How to Quick Add an Employee

![GRYPHONHR - Compliance Matters. Make it Simple.]
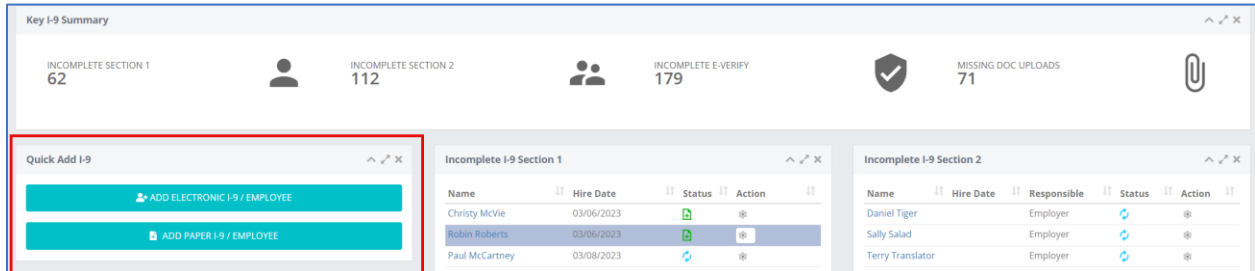
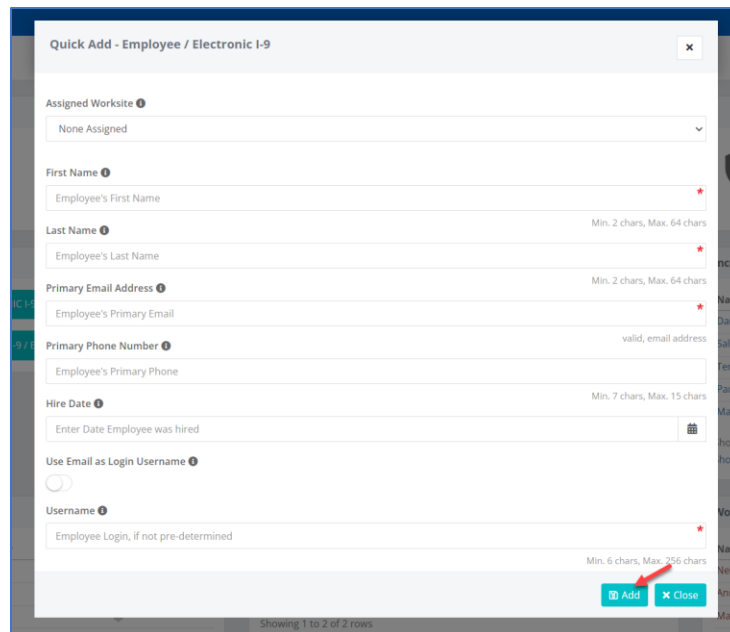Follow these instructions to use the **Quick Add I-9** option

The **Quick Add I-9** is a widget that can be added to a user's Dashboard. From here you can quickly add a new employee by using this option and minimum details.

1. Select ***Add Electronic I-9/Employee*** from the Quick Add I-9 Widget

2. Enter the Employee details:
    - Assigned Worksite--not required
    - **First Name--Required**
    - **Last Name--Required**
    - **Primary Email Address--Required** The primary contact email address for the employee **must be a valid email address**
    - Primary Phone Number--not required The primary contact phone number for the employee
    - Hire Date--not required
    - **Username--Required** Username is the primary access identifier. Click on the ***Use Email as Login Username***, if the employee's email will be used as the username.

3. Click *Add* Once completed the employee will receive two emails, one with the URL login and their Username and one with their Password. The Employee can follow the instructions outlined in these emails to complete Section 1 of the Form I-9.