COMPLYAN

Streamline Employee Onboarding Process with Complyan

The Challenge

Employee onboarding is an involved process requiring transparency, accuracy and tracking to ensure compliance and employee adoption of best practices. For new employees, the experience during onboarding sets the tone for their time at the company. In addition to starting a new role, employees also learn different technologies and a new workplace culture. If the process of completing onboarding tasks is too difficult, they might miss a step that can put the employee and the organization at risk. For Human Resources (HR) and program administrators, delivering positive experiences for new employees is difficult when they read and attest to important information, such as policies and code of conduct, through manual and disconnected processes.

The Solution

COMPLYAN centralized GRC platform can help new employees quickly complete all compliance onboarding activities with one login, in one location. It can also be the one location they go to in the future to find relevant documents, ask questions, and file a report if needed.

A holistic GRC platform can also help program administrators take the manual work out of creating and managing the onboarding process.

The system can ensure the right documents are assigned by location and group, and the completions are tracked and stored if needed in the future.

> With the COMPLYAN platform, the onboarding process can be seamless, simple, and easy to manage for both the program administrator and the new employee.

Example of COMPLYAN Employee Onboarding Process

Complyan Program Administrator Process

Step 1.

Enter new employees into COMPLYAN platform once and place them in their respective departments, locations, and other groups applicable for their role. This determines the policies and documents they can access, trainings they need to take, and other compliance activities pertaining to them.

- Create custom attributes, such as job code, that can be used to set up groups for specific onboarding tasks.

Step 2:

Build a “new hire” campaign including pertinent onboarding tasks from all areas: ethics, risk, and compliance trainings, company code of conduct, policies, procedure to report an incident, and conflict of interest disclosures that are deployed to new hires depending on their grouping.

Step 3:

Set expectations and assist in timely completion with automatic due dates and reminders for employees.

Step 4:

Set the campaign to deploy on a specific date, and the designated onboarding tasks are then sent to the new employee via email or through their direct manager if the employee does not have an email.

Step 5:

In the same application, track completions and attestations to ensure the new employees comply within your specified time frame. COMPLYAN offers a “manager escalation” that notifies the employee’s manager when tasks are behind, placing accountability at the direct leadership level.

Step 6:

Follow up with employees who fall behind in completing their compliance tasks and analyze trends to gauge program adoption and identify high-risk areas.

Step 7:

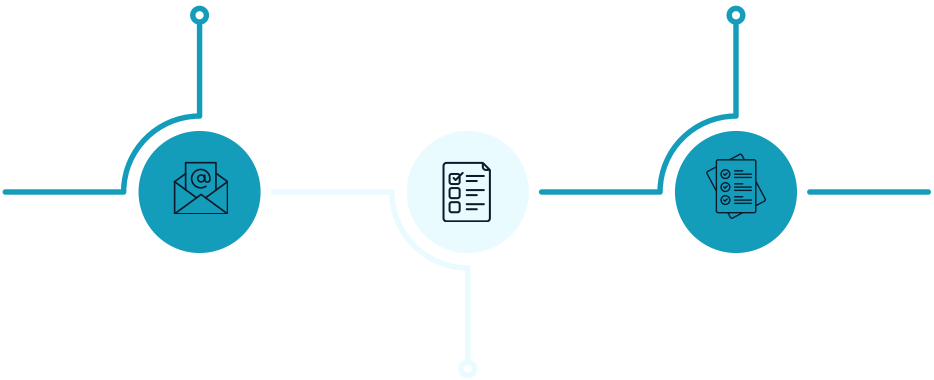
Retain the attestations and completion dates for any future needs.

Example of COMPLYAN Employee Onboarding Process

Complyan Employee Experience Process

On the designated day, the new employee receives a link to the COMPLYAN platform in an onboarding email or is instructed by their manager to log in on to the web portal.

Once they complete their tasks, they can return to the same platform to refer to policies and procedures, code of conduct, or start an incident report, all in the same platform.



The employee logs in to the platform with SSO or COMPLYAN password to view and start their assigned onboarding tasks. All required tasks are in one location, so each employee can see their progress.

1. Review the company's code of conduct.
2. Take required ethics, risk, and compliance training, such as Ethics & Code of Conduct, Cybersecurity Basics, Workplace Harassment or Global Workplace Harassment
3. Read and attest to policies, such as Conflicts of Interest Policy, Sick Leave Policy, and Information Security that outline employee expectations and best practices.
4. When reviewing the policies, the employee can ask questions about policies within the platform.
5. Review and learn how, when and where they can go to report incidents, follow up on a case, or ask questions.
6. Disclose conflicts of interest: Upload supporting documentation to a campaign that will be assigned to users as a task alongside the Disclosure Questionnaire.

Setting new employees up for success from the start is important for streamlined onboarding and employee retention. When required compliance tasks such as training, policy attestation, and disclosing conflicts of interest are easy to find and reference, employees are more likely to adhere to company expectations throughout their tenure. The COMPLYAN platform, through Employee Onboarding Hub, allows program administrators and HR teams to create and manage employee onboarding and ongoing compliance campaigns that are informative, compliant, and easy to complete.