Steps to Complete in KPAY

EXISTROM 01:40 PM (CDT) My Jobs Portal > My Applicant Profile		_		Search Search
Complete	My Summary			
Contact Info	Contact Info			
Contact find Resume Skills	Contact Info Name Test greg Larson	Personal Email	Secondary Email	

Upon logging int your account, click on the bell icon to complete your to-do items.

Navigate to your checklists and complete all assigned checklists.

My To Do Items 1 My Checklists 1	
← My Checklists	
✓ Page 1 of 1 ▶ 1 - 1 of 1 Rows	
New Employee Information Test greg Larson Created 03/19/2024 01:39 pm 0% complete	New Employee Information Test greg Larson (Applicant8638184741)
	Not Started (0 out of 3)
	0%
	Created 03/19/2024 01:39 pm

Click on the "open checklist" button to open the checklist.

Complete all required (anything with a *) items within the checklist. Once you have completed everything, hit submit and you will see each checklist item become completed.

<u>+</u>	E Search a P T
ployee Information	My HR > Forms
t of 3)	New Employee Information
ed •••	
ee 0%	
ee Information	New Employee Information: Name: Legal first, middle, and last name: Legal first, middle, and last name:
/16/2024 <mark>(Overdue)</mark> Test greg Larson	First mane, Preferred name (if not same as legal name). Middle name, Preferred name (if not same as legal name). Last name, Preferred name (if not same as legal name). Altar
uestionnaire	Name that your licensing board recognizes you as: Important to note: you provide a preferrat none, you will be set up within our vorsions systems as that name. If you have a nicknome that you would be act be known as (example: "Anthony" goes by "Tany") pieces include that the "preferred name" and "redname" size. Homes or you provided in inclusions will be at alloted for our systems. Interview (inclusion) and the anthony of the anthony of the anthony of the alloted for our systems.

Once each item has been completed a green checkmark will appear beside it and you will see the percentage bar at the top fill in.

D	Checklist	۲	
Che	cklist: New Employee Information		
		33%	_
Start	ted on 03/19/2024		
	Hide Completed		
~	New Employee	33%	
-	New Employee Information		
	Disclosure Questionnaire		
	Complete all required ques	stions.	
	Due Date: 02/16/2024(Overdue) Waiting On: Test greg Larson Notes:		
	Mark as Complete		
	Background Study Release		

Sign your offer letter!



Enter in your full name to accept the offer and click "I accept".

This is considered your signature.

ng a background check. The Background Check Packet must be comp

ľ	Accept Offer	×
	 By clicking the 'I Accept' button, you acknowledge that you have read and understood the terms of this offer letter. 	
((Full Name* Please type your full name to confirm: Test greg Larson)
L	Cancel	

Once you have completed your checklist and signed your offer letter you have completed all KPAY steps! Your recruiter will be automatically alerted when each step is completed. Please be sure to complete all steps within 48 hours.

We look forward to welcoming you to our team!

Human Resources – Nystrom & Associates, Ltd

HResources@nystromcounseling.com

Recruiting@nystromcounseling.com