

STAGES

OUTSIDE OF PIPELINE		Admin/System Onboarding	Independent Training	Workload Ready	Onboarding Complete
Add Wiki Page to TaxDome	AUTOMATIONS	Create task: OB- Confirm Access	Add Wiki: New Employee or Contractor Onboarding in TaxDome	Create Task- OB - Set up your TaxDome	Send email: OB- Onboarding Complete
Provide access to new hire		Create Task - OB- Track your time	Create Task: OB- Complete training videos	Create Task - OB- Review Assigned workload & get organized	Create Task - OB- Archive job
Create new hire account in TaxDome to allow for self-onboarding		Send email: OB- Let's get you onboarded!		Create Task- OB- Confirm with supervisor, ready to go	
		AUTOMOVE: ON	AUTOMOVE: ON	AUTOMOVE: ON	AUTOMOVE: OFF