



# Aurion

FACT SHEET

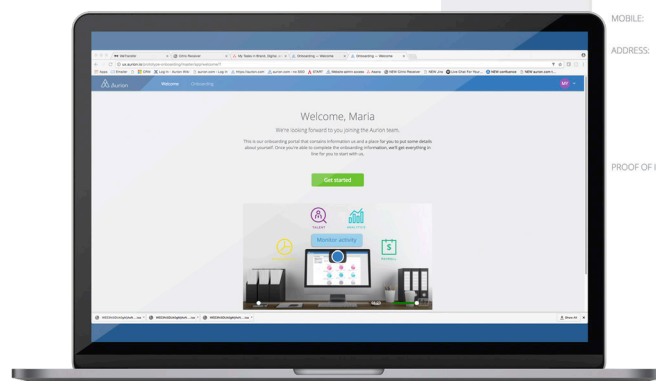
## ONBOARDING

### Overview

Aurion Onboarding removes the paperwork from onboarding and ensures that your organisation can create a great experience for new employees, even before their first day. Reduce the time spent on onboarding with a personalised online portal that welcomes your new employees, lets them accept their employment contract and your key policies, and add their own personal details securely.

Onboarding empowers your new starters to hit the ground running from day one, and ensures a streamlined new hire process that removes paperwork and reduces rework and delays. New employee details are added directly to their new employee record, with no need for managers or payroll staff to re-enter employee information.

- + Accept contracts and key policies and guidelines before commencement.
- + Intuitive portal for new hires to enter their own details securely
- + Save hours of administrative time per new hire



Job details

2 Personal details

3 Financial details

4 Review & Submit

Personal details

TITLE: Miss

GIVEN NAME: Maria Magdalena

PREFERRED NAME: Maria

LAST NAME: Young

GENDER:  Female  
 Male  
 Intersex/Indeterminate/Unspecified

DATE OF BIRTH: 31 December 1980

EMAIL: maria.young@gmail.com

MOBILE: 0411 222 333

ADDRESS: 123 Coronation Drive  
Toowong QLD 4066  
Australia

PROOF OF IDENTITY:  Yes

Passport:  No file chosen

Drivers Licence:  No file chosen



# ONBOARDING

## Save time and eliminate paperwork

From contract acceptance to the first day of work, Aurion Onboarding captures new employee details electronically, reducing hours of manual work and eliminating errors involved in collecting, sending and tracking new hire details.

This means less paper, minimised risk with reduced double-handling of sensitive employee information, and ultimately more time for your staff to focus on strategic value-add activities.

## Create the ultimate employee onboarding experience

Positive first impressions matter. When onboarding is done effectively, new hires are empowered to start the first day already acquainted with your organisation.

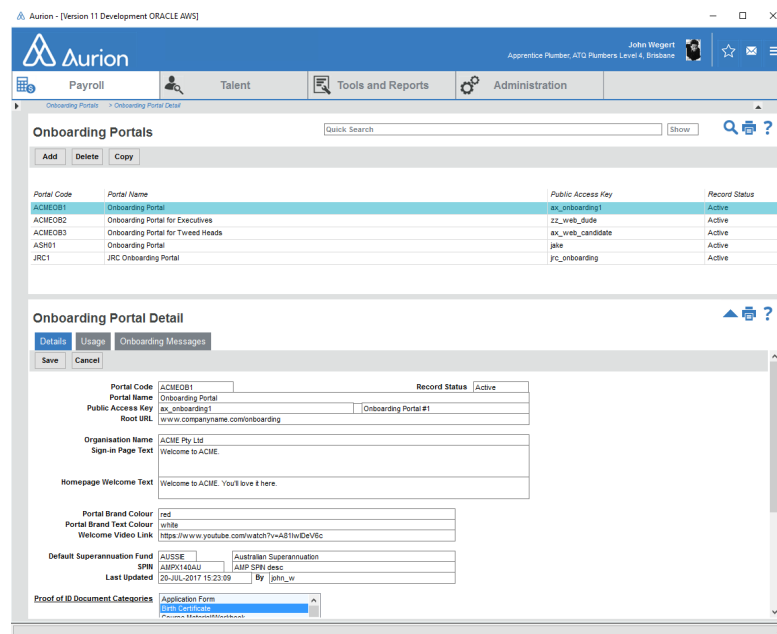
With Aurion Onboarding, new hires complete time-consuming forms electronically before the first day of work. The onboarding portal provides a personalised introduction to your organisation with relevant content that promotes your culture and introduces them to your organisation. This personalised welcome helps your new hire transition into the role with ease.

## Strengthen your talent brand and maximise engagement

Aurion's Onboarding portal is configurable to include information that showcases your company's values, vision and mission. You can create a welcome page to introduce your organisation and provide access to key new starter policies and guidelines to help your new hire progress through their role.

## Save time and eliminate paperwork

- + Personalised online portal with company overview and corporate video.
- + Accept employment contracts and key new starter policies and guidelines electronically before commencement.
- + Ability for employees to upload identification documents, superannuation choice fund and tax file declaration.
- + Unique branded portals for multiple companies from one Aurion database.



**Onboarding Portals**

Portal Code	Portal Name	Public Access Key	Record Status
ACME0B1	Onboarding Portal	ex_onboarding1	Active
ACME0B2	Onboarding Portal for Executives	zz_w@_b06	Active
ACME0B3	Onboarding Portal for Tweed Heads	xt_w@_candidate	Active
ASH01	Onboarding Portal	jake	Active
JRC1	JRC Onboarding Portal	jrc_onboarding	Active

**Onboarding Portal Detail**

Portal Code: ACME0B1 | Record Status: Active

Portal Name: Onboarding Portal

Public Access Key: ex\_onboarding1 | Onboarding Portal #1

Root URL: www.companyname.com/onboarding

Organisation Name: ACME Pty Ltd

Sign-in Page Text: Welcome to ACME.

Homepage Welcome Text: Welcome to ACME. You'll love it here.

Portal Brand Colour: red

Portal Brand Text Colour: white

Welcome Video Link: https://www.youtube.com/watch?v=A81wDeV8c

Default Superannuation Fund: AUSSE | Australian Superannuation

SPIN: AMPK14BAU | AMP SPIN desc

Last Updated: 20-JUL-2017 15:23:09 | By: john\_w

Proof of ID Document Categories: Application Form, Photo Certificate

## CONTACT US TODAY

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or call 1300 287 466.

With a 30 year heritage in payroll and HRIS software solutions, Aurion is the trusted partner of hundreds of organisations and government agencies. Put simply, Aurion designs and deploys the best people and payroll software that makes work life easy.

