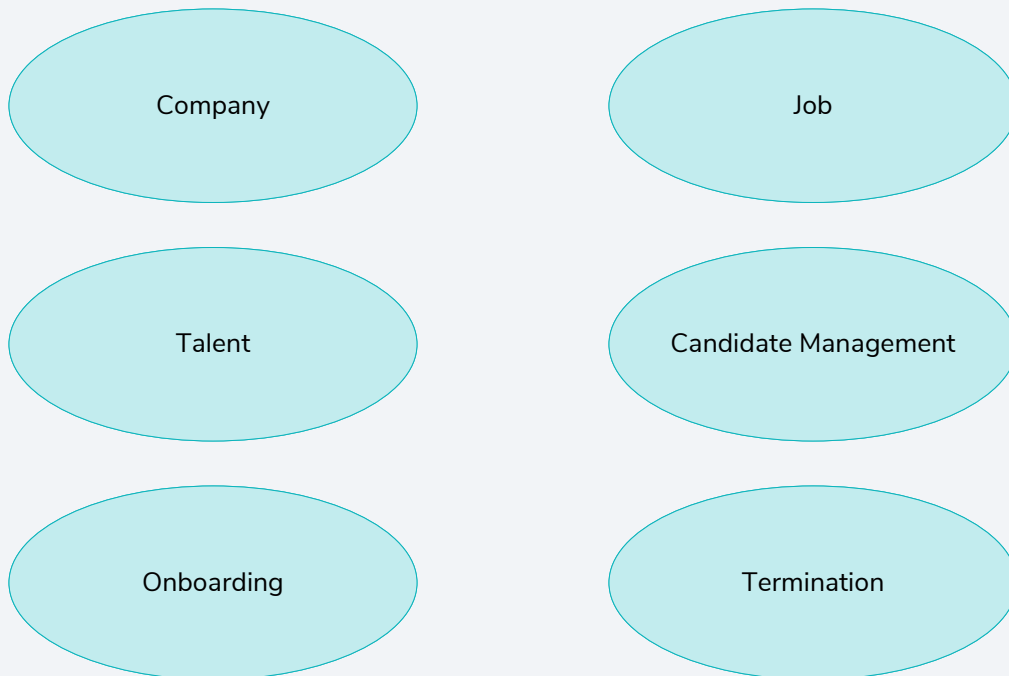


Avionté Introductory Workflows

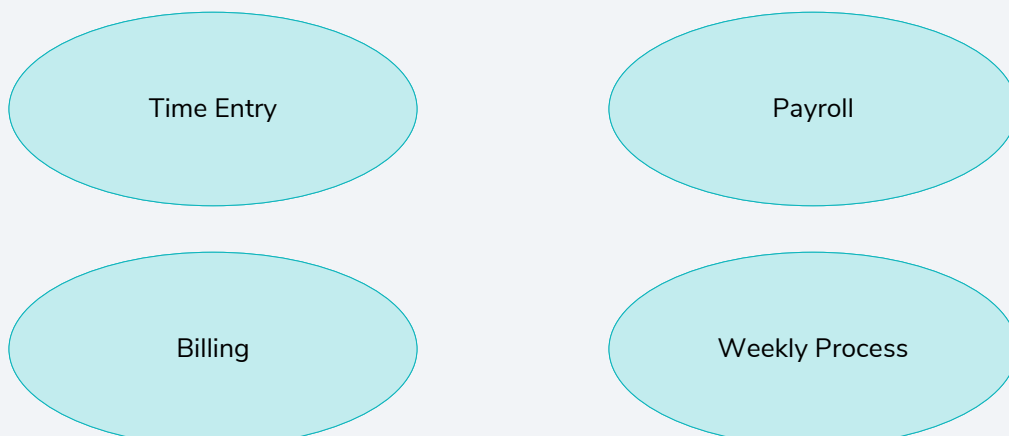
Purpose

The following workflows are designed to help your organization establish a consistent and effective process flow for optimal use of Avionté. These high-level overviews aim to provide clarity on how to combine process with action from start to finish. We have designed our approach to be flexible, knowing that every organization has a unique way of completing certain actions. Below is a list of available introductory workflows. Please keep in mind that this tool is a resource that your company can utilize based on its unique approach. Each workflow page will include a hyperlink to our Knowledge Base, which provides a list of resources on the topic.

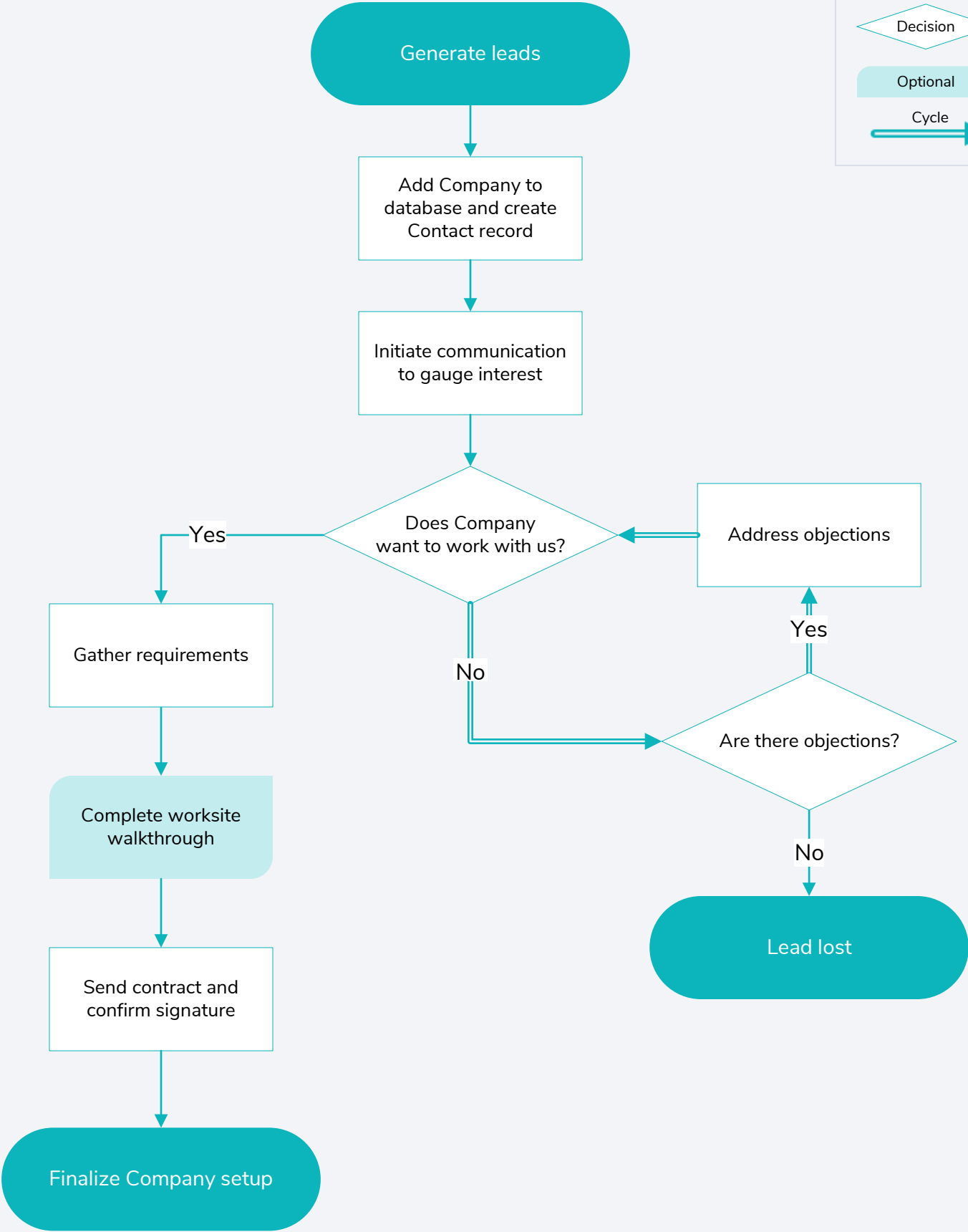
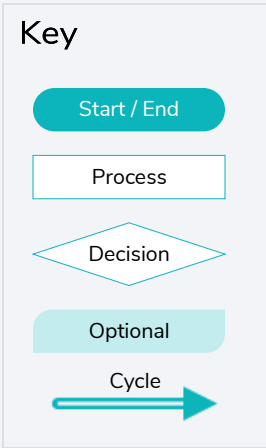
Front Office



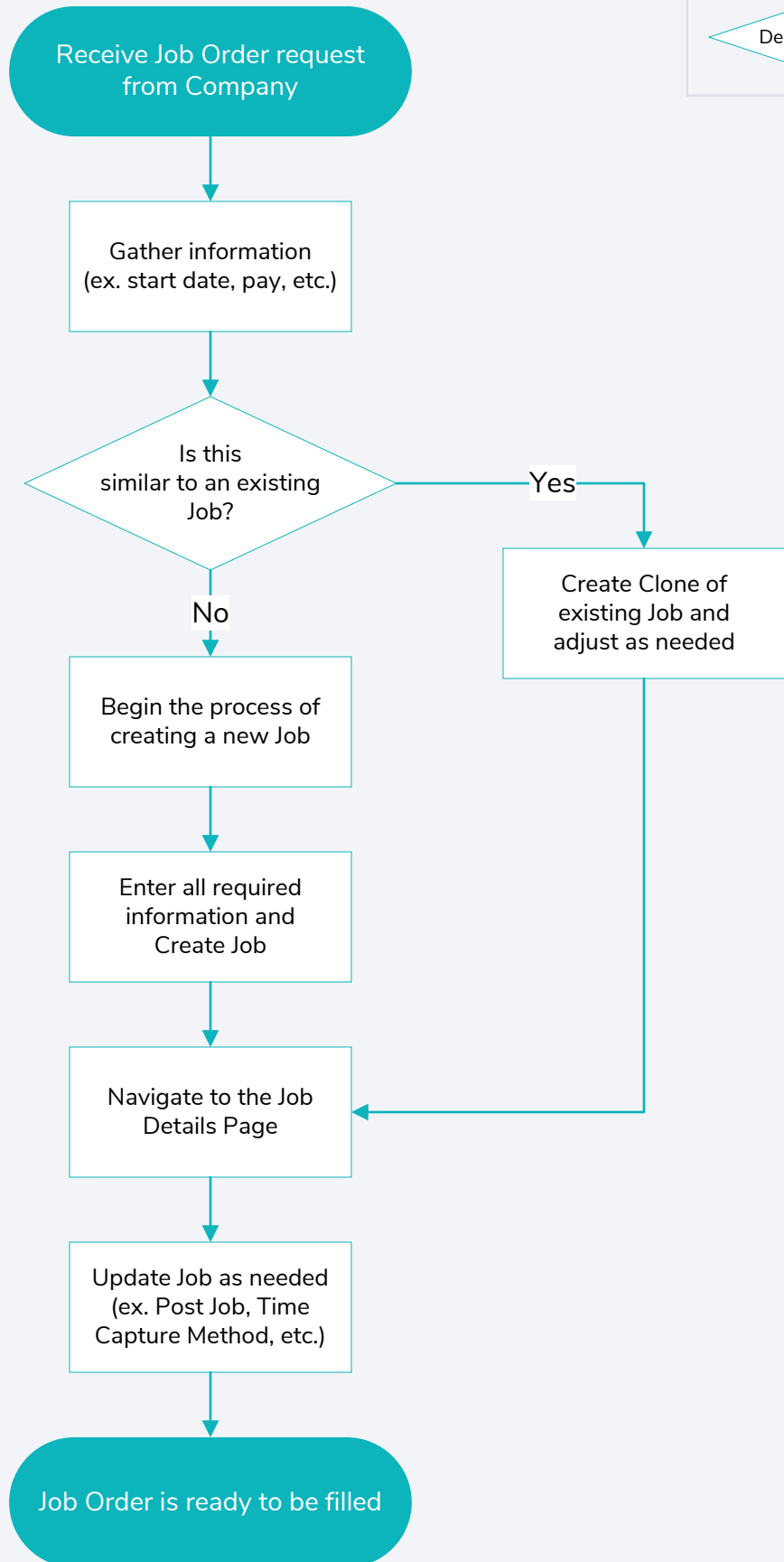
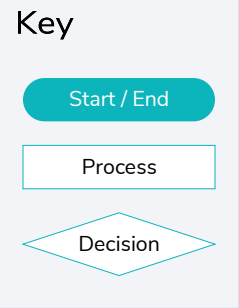
Back Office



Company Workflow



Job Workflow



Quick Tip

For more efficient job creation, consider using Job Order Templates.

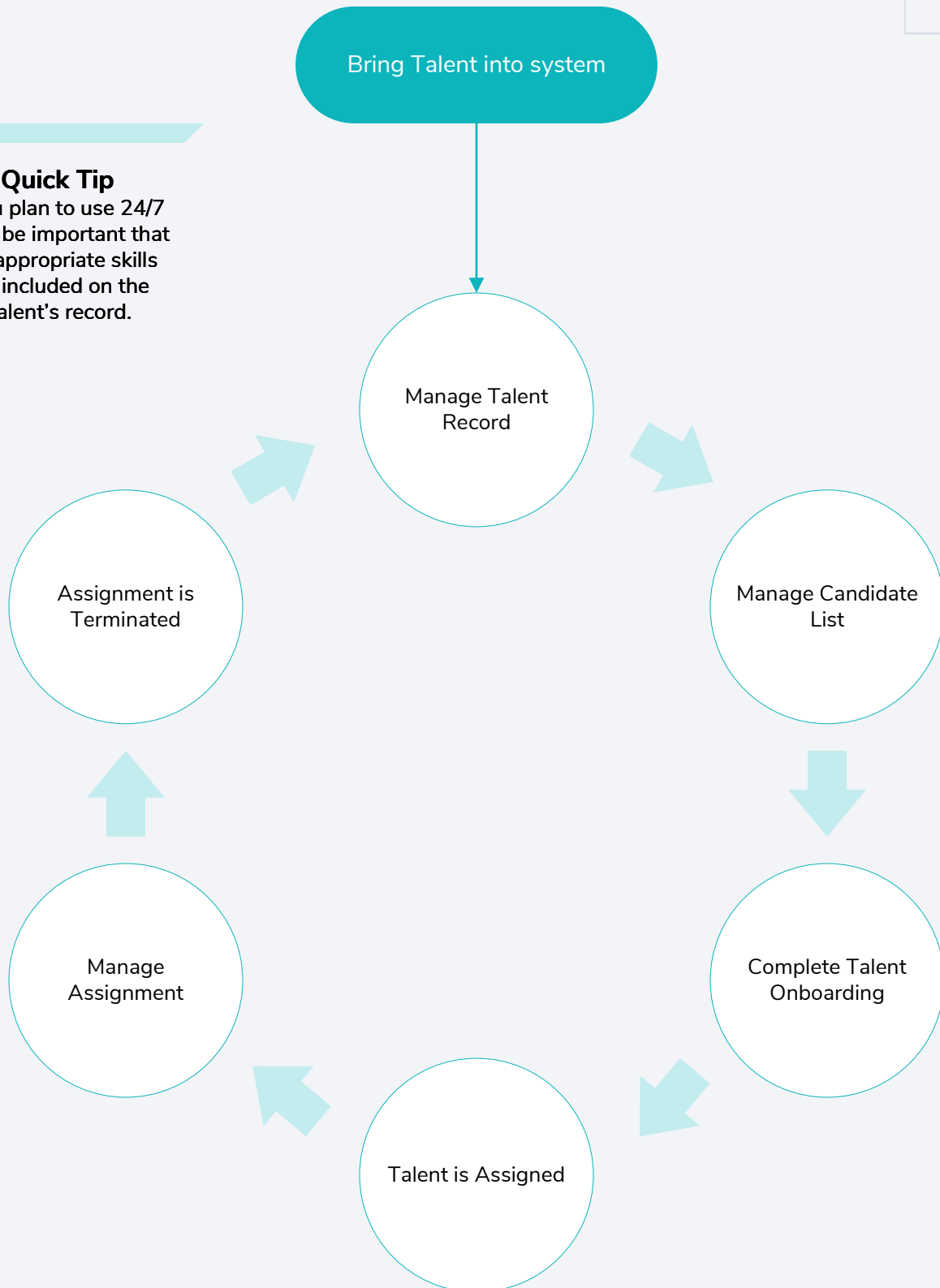
Talent Workflow

Key

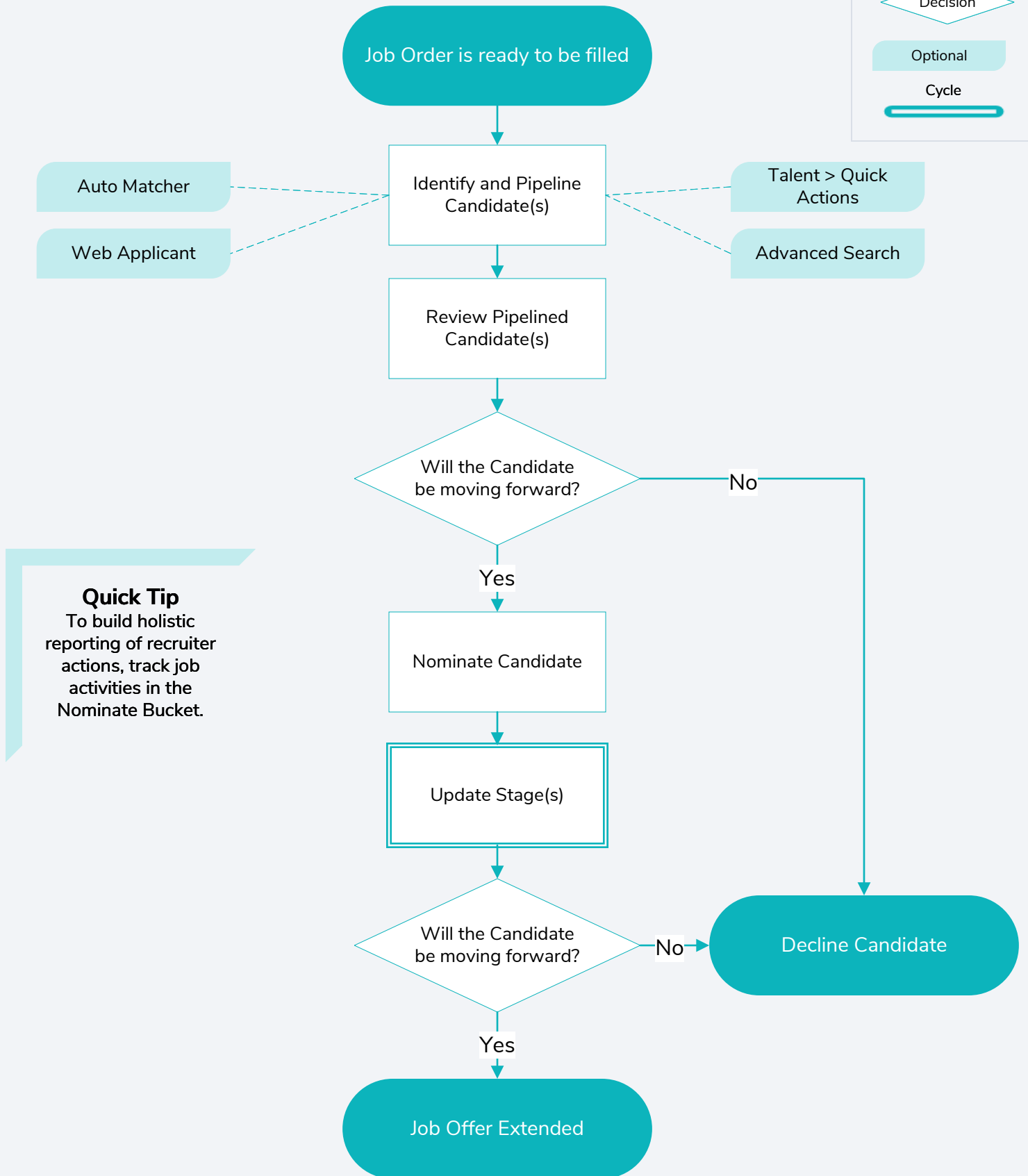
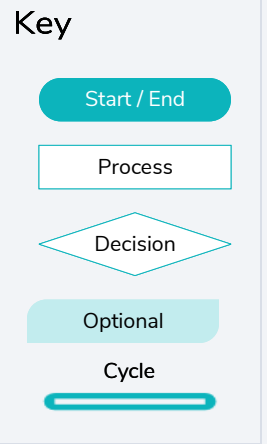
Start / End

Process

Quick Tip
If you plan to use 24/7 it will be important that the appropriate skills are included on the Talent's record.

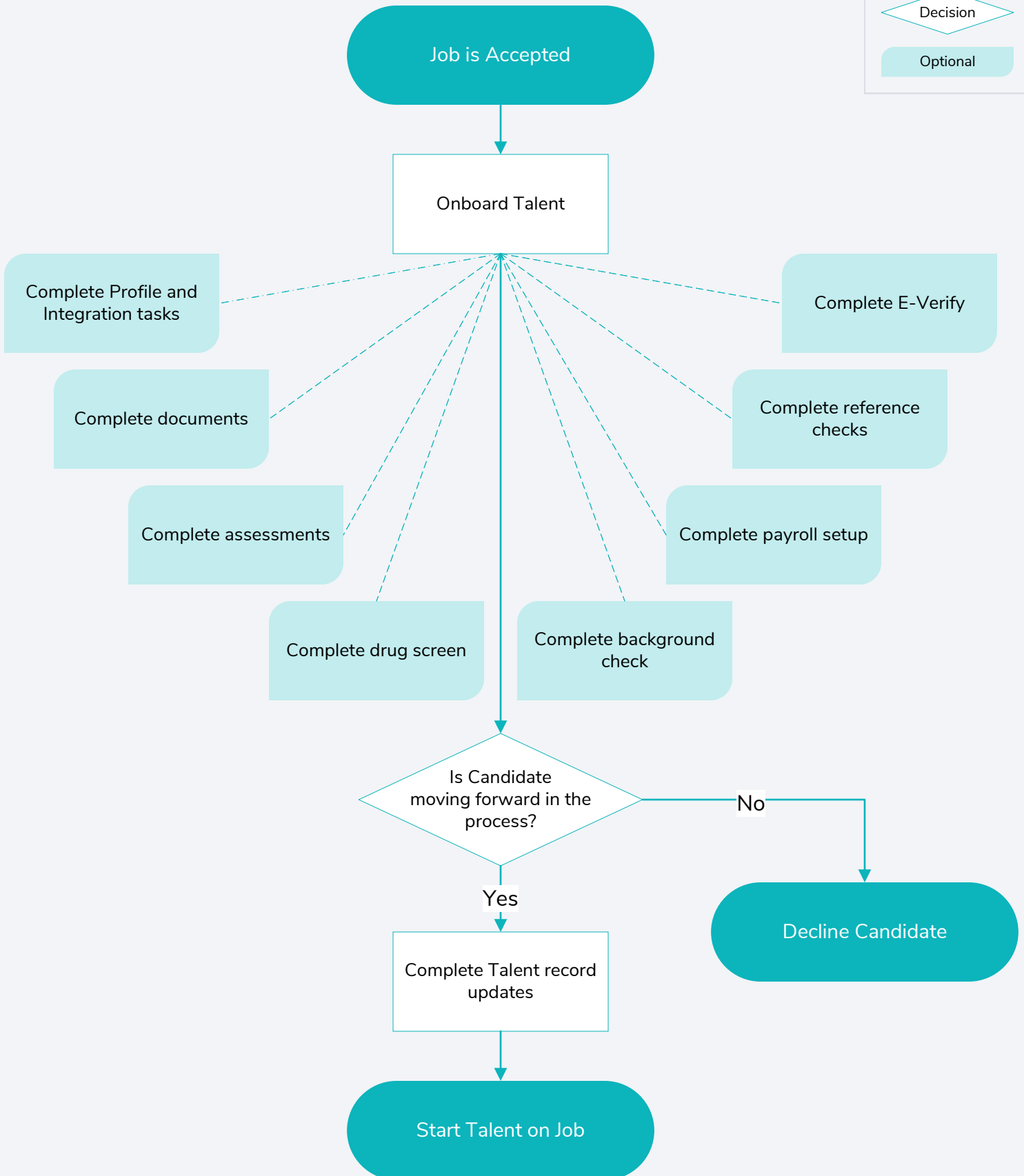
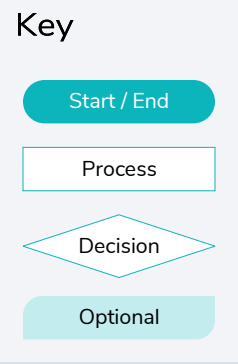


Candidate Management Workflow



Quick Tip
To build holistic reporting of recruiter actions, track job activities in the Nominate Bucket.

Onboarding Workflow

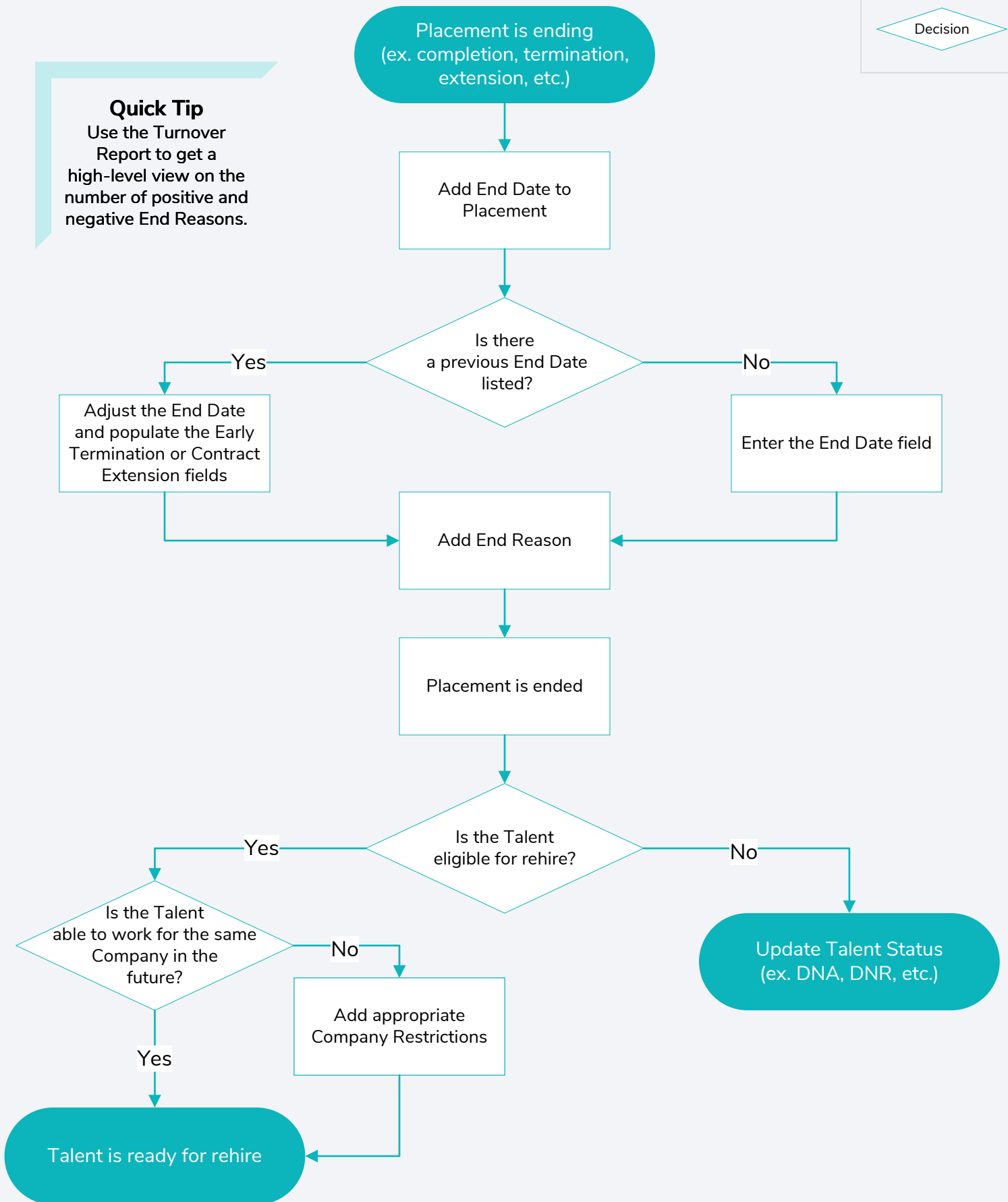


Termination Workflow

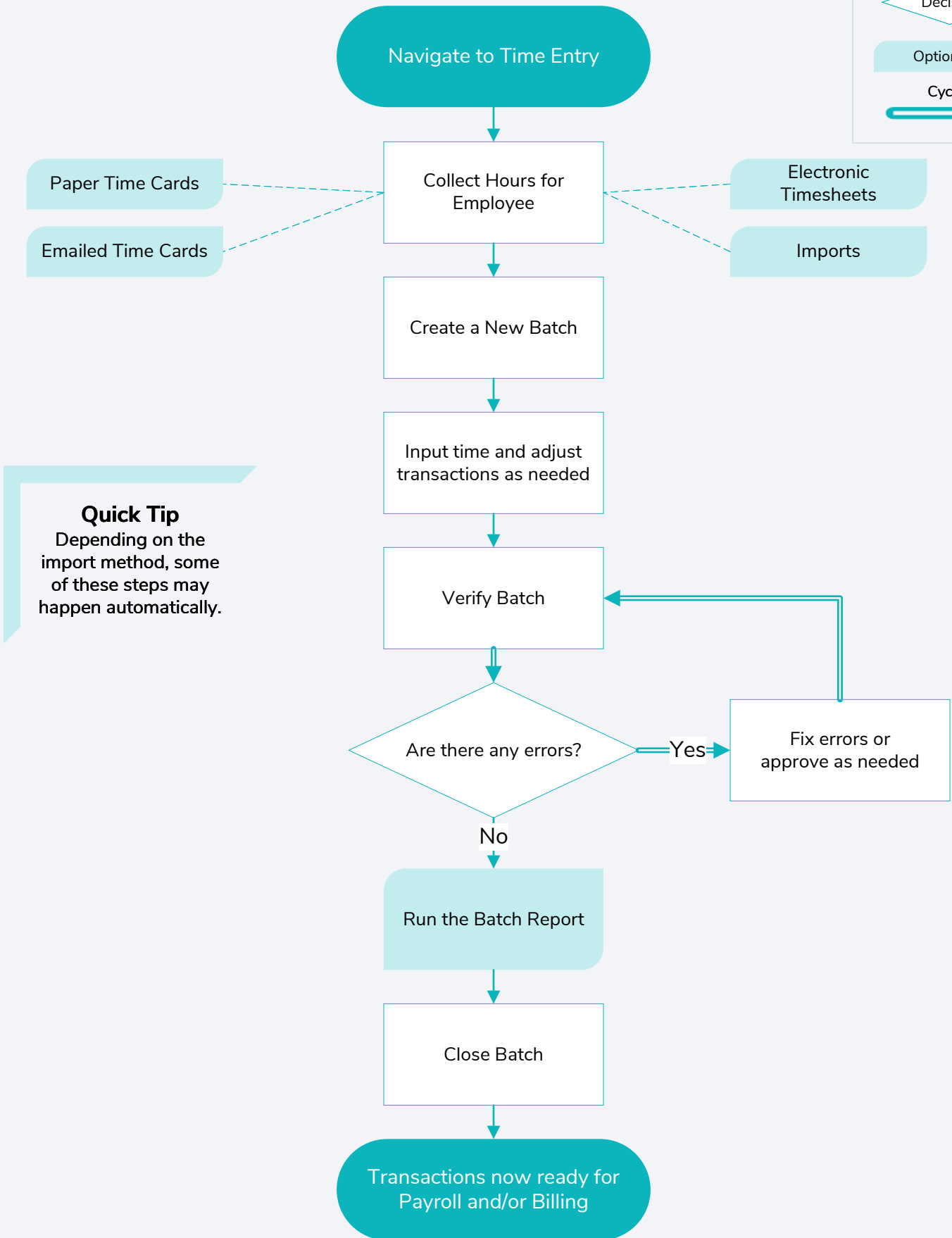
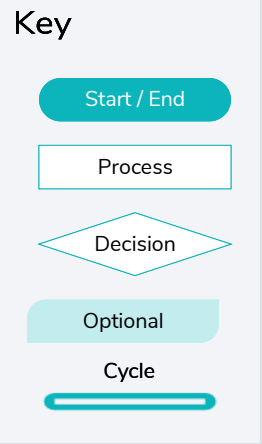
Key

- Start / End
- Process
- Decision

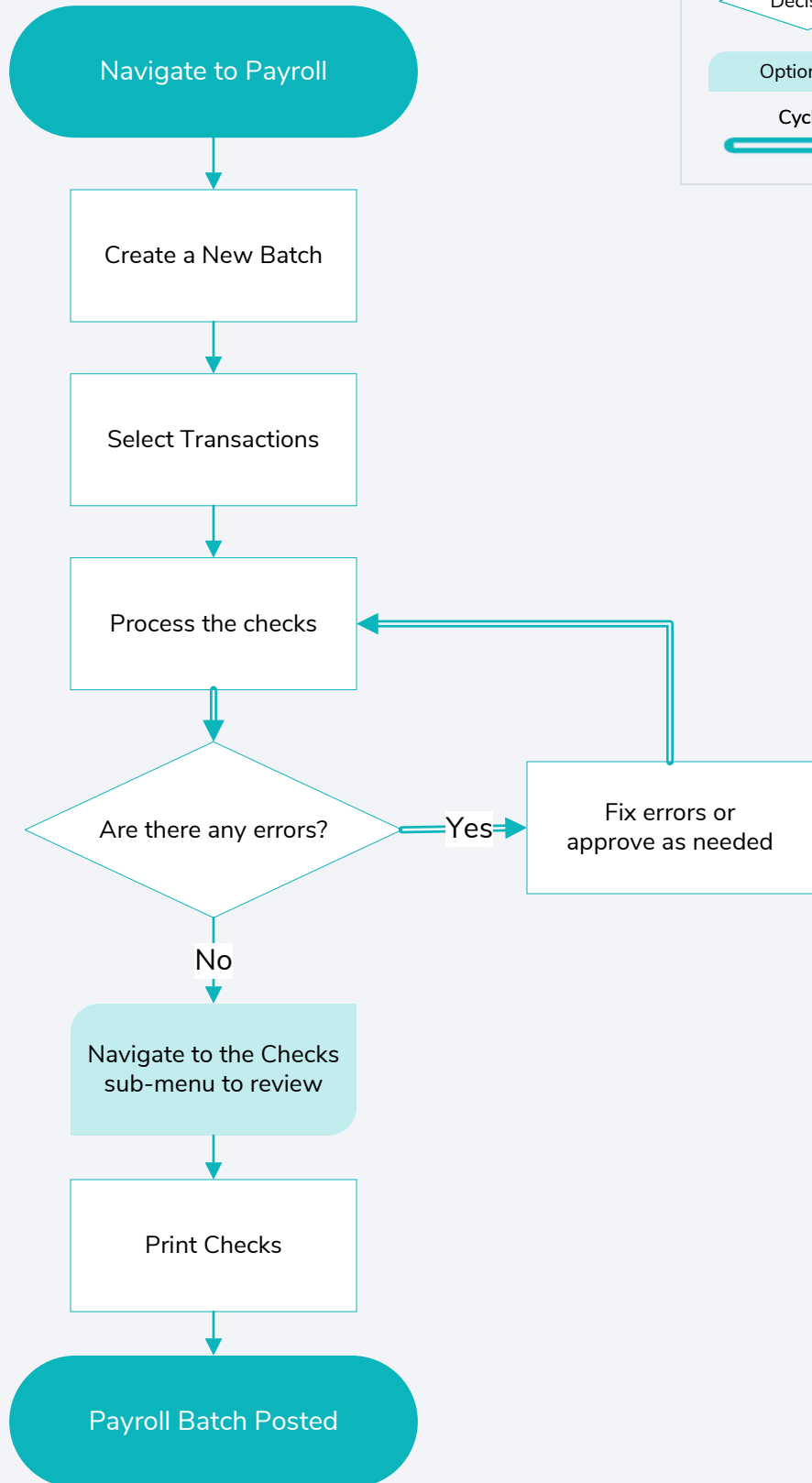
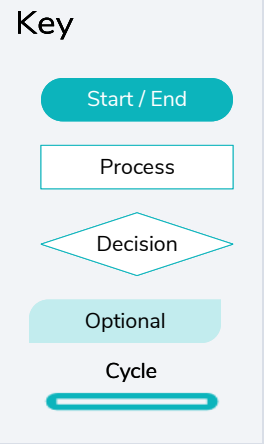
Quick Tip
Use the Turnover Report to get a high-level view on the number of positive and negative End Reasons.



Time Entry Workflow



Payroll Workflow

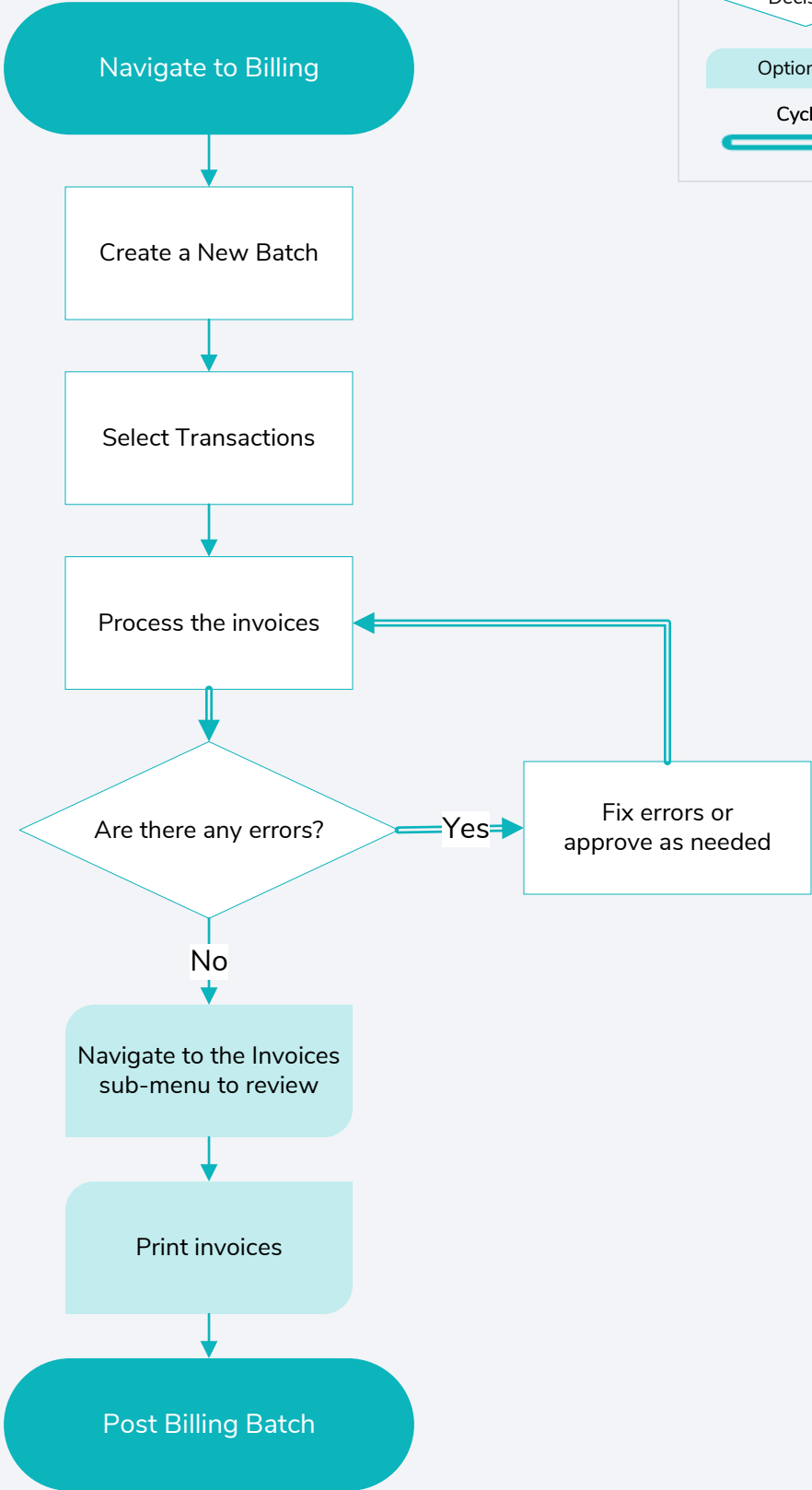
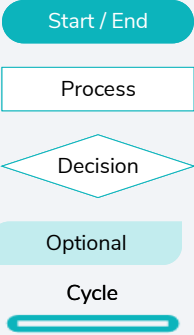


Quick Tip
When selecting transactions, our best practice is to keep direct deposit and live checks in separate batches.

Quick Tip
If you do not need to print physical checks, you can select 'Flag Print Complete' during the Print Checks action to proceed.

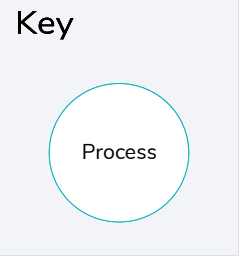
Billing Workflow

Key



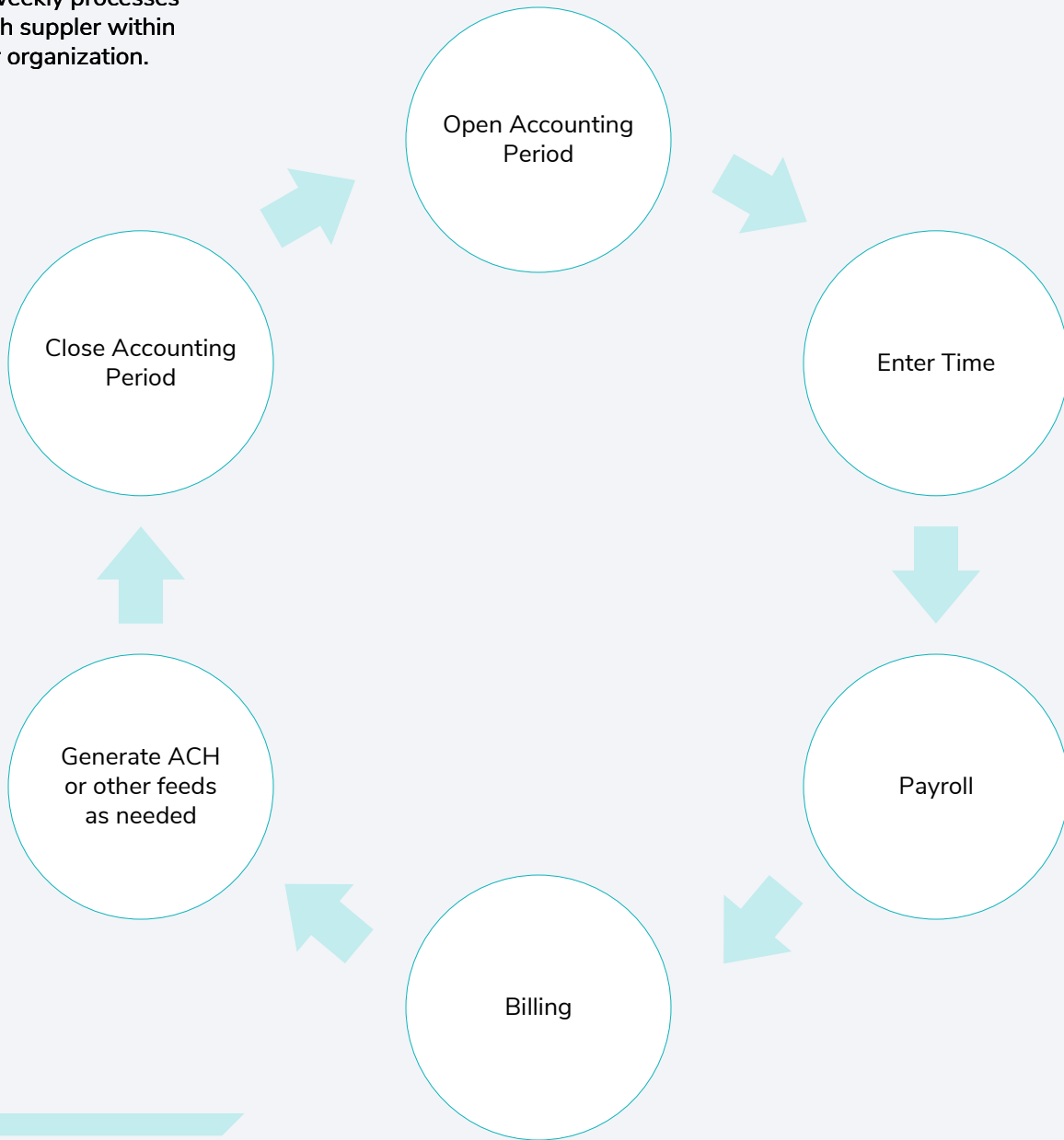
Quick Tip
During the Billing Process, time cards can be attached before printing and posting.

Weekly Process Workflow



Quick Tip

You will have to perform these weekly processes for each supplier within your organization.



Quick Tip

We recommend running your General Ledger feed after closing your Accounting Period.