Compliance Center Administrative Users Quick Reference Guide

Website	https://hrx.talx.com/webmanager/LoginClientKey.aspx
Employer Code	15716

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ACCESSING THE APPLICATION

Log In

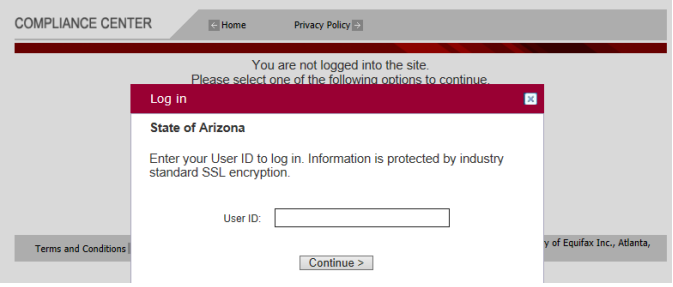
1

- Log into the application – the web adress is on the first page of the document.
- The employer code is always 15716.
- Check the “Remember my Employer Code on this Computer?” box.

User ID

2

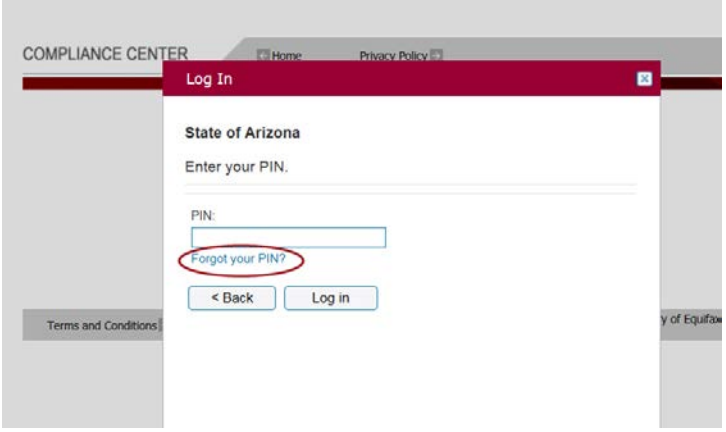
- User ID = your 3 inititals (small letters)+ the last 5 digits of your EIN. If you do not have a middle initial, use the letter “x.
- Example: John H. Smith, EIN 123456 – User ID = jsh23456
- Example Marie Parker, EIN 87457 – User ID = mxp87457



3

PIN

- The default pin is the 4-digit year you were born + the last 4 of your social security number.
- Click Log in after entering your PIN.
- After you log in for the first time, you will be invited to answer 6 security questions and change your PIN.

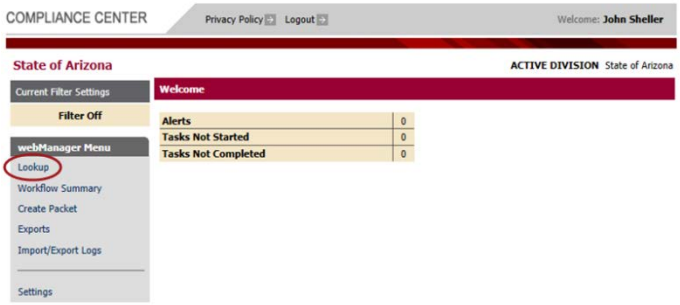
	Forgot PIN
4	• Follow steps 1 and 2 above. • Click on the "Forgot your PIN?" link • One of your security questions will pop up • After you correctly answer the security question, a screen inviting you to create a new PIN will appear 

ONBOARD ARIZONA - THE BASICS

Lookup Function

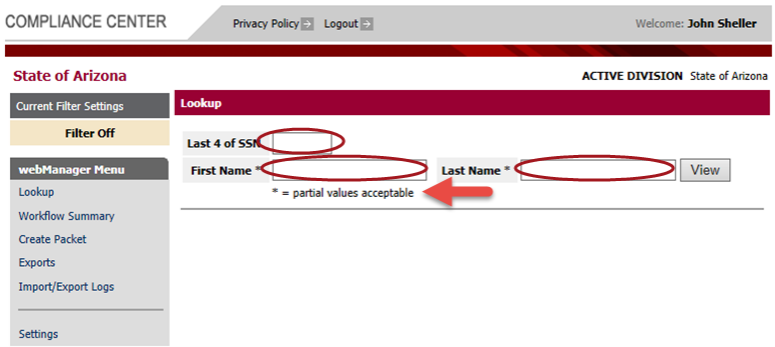
5

- Click on the Lookup link.



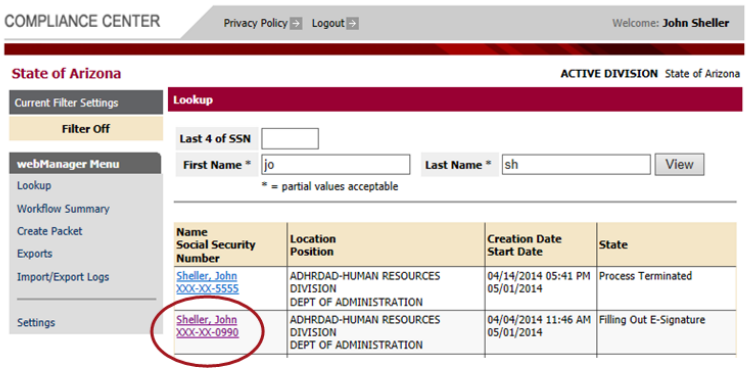
6

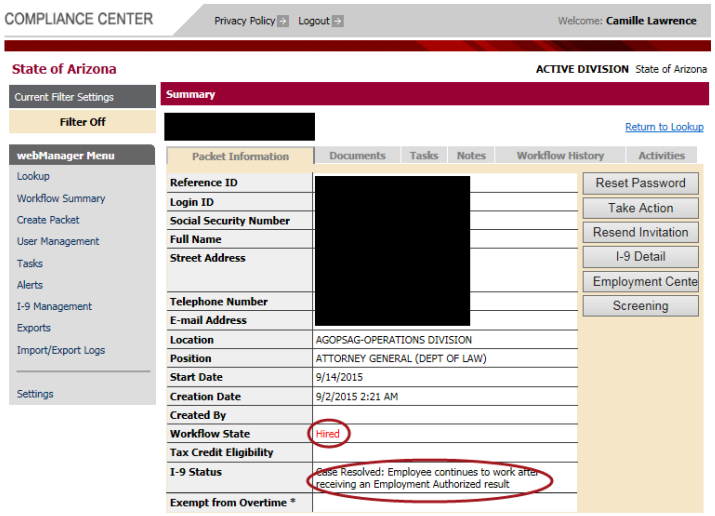
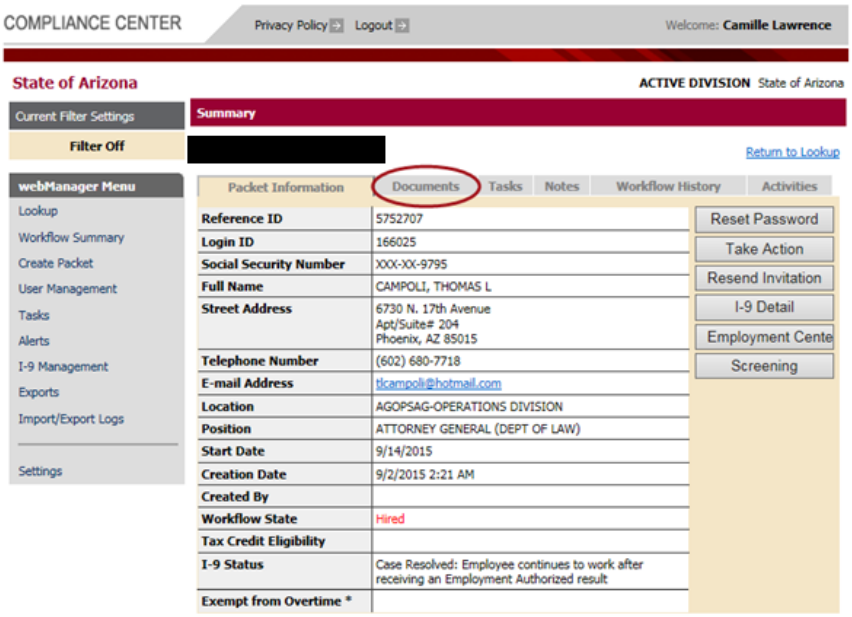
- Find the new hire by either:
  - Entering the last 4 digits of the new hire's social security number
  - Entering the first name and last name – not that partial values will work. So for John Parker only the letters Jo (first name) and Pa (last name) will yield a result.
- Click View



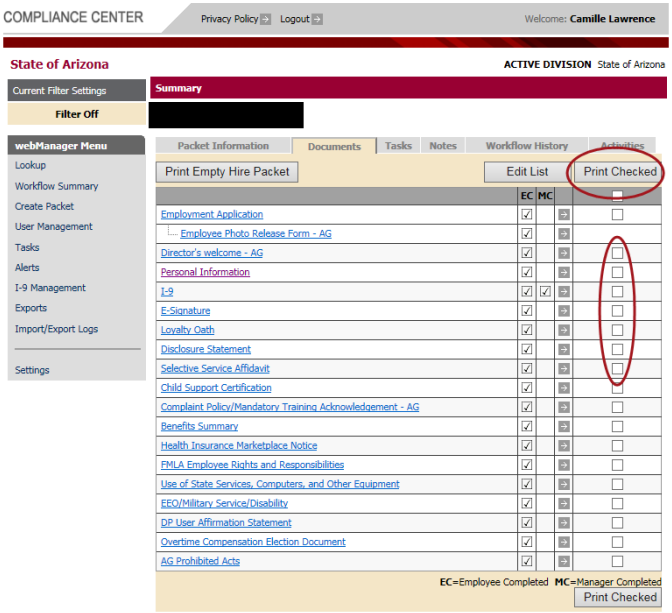
7

- All employees that meet the lookup criteria will display. Click on the employee name for the I-9 you wish to complete.



	Packet Information Tab
8	• The employee summary page will display. • Note the Workflow State: this employee is hired. • Note the I-9 Status: the I-9 has been processed correctly. The employee is authorized to work in the US and the E-Verify case has been closed. 
	Documents Tab
9	• Click on the Documents tab to review details on the packet. 

- A list of all the documents contained in the packet and the actions taken to date is displayed.
- To view a document, click the document name.
- To print a document, check the box next to the document name and click on "Print Checked."



Note: Each agency has a personalized new hire packet. The documents at your agency may be different from the example above.

Tasks Tab

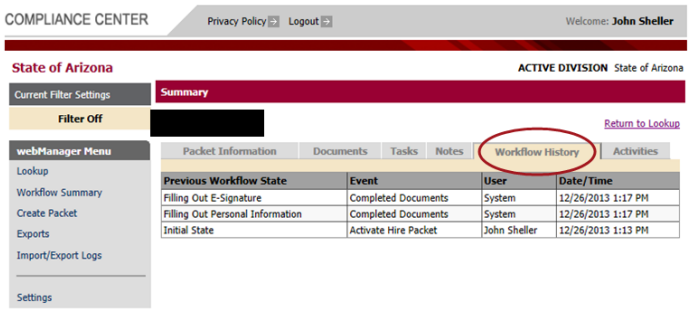
- The Tasks tab is not used at this time.

Notes Tab

- The Notes tab is not used at this time.

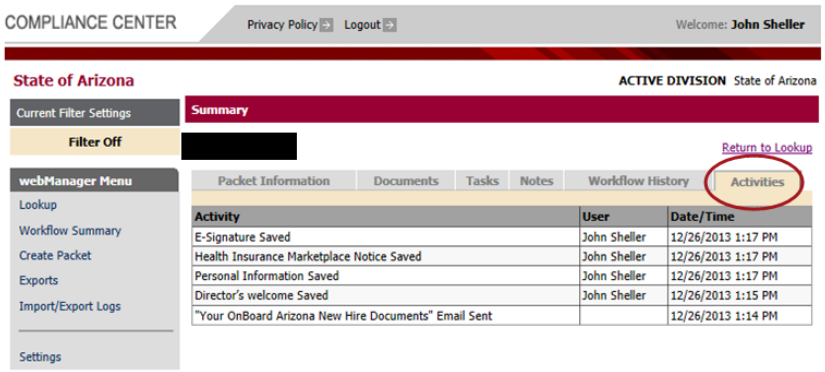
Workflow History Tab

- Click on the Workflow History tab.
- The date and time at which major process were completed by the new employee are displayed.



Activities Tab

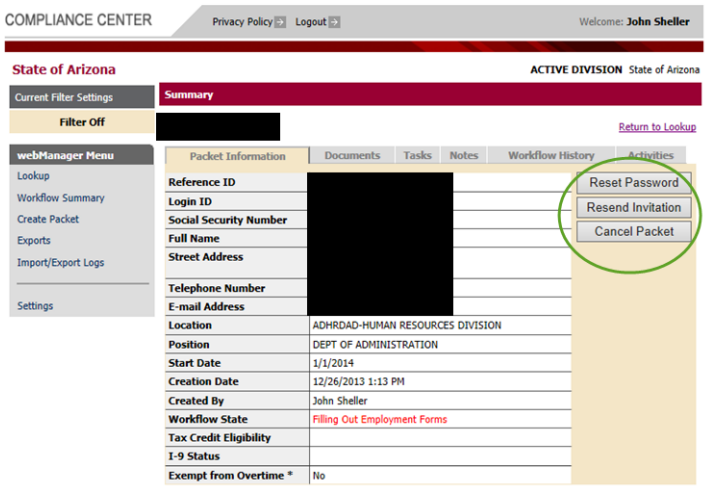
- Click on the Activities tab.
- A list of documents and the specific date and time the new employee completed them is displayed.



ADMINISTRATIVE ACTIONS ON NEW HIRE PACKETS

- A series of administrative actions may be taken from the packet summary page. Those actions are shown as buttons on the right hand side of the page. You may:

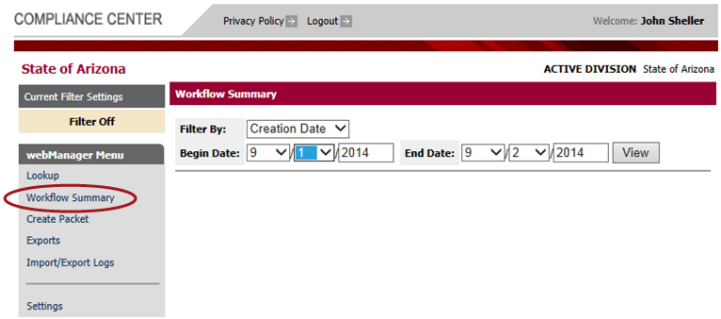
Reset the new hire's password
Resend the e-mail to the new hire
Cancel the packet



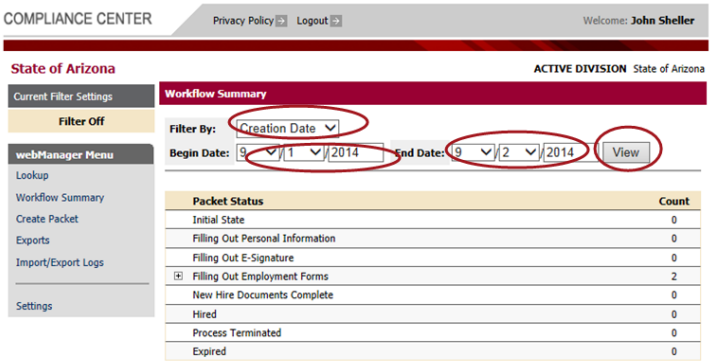
Note: Cancelling the packet will not delete the pending I-9. To delete a pending I-9, please refer to the I-9 Administrative User Quick Reference Guide, page 16, items 35 to 40.

WORKFLOW SUMMARY LINK

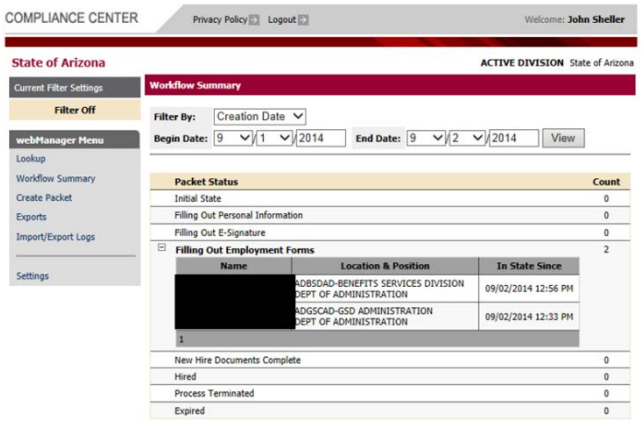
- Click on the Workflow Summary Link.



- The Workflow Summary page will display.
- Select the packet status you wish to view.
- Enter the date range you wish to view.
- Click on View

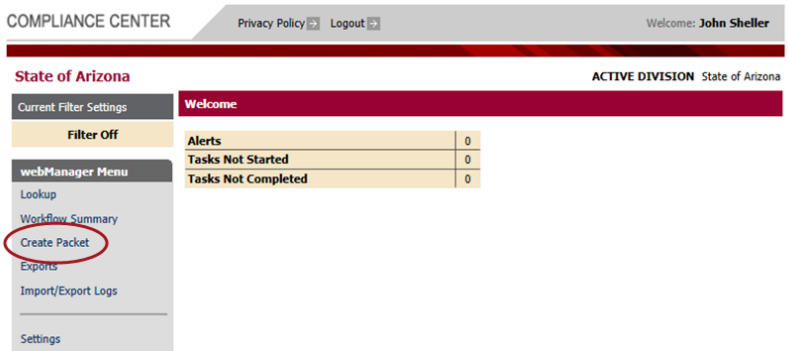


- The packets that meet the criteria will display.
- Click the packet you with to review to access the packet details.

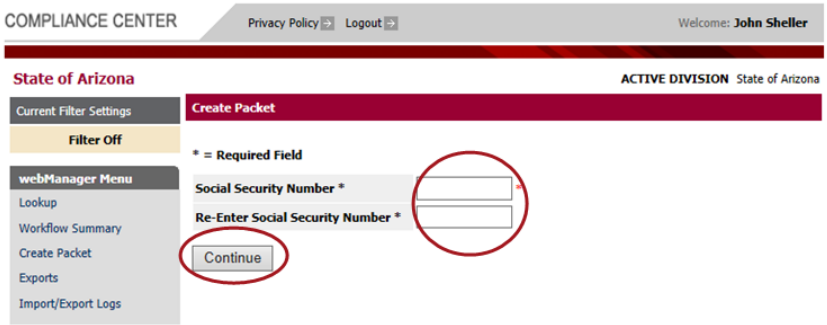


CREATE A MANUAL PACKET

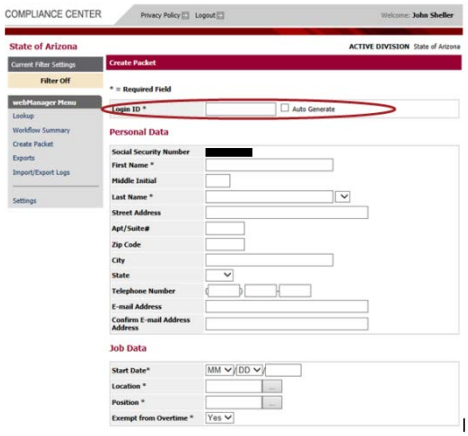
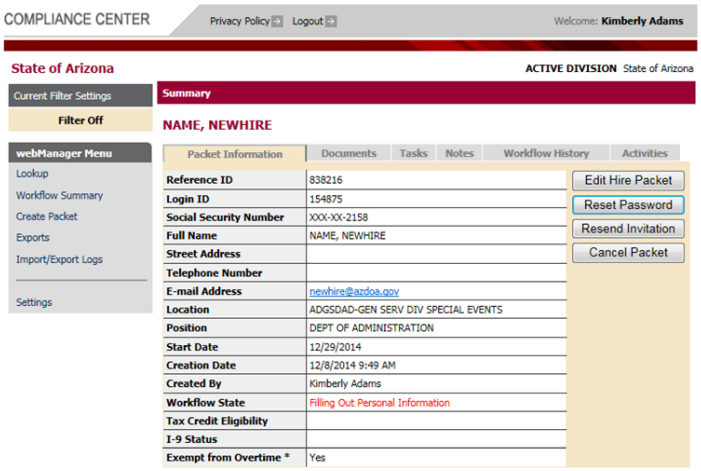
- Click on Create Packet.



- Enter the new hire's Social Security number.
- Click on Continue.



- The following page will display.
- If you have an EIN for the new hire, enter it in the Login ID field.
- If you do not have an EIN, check the Auto Generate box.
- Complete the remaining fields. Mandatory items are marked with an *.
- Select "No" from the Exempt from Overtime drop down menu for covered employees.



- The Summary page will display.
- An e-mail to the new hire is automatically generated inviting them to complete the packet.