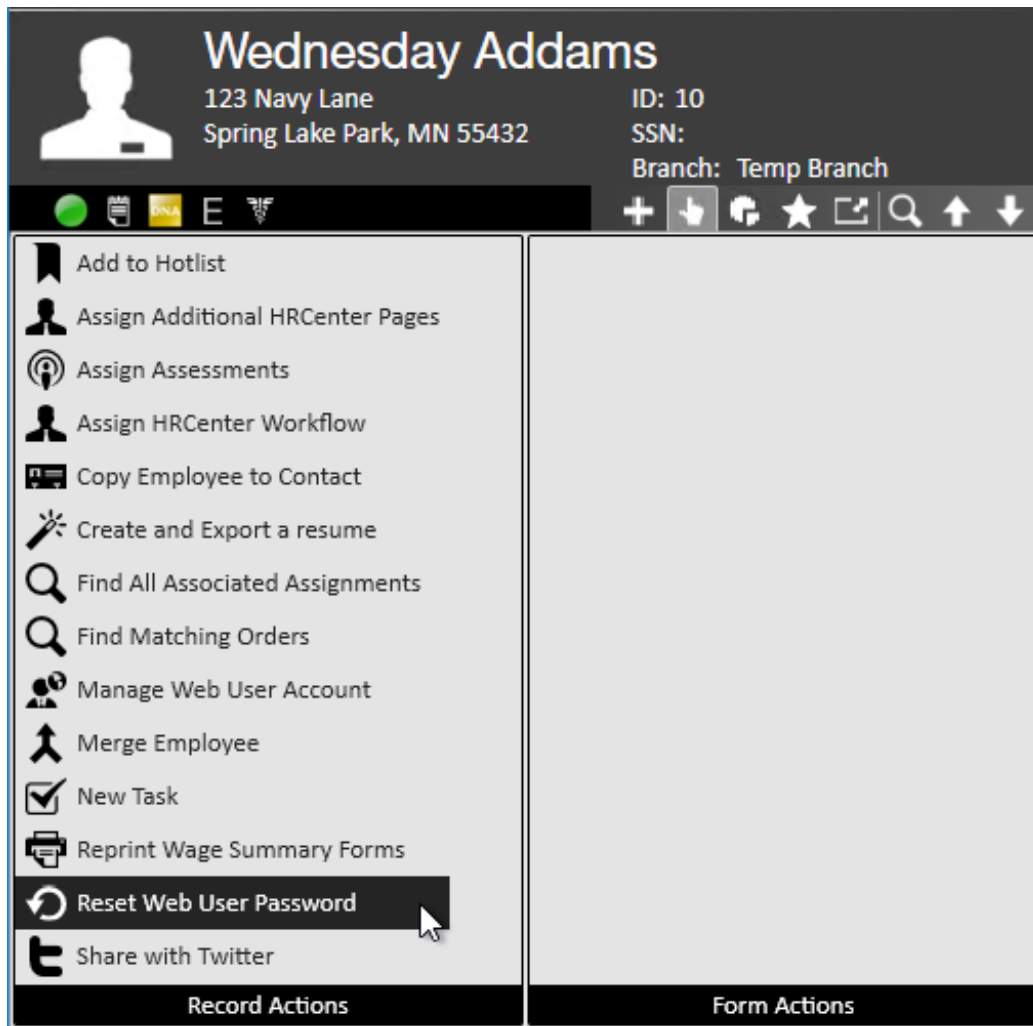
Tenant

5. Select Create
6. Email or send the employee their new credentials. (a report will pull up with a summary of the information that you can print or export to PDF to email)

If you want them to fill out documentation See Assigning Application or Assigning Forms or Misc Pages below.

Resetting User Passwords


1. Navigate to the employee record
2. Select the  icon near the top of the page
3. Select the "Reset Web User Password"



4. Choose create a new temporary password
5. Select Save & pass the new temporary password to your employee

Assigning an Application

New applicants or existing employees can be assigned individual documents or the full application as any time. This is great for when they need to update their information, haven't worked for you for a while, or hasn't filled out an application yet.

1. Navigate to the employee record
2. Select the  icon near the top of the page
3. Choose 'Assign HRCenter Workflow'

E ← → ▾ | 🏠 💾 Search for Employees, Customers, Orders, etc. 🔍

Wednesday Addams
123 Navy Lane
Spring Lake Park, MN 55432
ID: 10
SSN:
Branch: Temp Branch

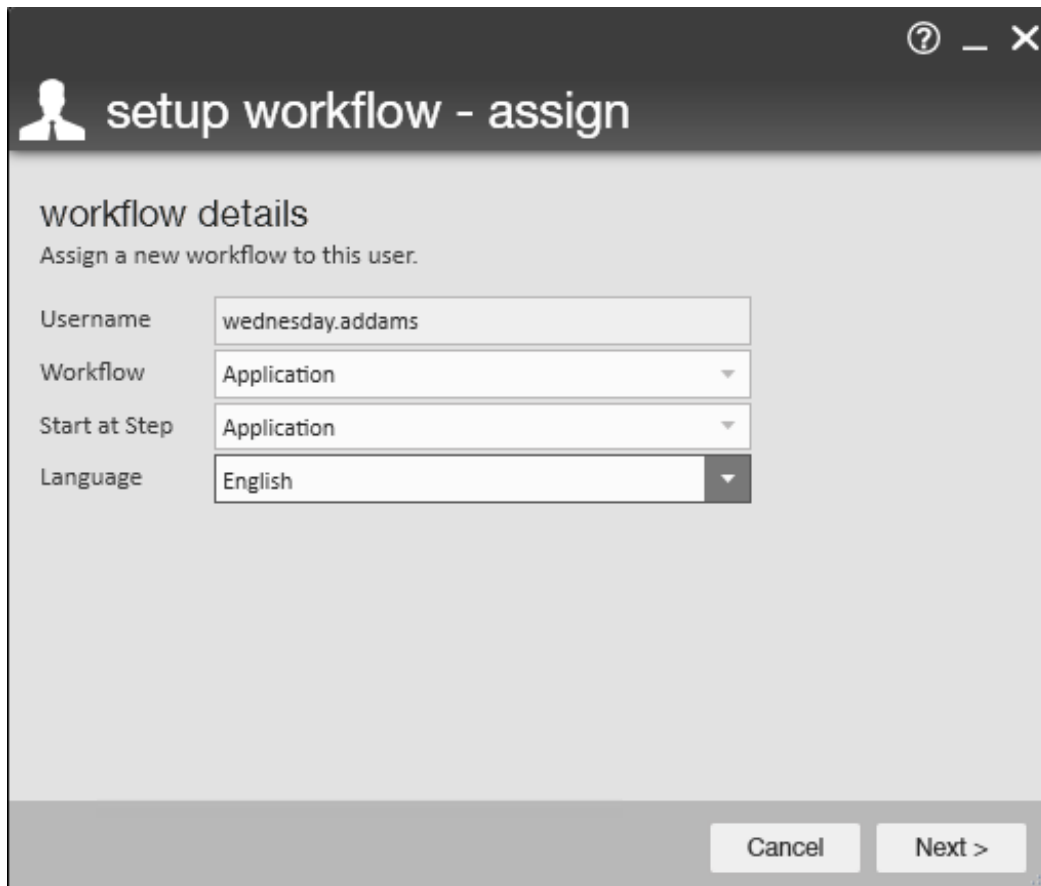
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- 🔖 Add to Hotlist
- 👤 Assign Additional HRCenter Pages
- 📍 Assign Assessments
- 👤 Assign HRCenter Workflow**
- 📄 Copy Employee to Contact
- ✂️ Create and Export a resume
- 🔍 Find All Associated Assignments
- 🔍 Find Matching Orders
- 👤 Manage Web User Account
- 👤 Merge Employee
- ✅ New Task
- 🖨️ Reprint Wage Summary Forms
- 🔄 Reset Web User Password
- 🐦 Share with Twitter

Record Actions **Form Actions**

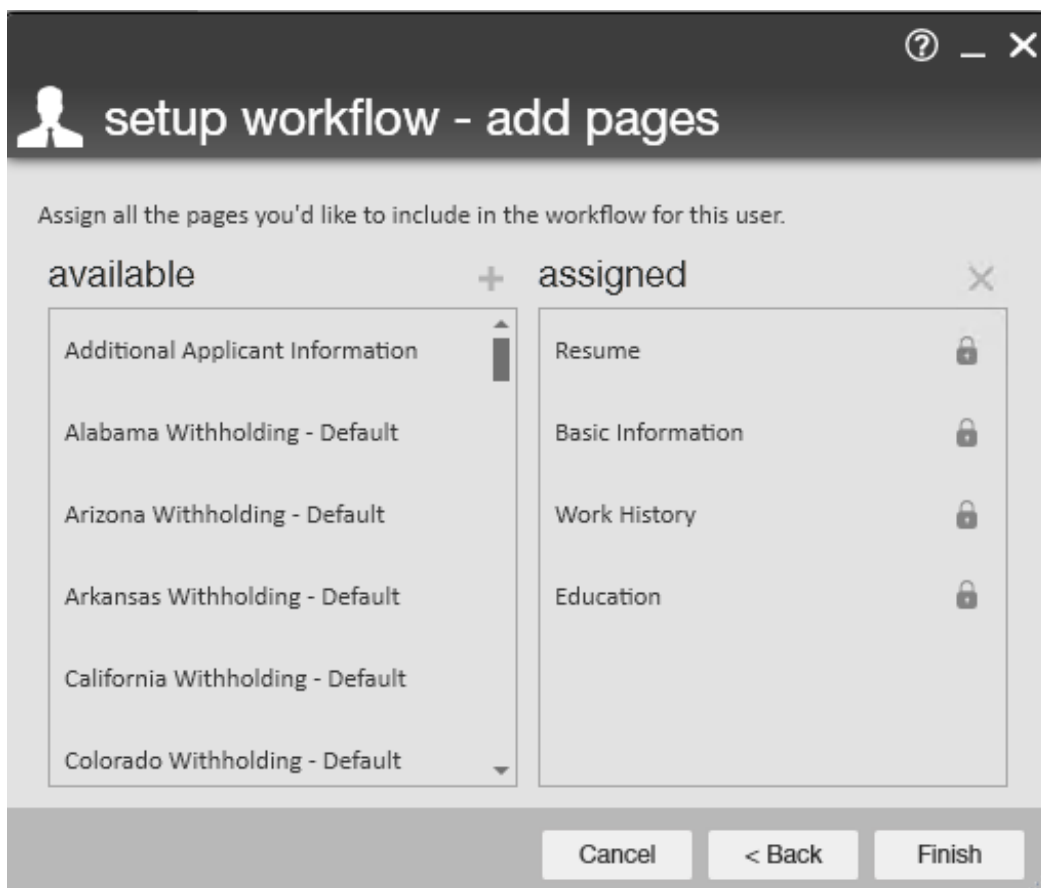
4. Select the "Application" Workflow and Starting Step:



The screenshot shows a dialog box titled "setup workflow - assign". At the top left is a user icon. The main heading is "workflow details" with the instruction "Assign a new workflow to this user." Below this are four input fields: "Username" with the value "wednesday.addams", "Workflow" with a dropdown menu showing "Application", "Start at Step" with a dropdown menu showing "Application", and "Language" with a dropdown menu showing "English". At the bottom right, there are two buttons: "Cancel" and "Next >".

5. Select Next

6. Review the pages and add any additional pages you need them to fill out




The screenshot shows a dialog box titled "setup workflow - add pages". At the top left is a user icon. The main heading is "setup workflow - add pages" with the instruction "Assign all the pages you'd like to include in the workflow for this user." Below this are two columns: "available" and "assigned". The "available" column contains a list of pages: "Additional Applicant Information", "Alabama Withholding - Default", "Arizona Withholding - Default", "Arkansas Withholding - Default", "California Withholding - Default", and "Colorado Withholding - Default". The "assigned" column contains a list of pages: "Resume", "Basic Information", "Work History", and "Education". Each page in the "assigned" column has a lock icon to its right. At the bottom, there are three buttons: "Cancel", "< Back", and "Finish".

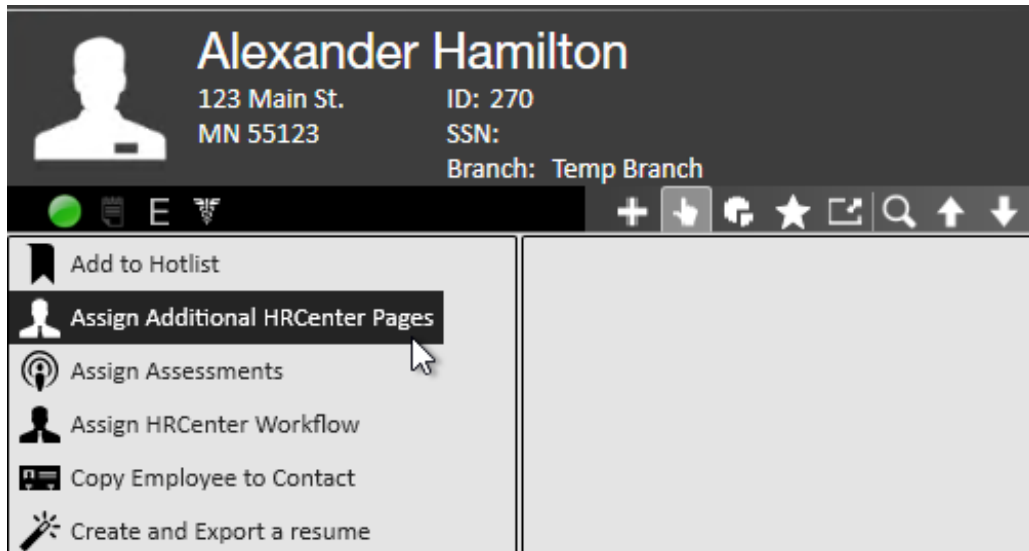
7. Select Finish

Let the employee know they can log back into HRCenter to complete the new application.

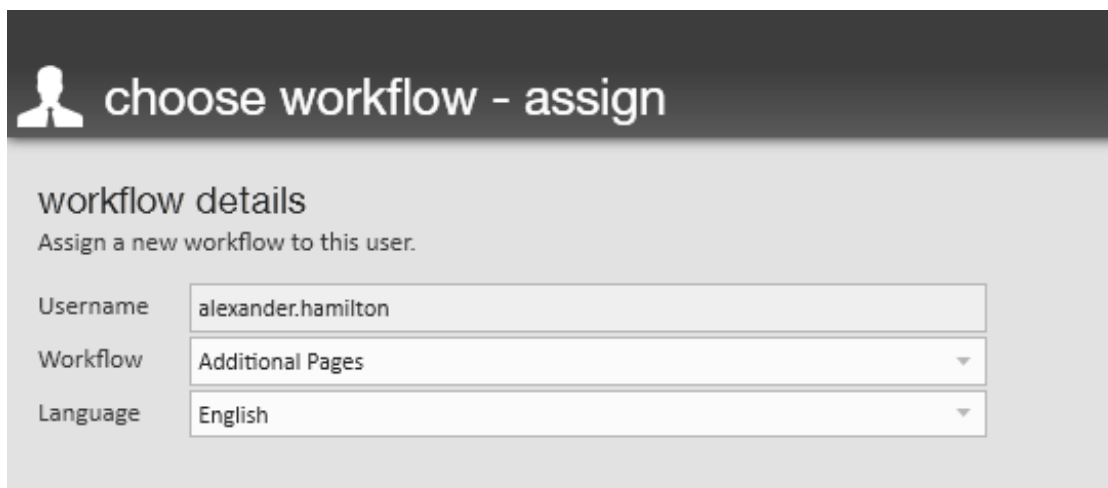
Assigning a Form or Misc Page

If you have a page or form such as an I-9 or W-4, you can assign individual pages for an employee or applicant

1. Navigate to the employee record that you want to send a new I-9 or W-4 to.
2. Select the  actions button in the top center of their record
3. Choose 'Assign Additional HRCenter Pages'



4. A new window will open, Select the 'Additional Pages' workflow to choose which forms you are sending

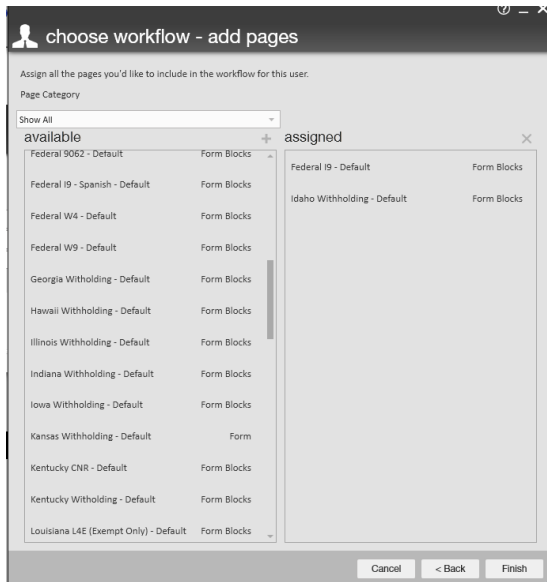


choose workflow - assign

workflow details
Assign a new workflow to this user.

Username	alexander.hamilton
Workflow	Additional Pages
Language	English

5. Select Next
6. Choose which document(s) you want to send over. (There are state withholding forms, Federal W-4 and Federal I-9 options)
7. Select the + button to assign the page (you can repeat step 6&7 as many times as you need until all forms you want the employee to fill out are under assigned)



8. Select Finish and let your employee know they can sign back into HRCenter to complete those new documents.

Employees will now fill out their portions of the I-9 and W-4 documents complete with [legal electronic signatures](#) .

Once a form is filled out, you may have additional steps to take. See [Core - Managing Applications through HRCenter](#) for more information.

Related Articles