

# Re-Sign Employee Onboarding Forms

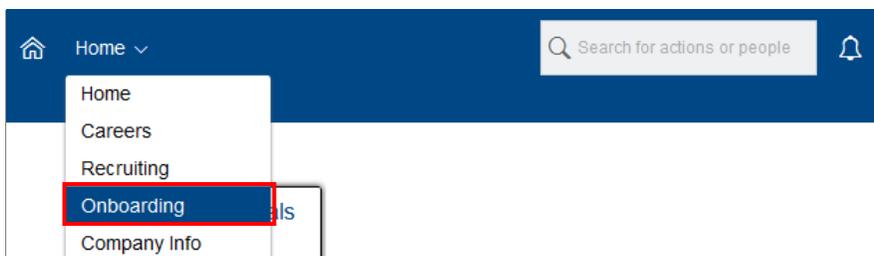
## Overview

Candidates who are completing the Signature Step within the New Employee Step for Onboarding have the option of clicking the *Employee's Forms Correct Data* link to correct any errors in completed forms before submitting them.

When this occurs, the employee is placed in the *Onboarding Signature Step* in SuccessFactors Onboarding, and the employer signature that HR Shared Services applied to the employee's forms during the Post Hire Verification Step is removed. The Signature Step Activity must be assigned to an individual from HR Shared Services who will re-sign the forms in order for the hiring process to be completed.

## Procedure

1. Click the **Home** menu and select **Onboarding** from the dropdown.



The *Onboarding* dashboard screen appears.

2. Click the **Signature Step** checkbox under the **Processes** area to select it (leave all others unchecked).

A screenshot of the Onboarding Dashboard. The top navigation bar shows 'Onboarding' selected. Below the navigation bar, there are statistics for '42 Total Tasks', '9 My Tasks', '33 Waiting on O...', '42 Overdue', and '208 Completed'. The main content area features a table with the following data:

Processes		+ Create New Task Refresh List Export		
Onboarding	42	<input checked="" type="checkbox"/>	<b>My Tasks For New Hire (2)</b>	Assigned To Start Date
<input type="checkbox"/> PostHire Verification Step	7	<input type="checkbox"/>	Signature Step	Tony Stark Jan 30, 2018
<input type="checkbox"/> New Employee Step	33	<input type="checkbox"/>	Signature Step	Tony Stark Jul 31, 2017
<input checked="" type="checkbox"/> Signature Step	2			
<input type="checkbox"/> Notifications	152			

The 'Signature Step' row is highlighted with a red box, and its checkbox is checked.

3. Click  to the right of the **name of the candidate** for whom you wish to re-sign onboarding forms.
  - Menu options appear in a list (View at a glance; Reassign; Restart; Cancel).
4. Click **Reassign**.

The screenshot shows the 'Onboarding Dashboard' with a 'New Hire Activities' section. It displays a summary of 42 total tasks, categorized into My Tasks (9), Waiting on O... (33), Overdue (42), and Completed (208). Below this is a table of processes. The 'Signature Step' process is selected, and a context menu is open over one of its tasks, showing options: View at glance, Reassign, Restart, and Cancel. The 'Reassign' option is highlighted with a red box.

Processes	Count	Actions
Onboarding	42	+ Create New Task, Refresh List, Export
My Tasks For New Hire (2)		Assign
PostHire Verification Step	7	
New Employee Step	33	
Signature Step	2	View at glance, Reassign, Restart, Cancel
Notifications	152	

The *Reassign Activity* pop-up window opens.

5. Enter the name of the individual to whom you are assigning the onboarding signature step activity in the text field.
6. Click **OK**.

The 'Reassign Activity' pop-up window is shown. It has a title bar with a warning icon and the text 'Reassign Activity'. Below the title bar, there is a text input field with the placeholder text 'Please enter the first letters of either the first or last name.' The input field is highlighted with a red box. Below the input field, there is a checked checkbox labeled 'Select to re-assign New Hire Activity'. At the bottom right, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box.

You return to the *Onboarding* dashboard screen. Steps 7 through 10 apply to the individual who has been assigned the Onboarding Signature Step Activity.

- Click the **name of the employee** for whom you have been assigned the Onboarding Signature Step Activity.

The screenshot shows the 'Onboarding Dashboard' with a search bar and navigation tabs. A summary bar displays '42 Total Tasks' and four categories: 'My Tasks' (9), 'Waiting on O...' (33), 'Overdue' (42), and 'Completed' (208). Below this is a table of processes:

Processes	Count	Actions
Onboarding	42	+ Create New Task, Refresh List, Export
My Tasks For New Hire (2)		
<input type="checkbox"/> PostHire Verification Step	7	<input type="checkbox"/> Tony Stark, Signature Step
<input type="checkbox"/> New Employee Step	33	
<input checked="" type="checkbox"/> Signature Step	2	<input type="checkbox"/> Tony Stark, Signature Step
<input type="checkbox"/> Notifications	152	

The *Corporate Representative Signature* screen appears.

- Enter your **password for electronic signature** in the **Password** field.
- Click **Submit**.

The screenshot shows the 'Click to Sign' screen for 'Tony Stark'. It includes a header with the user's name and a search bar. The main content area contains the following text:

Please, enter your password. After you key in your password, click the "Submit" button. Afterwards the list of forms will be displayed that require your signature. The first form will automatically be displayed. Click the "Click to Sign" button. A check mark will appear near the form you have electronically signed and the next form will be displayed for signature. Continue the process until all forms are signed.

**Agreement to Use Electronic Click Signature to Sign Documents**

I, Tony Stark, agree to sign these electronic PDF documents using "click" signature technology. I understand that a record of each document and my signing of it will be stored in electronic code. I intend both the signature I inscribe with the "click" signature technology and the electronic record of it to be my legal signature to the document. I confirm that the document is "written" or "in writing" and that any accurate record of the document is an original of the document.

Corporate Representative Title: CORPORATE REPRESENTATIVE

Password: [Redacted]

[Forgot Password](#)

**Submit** (indicated by a red arrow)

The *Click to Sign* screen appears.

10. Click the **Click to Sign** button to sign the required forms.

**Note:** The employee signature will be there and the Employer signature will be missing.

Corporate Representative's Forms

Click to Sign

Click the "Click to Sign" button to e-sign your forms. The next form to sign will automatically appear and a check mark will appear by each signed form.

Bluecross HSC Dental Form  
17002

Need help signing your forms? [Click here for instructions.](#)

DO YOU OR YOUR DEPENDENTS HAVE DENTAL COVERAGE THROUGH ANOTHER INSURANCE PLAN TO BE CO-ORDINATED?

NO     YES - IF YES, PLEASE PROVIDE THE FOLLOWING INFORMATION:

NAME OF INSURED	NAME OF INSURANCE COMPANY	POLICY NUMBER
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I certify the above information is true and correct and that all participants are eligible for coverage per the group agreement. I understand that it is my responsibility to notify Manitoba Blue Cross immediately if a participant no longer meets the criteria to remain on my plan. I have read and understood the Authorization & Consent on the reverse side of this form and agree to the conditions of the group agreement between my employer and Manitoba Blue Cross.

EMPLOYEE SIGNATURE: ✔ Digitally signed by: Carrie Solmundson on 07/05/2024    DATE: 05/07/2024

THIS SECTION TO BE COMPLETED BY EMPLOYER

NAME OF EMPLOYER <b>Shared Health - Provincial</b>	COVERAGE EFFECTIVE (DD/MM/YYYY)	GROUP NUMBER <b>17002</b>
I HEREBY CERTIFY THIS EMPLOYEE MEETS THE CONTRACTUAL REQUIREMENTS OF BEING AN ELIGIBLE EMPLOYEE		COMPLETED FOR EMPLOYER BY

BLUE CROSS USE ONLY

GROUP NUMBER <b>17002</b>	CERTIFICATE NUMBER
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## Next Steps

After the onboarding forms are re-signed, the forms can be found in the Document Center with both the employee and employer signatures. Refer to the [Access Onboarding Forms in the Document Center](#).