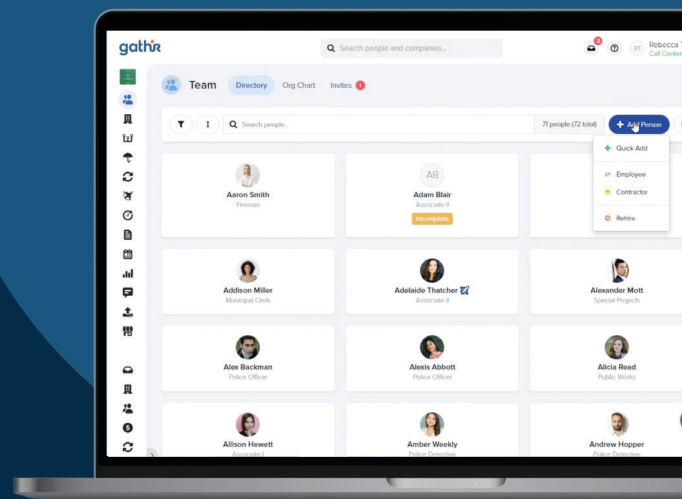# gathr
by Colonial Life.

QuickStart guide for full-access admins

Gathr takes the hassle out of benefits enrollment and administration by making it easy for you to complete common tasks. Use the steps below to get started.

Adding employees

Watch this underline video to learn more about the new hire process.

1. Select **Team** from the expanded menu on the left side of your screen.
2. Enter the employee name and email address, then select **Start Hiring**.
3. Complete the remaining fields. Select continue for any areas that are not applicable.

With the onboarding link, invite the new team member to complete I-9 or W-4 paperwork as appropriate.

If you're adding an employee for benefits administration purposes, select **Quick Add**.

Terminating employees

Watch this underline video to learn more about removing a team member.

1. Select **Team** from the expanded menu on the left side of your screen.
2. Select the team member to be terminated.
3. Select **Actions**, then choose **Terminate**.
4. Complete the remaining fields. Select continue for any areas that are not applicable.

Pulling standard reports

Watch this underline video to learn more about our templated reports.

1. Select **Reports** from the expanded menu on the left side of your screen.
2. Select **Standard Reports**, then choose a report template.
3. Enter details, and select filters as needed. For benefits-related reports, ensure the **As Of Date** field is the coverage effective date, generally the first day of the next month.
4. Once complete, select **Generate Report**. Once the report is generated, select **Download**.