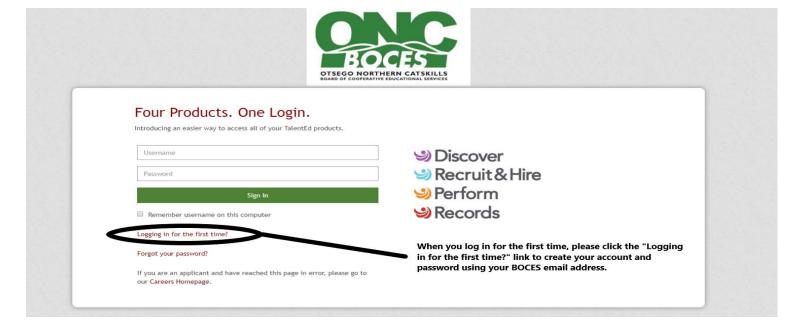
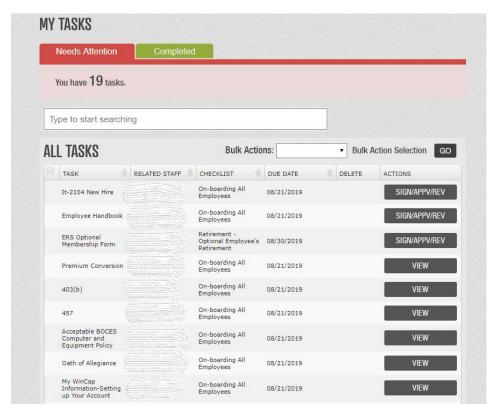




What is TalentEd Records?

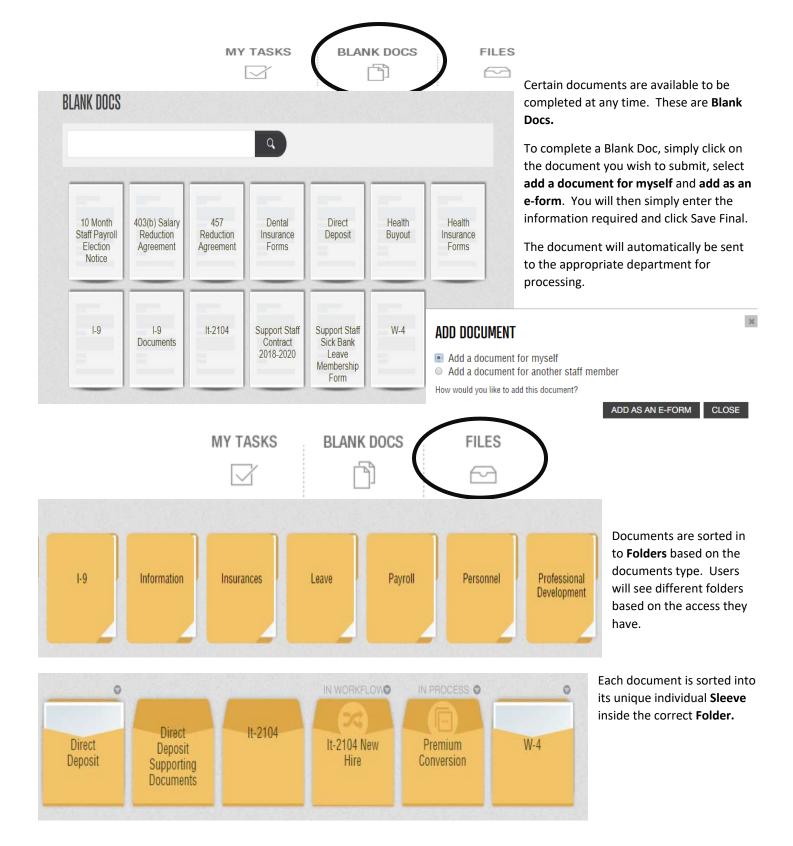
TalentEd Records is an electronic onboarding and records management system that will allow you to complete Human Resources and Payroll documents electronically. Once submitted documents will be sent on for approval electronically, if needed. Once documents are completed they will be stored in your folders to view at a later date if needed.





When you first log in to Records, you will be taken to the **My Tasks** page. This is where you can view and complete any outstanding tasks you have been assigned.

- The **Needs Attention** tab will indicate which tasks still require action on your part. Click on **view** or **sign/appv/rev** to open the form. You may be asked to fill out a new form, sign off or review information that has been assigned to you.
- The **Completed** tab will show tasks that have been completed. Tasks may not be on your **Completed** tab immediately if they require review or approval by other staff.



- If a document has been completed, you will see a piece of paper "active" in the Sleeve (see W-4 and Direct Deposit above).
- If a document is currently being worked on, you will see "In Process" above the Sleeve (see Premium Conversion above).
- If a document has not been started, the Sleeve will be blank. It is normal to have blank Sleeves in Folders.

Most of the Sleeves are currently blank because your documents are in paper files only. Some documentation from your paper files will be scanned and added in the future.