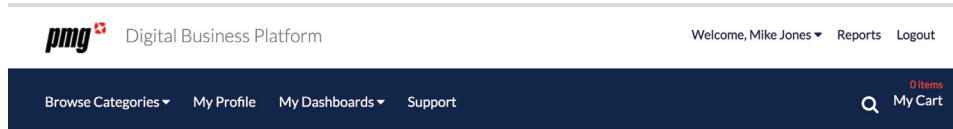# Employee Onboarding

When you hire new employees, you need to equip them with the proper resources to become productive as quickly as possible. This process has become increasingly complex, especially for today's technology-enabled workers. In addition to addressing routine HR paperwork and office logistics, new employees require an array of tools and access permissions in order to get started. Managing these various tasks manually creates unnecessary delays, costing you money in lost time and productivity.

With the PMG Digital Business Platform, implementing a smooth, comprehensive Employee Onboarding solution to automate your entire process is easy. The result is a repeatable, standardized Onboarding process that's efficient and pleasant for everyone involved – from the newly hired employee, to the HR Manager, and everyone in between. This not only saves you money, but also boosts overall employee performance and retention.

ABOUT PMG

The Global 2000 rely on PMG's Digital Business Platform to streamline operations and increase ROI. By automating processes and integrating systems while improving user experience and enhancing collaboration, PMG delivers better results, faster, to business and IT managers. Our low-code BPM platform is configurable and supports constantly evolving business needs for solutions ranging from case management and compliance to IT process automation and HR enablement. For more information, visit www.pmg.net.

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pmg Digital Business Platform

Welcome, Mike Jones ▾   Reports   Logout

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Employee Services

New Employee Onboarding

This service request will guide you through onboarding a new employee. It will send requests to HR, Finance, IT and the hiring manager. An order for a telephone, voicemail, a desktop PC or laptop, a network ID and email account will be created. The new user account will also be provisioned on systems related to the selected Job Role Profile.

Base Cost: $0.00 / $0.00 ongoing
Cost as Configured: $3,360.50 / $0.00 ongoing

Select a Hiring Manager

Hiring Manager Information * ❓	◉ Self ○ Other Hiring Manager		
	Name	Mike Jones	Title	Implementation Consultant
	Department	Professional Services	Email	mjones@pmg.net

New Hire Details

Onboard Type * ❓	◉ Employee ○ Contractor ○ Temporary
Employee Company	PMG

Employee Name

First*	Middle	Last*
John		Smith

Onboard Employee Location *

State*	City*	Building*
GA	Atlanta	PMG HQ

Request Details

The PMG platform integrates directly with your HR, IT, Facilities and Security systems as needed to streamline the full onboarding process start to finish. And, rather than replacing your existing ERP system, PMG's onboarding solution augments it, filling functional gaps, connecting disparate applications and applying workflow logic around those processes where necessary.

PMG's portal provides a consistent user experience where everyone involved can track progress and collaborate as needed on related onboarding activities – from new hire initiation, to approval, to provisioning, and beyond. PMG's workflow engine coordinates all the applicable approvals and processing on the back end. And, with direct integration to your core systems, hardware, software and access provisioning is automated along the way, maximizing efficiency and ensuring compliance.
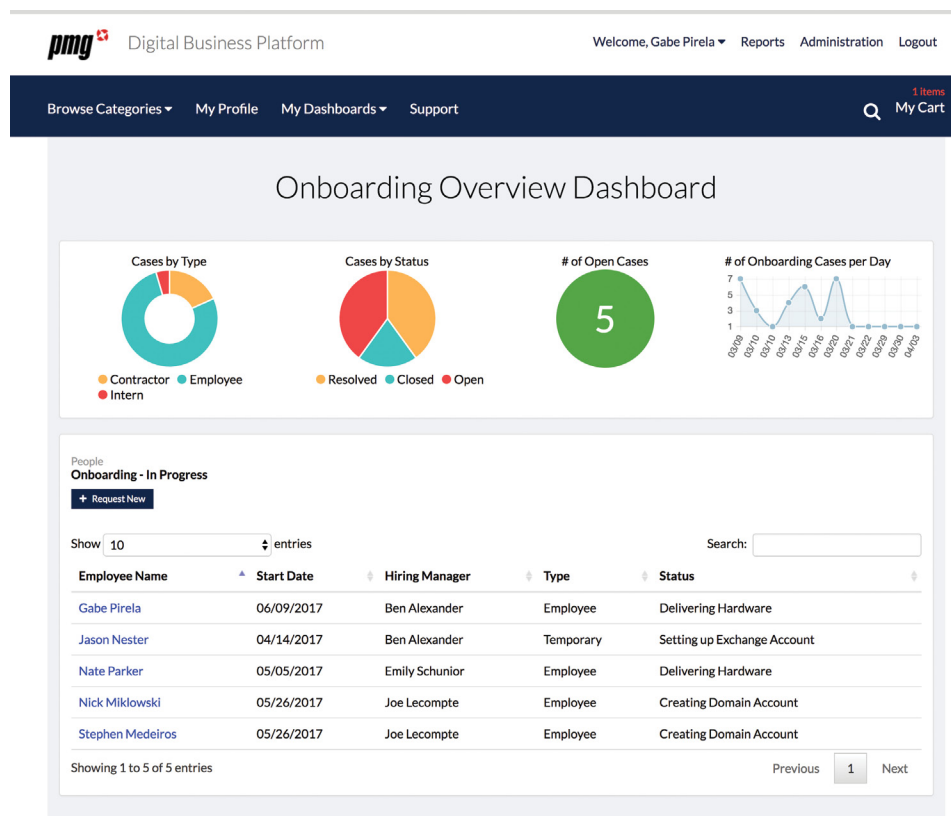

Configurable dashboards provide real-time, role based status updates for everyone involved in the onboarding process.

PMG's Digital Business Platform delivers key functionality needed to automate your entire onboarding process:

- A single portal interface to orchestrate and track the full Onboarding lifecycle

- Rich, configurable forms for data collection

- Ability to bundle forms dynamically, eliminating the need for multiple departmental forms

- Out of the box, bi-directional integration with ERP systems

- Pre-built integration kits for Active Directory and HR Management systems for automated account creation and management

- Pre-built integration kits for IT Help Desk, Facilities and Security systems for automated asset provisioning and de-provisioning

- Drag-and-drop, low-code workflow configuration for approval processing and business logic

- Ability to orchestrate workflow activities across multiple people and departments (HR, Payroll, Benefits, IT, Facilities, Security, etc.)

- Automatic activity audit trails for compliance and audit reporting

- Responsive design for mobile to support Onboarding activities across any device
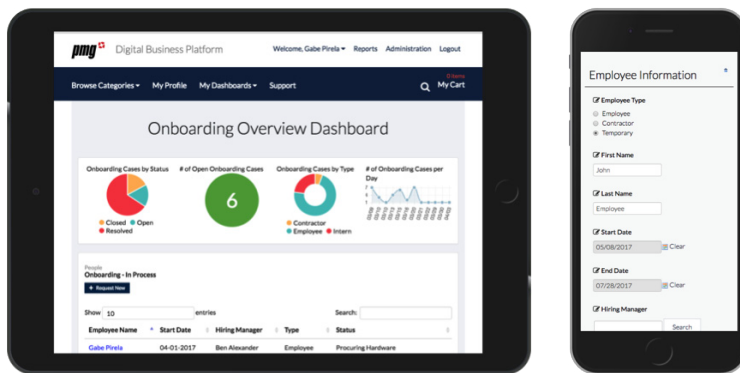
Employee Offboarding

All organizations are subject to resource turnover, and ultimately need to transition those departing employees out of the workforce as efficiently as possible. Automating this process ensures the timely recovery of company assets. It also ensures a prompt deactivation of user accounts to recoup license seat costs and prevent unauthorized access to business-critical systems.

The same features that support the onboarding process also support the offboarding process. PMG simply executes onboarding processes in reverse, automating the revocation of all access rights, accounts, permissions, and assets provisioned since hire.

Why choose PMG for your Employee Onboarding needs?

PMG has helped many of the Global 2000 with their onboarding processes, and has even extended automation capabilities to other HR functions. With PMG, Parsons Corporation reduced employee onboarding time by 56%, contributing to a greatly improved "first-day" experience for new hires. Since then, they've automated more than 30 processes, ranging from granting system access to hardware and software provisioning. 1st Franklin Financial Corporation has also streamlined their new hire process with PMG, fully automating identity access and management tasks as well as employee records update processing for its more than 1,100 employees across hundreds of offices. And, Kautex Textron leverages the PMG platform to support additional HR processes, managing HR training requests for 32 locations and over 6,000 employees worldwide.

For more information on how the PMG Digital Business Platform can automate your Employee Onboarding process, as well as streamline other HR needs, visit pmg.net to request a demo.

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