

UGA Onboarding System

Guide

for HR Users

Posted May 1, 2012

HireXpress™

A service of [TALX](#) **TALX**

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[Privacy Policy →](#)

Login Instructions

Please enter your employer code. This information is only used to identify your account and is protected by industry standard SSL encryption.



webManager Login

Employer Code:

Remember my Employer Code on this computer?

[Terms and Conditions →](#)

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Go to this URL: <https://hrx.talx.com/webmanager/LoginClientKey.aspx> to log on to the Administrative site for the UGA Onboarding System. The Employer Code is 13990 for our system. Then press the **Continue** button.

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Login Instructions

Please enter your employer code. This information is only used to identify your account and is protected by industry standard SSL encryption.

webManager Login

Employer Code: 13990

Remember my Employer Code on this computer?

Continue

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Your User ID is your UGA 810 number. If you do not remember your UGA 810 number, go to this website: <https://idm.uga.edu/IDMProv/jsps/login/Login.jsf> to retrieve your 810 number.

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Log In

University of Georgia

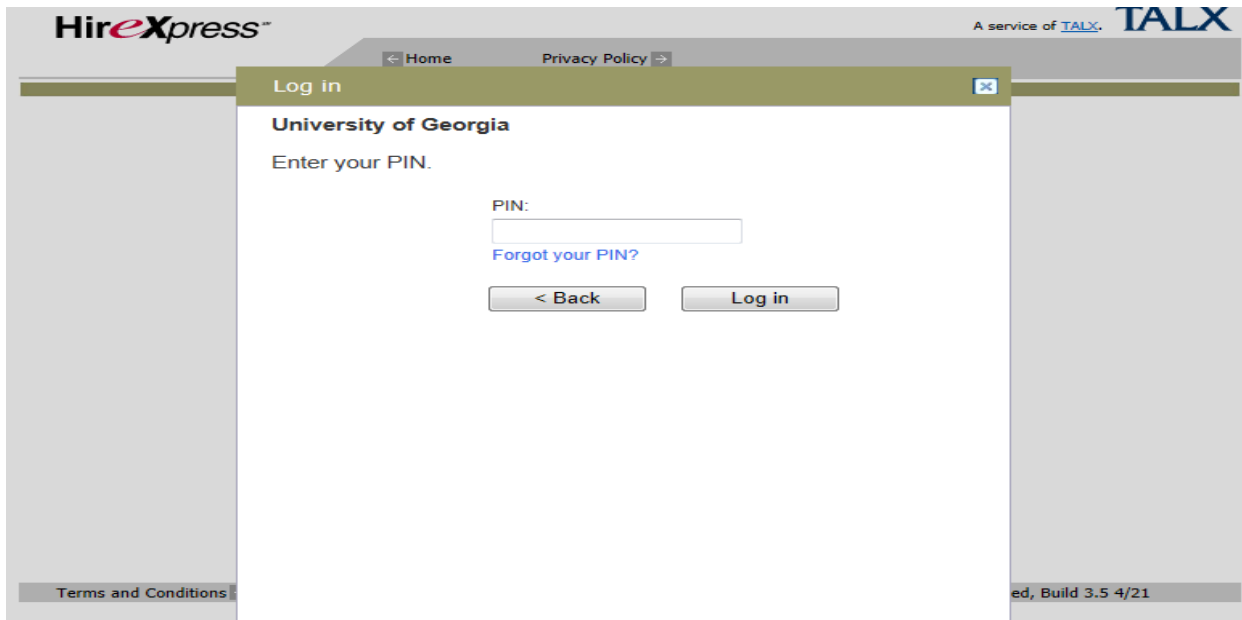
Enter your User ID to log in. Information is protected by industry standard SSL encryption.

User ID:

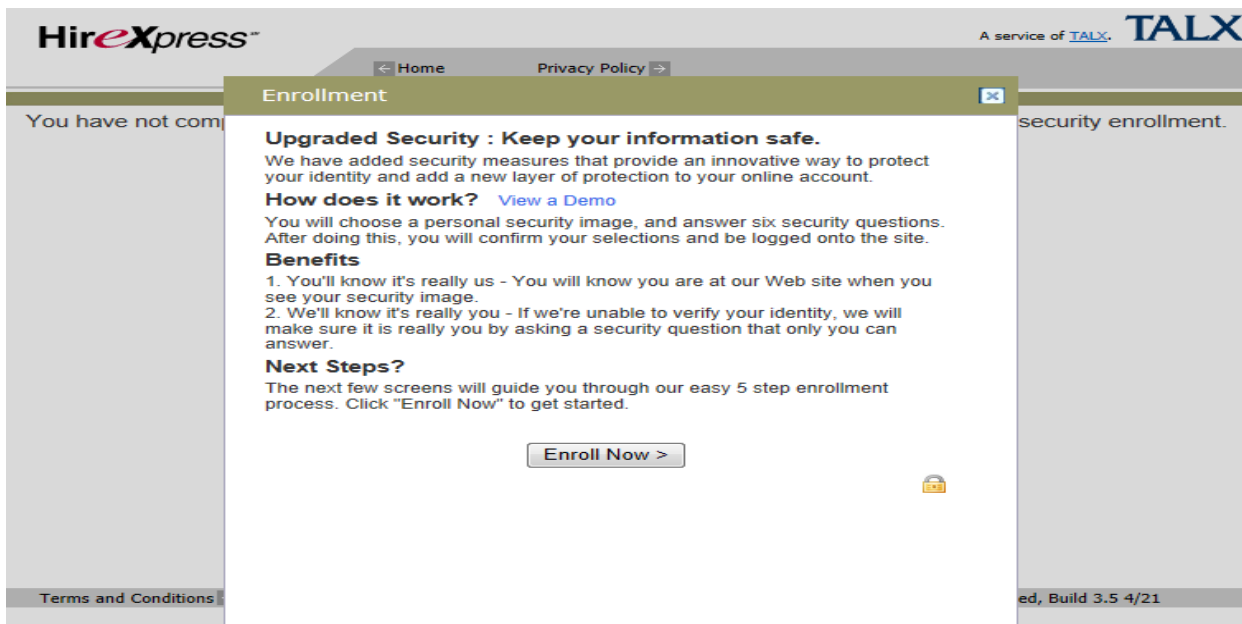
Continue >

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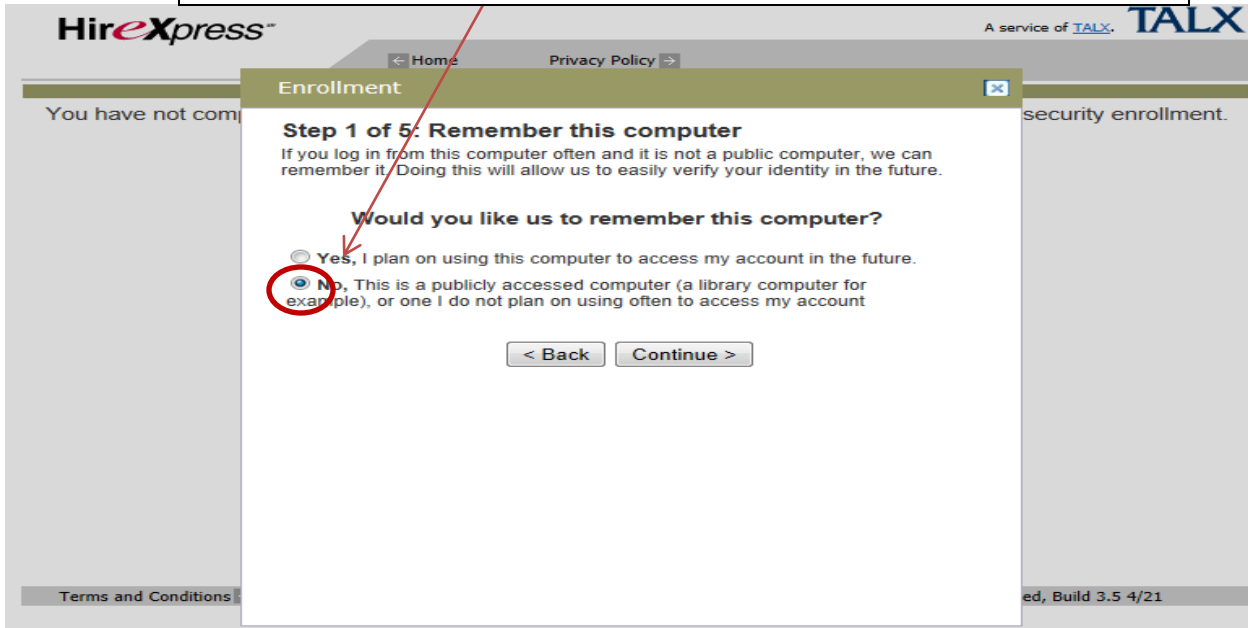
Enter your default or temporary PIN. Your temporary/default PIN is your date of birth (MMDDYYYY) without any dashes, spaces, or slashes.



Select the [Enroll Now](#) button to set up several security features on your account.



Always select **No!** Do not let the site “remember” your password. There is too much sensitive information in this system!



Select an image you will remember.



Select security questions and provide answers. There are six questions you must select and provide an answer.

The screenshot shows the 'Enrollment' window for 'Step 3 of 5: Security Questions'. The page header includes 'HireExpress' and 'A service of TALX'. Navigation links for 'Home' and 'Privacy Policy' are visible. The main content area contains instructions: 'When you log in from a computer we do not recognize, you may be asked to answer a security question in order to verify your identity. Select questions from the drop down menu and type in your answers.' Below this, there are three question sets, each with a dropdown menu for the question and a text input field for the answer. The questions are labeled '* Question 1:', '* Question 2:', and '* Question 3:'. The dropdown menus currently show '--Select A Question--'. The footer of the enrollment window includes 'Terms and Conditions' and 'ed, Build 3.5 4/21'.

Provide your contact information. You should put your work phone number only.

The screenshot shows the 'Enrollment' window for 'Step 4 of 5: Contact Information - Phone/Fax'. The page header includes 'HireExpress' and 'A service of TALX'. Navigation links for 'Home' and 'Privacy Policy' are visible. The main content area contains instructions: 'Please update your contact information. The information may be used to contact you and verify your identity in the future. Please note: Direct numbers are preferred, as numbers with extensions cannot be used to contact you for identity verification purposes.' Below this, there are four sections for contact information: 'Work Phone', 'Home Phone', 'Cell', and 'Fax'. Each section has a 'Country' dropdown menu (currently showing '--Select--') and a 'Number' text input field. The 'Work Phone' section also includes an 'Extension' text input field. The footer of the enrollment window includes 'Terms and Conditions' and 'ed, Build 3.5 4/21'.

Review your selected image and your answers to all of the security questions.

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[Home](#) [Privacy Policy](#)


Enrollment ✕

You have not completed your security enrollment.

Step 5 of 5: Review Security Selections

Remember This Computer [Change](#)
No

Personal Security Image [Change](#)



Security Questions and Answers [Change](#)

1. What was the name of your High School?
SWD
2. In what city was your high school?
decatur
3. What is your father's middle name?
david

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You will see a “Congratulations” message after you have completed the security steps.

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[Home](#) [Privacy Policy](#)

Enrollment ✕

You have not completed your security enrollment.

Congratulations! Your enrollment is complete.

The next time you log into your account, you will see your Personal Security Image after you enter your User ID. Remember: Always look for your Personal Security Image before entering your PIN.

[Continue >](#)

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Enter your birth date (MMDDYYYY) in the Current PIN box. Next, you will create a new PIN for the Onboarding System. Then press the **Save** button.

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Home Privacy Policy

PIN Set

As a security measure, please reset your current PIN
Please choose a new PIN below. Make sure your PIN is easy for you to remember, but difficult for others to guess. When you are finished, click 'Save'.

Your PIN must be 4 to 16 characters in length. It must only contain numbers without any spaces.

Note: If you plan to use the automated phone system, your new 4 to 16 character PIN should be numbers only.

Current PIN:

New PIN:

Re-enter New PIN:

Save

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Finally, you are in the UGA Onboarding System. You have two menu options to choose from the menu on the left. The first menu option is "Lookup." You will click on the Lookup option to see your employees and if the employee has completed the new hire packet.

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Privacy Policy Logout Welcome: LydiaF Lanier

University of Georgia ACTIVE DIVISION UGA

Current Filter Settings Filter Off

webManager Menu

- Lookup
- I-9 Management
- Settings

Welcome

Alerts	0
Tasks Not Started	0
Tasks Not Completed	0

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Once you click on “Lookup,” you will have two ways to view your employees. You can enter the last four digits of the employee’s SSN or you can type the employee’s first and last name to see your employee. See the examples below.

The screenshot shows the HireXpress web interface. At the top left is the HireXpress logo. At the top right, it says "A service of TALX" and "TALX". Below the logo, there are links for "Privacy Policy" and "Logout". On the right, it says "Welcome: LydiaF Lanier". The main header area includes "University of Georgia" and "ACTIVE DIVISION UGA". On the left, there is a "webManager Menu" with options: "Lookup", "I-9 Management", and "Settings". The "Lookup" section has a "Current Filter Settings" box with "Filter Off" selected. The lookup form has two input fields: "Last 4 of SSN" (empty) and "First Name *" (empty). There is also a "Last Name *" field (empty) and a "View" button. Below the form, it says "* = partial values acceptable".

Example 1: You have entered the last four digits of the employee’s SSN and selected the **View** button. You can view the packet status in the box called “State.” In this example, the new hire has completed the packet. In the State box you may also see “Filling Out Personal Information,” or “Filling Out Final Instructions.” These messages will tell you where the employee has stopped in the process of completing the new packet.

The screenshot shows the HireXpress web interface with the lookup results displayed. The "Last 4 of SSN" field now contains "2020". The "View" button is highlighted. Below the form, there is a table with the following data:

Name	Location	Creation Date	State
Bear, Pooh B XXX-XX-2020	0061-PHYSICAL PLANT Full Benefit Eligible	04/05/2012 07:23 AM 04/05/2012	New Hire Documents Complete

Example 2: You may want to look up your newly-hired employees by name. You will need to enter the employee's first and last name, then select the **View** button. You cannot enter the first or last name only. Once you have the employee in the display area, click on the employee's name and the employee's information will display.

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[Privacy Policy](#) [Logout](#)

Welcome: **LydiaF Lanier**

University of Georgia

ACTIVE DIVISION UGA

Current Filter Settings

Filter Off

webManager Menu

Lookup

I-9 Management

Settings

Lookup

Last 4 of SSN

First Name * Last Name *

* = partial values acceptable

Name Social Security Number	Location Position	Creation Date Start Date	State
Bear, Pooh B XXX-XX-2020	0061-PHYSICAL PLANT Full Benefit Eligible	04/05/2012 07:23 AM 04/05/2012	New Hire Documents Complete

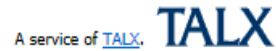
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On the employee display page, you may do several things to help your employees.

You can find:

- (1) Login ID
- (2) Reset the password to the default (date of birth – MMDDYYYY) if an employee forgets a password
- (3) Resend an invitation (email) if the employee requests a resend. Always check the email address first
- (4) Check the status of the I-9
- (5) Go directly to section 2 of the new hire’s I-9 if the status is “pending.” The Complete I-9 button does not show up as an option until the employee’s new hire packet is completed



[Privacy Policy](#) → [Logout](#) →

Welcome: **Lydia F Lanier**

University of Georgia

ACTIVE DIVISION UGA

Current Filter Settings

Summary

Filter Off

Bear, Pooh B

webManager Menu

[Lookup](#)

[I-9 Management](#)

[Settings](#)

Packet Information	Documents	Tasks	Notes	Workflow H	Activities
Reference ID	15002				Reset Password
Login ID (1)	pobear				Resend Invitation
Social Security Number	XXX-XX-2020				Complete I-9
Full Name	Bear, Pooh B				
Date of Birth	01/01/1980				
Address	111 Honey Bee Lane Athens, GA 30601				
Telephone	(706) 555-2020				
Email Address	onboard@uga.edu				
Location	0061-PHYSICAL PLANT				
Position	Full Benefit Eligible				
Start Date	4/5/2012				
Creation Date	4/5/2012 7:23 AM				
Created By	Lydia F Lanier				
Workflow State	New Hire Documents Complete				
Tax Credit Eligibility					
I-9 Status	Pending (4)				

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If you click on the **Documents** tab, you will see a heading for each section in the new hire packet. You may click on each heading to view the page yourself. Every new hire packet will have some of the same elements. Remember: the W-4, G-4, direct deposit and the GDCP application form are still paper. The I-9 instructions and the I-9 section will be different for those who have a Social Security number and for those who must apply for their SSN. You should take time to look at one or more of these packets just to become familiar with what the employee reads and sees. The new hire packet is customized according to the employee's benefit eligibility. Always contact HR (onboard@uga.edu) if you have comments or suggestions.

Current Filter Settings

Filter Off

webManager Menu

- Lookup
- I-9 Management
- Settings

Summary

Bear, Pooh B

Packet Information
Documents
Tasks
Notes
Workflow History
Activities

	RQ	NH	HR	CR		
Welcome	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			→	
Personal Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			→	
E-Signature	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			→	
Security Questionnaire	<input type="checkbox"/>	<input type="checkbox"/>			→	
Loyalty Oath	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			→	
Intellectual Property Agreement Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			→	
W-4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			→	
G-4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			→	
Direct Deposit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			→	
I-9 Instructions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			→	
I-9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		→	
University System of Georgia Ethics Policy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			→	
Non-Discrimination and Anti-Harassment (NDAH) Policy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			→	
Workplace Violence Policy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			→	
Policy on Alcohol and Other Drugs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			→	
Computer Use Policy and "Secure UGA"	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			→	
Employment & Policy Information	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			→	
Right to Know	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			→	
Benefits and Retirement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			→	
Final Instructions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			→	

If you click on the **I-9 Management** link, you will be taken to the I-9 Express system. You will no longer log in to the I-9 Express system separately, unless you want to do so.

- ← Back to HireXpress
- Main Menu
- Upload I-9
- Search For Employees**
- My Account
- Reports
- Administration
- Help



Main Menu



Search For Employees

[Search for employees](#) by entering a First or Last Name, SSN, Location, I-9 Type, or all of the above.



My Account

View and update your personal information and security settings. Change your PASSWORD. [more](#)



Administration

[Users](#)

Quick Search		Refresh
Pending	-	
Reverification Due	-	
SSN Applied For	-	
E-Verify Issues	-	

[Refresh All](#)

E-Verify

Status: ✓ Currently Available

▶ [Outage Schedule](#)

On this page, you may check on the status of all your pending I-9s. At any time, you may return to the UGA Onboarding system by pressing the back button.

Any questions about the Onboarding System? Email onboard@uga.edu or call 706-542-2222.