INTERNAL HIRE Onboarding Process through PeopleAdmin

**Dept. Approving Authority Role Purpose**: Receives emails with suggested tasks for onboarding employee.

**HRS Staff Role Purpose**: Initiates onboarding event and monitors task completion.

**Employee Role Purpose**: Primary onboarding participant.

**Security Role Purpose**: Establishes PeopleAdmin access.

**Prior to Employee Job Start Date**

- **Task**: Department Welcome Steps
  - **Type**: Email
  - Includes items such as welcome call to employee, and things to help prepare for employee’s arrival.

- **Task**: MyNMSU Account
  - **Type**: PA system (simple)
  - HRS to see if account was set up

- **Task**: Conflict of Interest Completed
  - **Type**: PA system (simple)

- **Task**: Direct Deposit
  - **Type**: Email

- **Task**: Policy Acknowledgement
  - **Type**: PA system (simple)

- **Task**: Compliance Training – Job Specific
  - **Type**: Email
  - Hiring Department to determine and assign job specific training required for the employee’s position.

- **Task**: New Employee Introductory Events
  - **Type**: Email
  - Open Date: Job Start Date
  - EMAIL with suggested tasks for:
    - First Day Events
    - First Week Events

- **Security Task**: 6. EMAIL to Security
  - No

**On the Start Date of Employment**

- **Task**: Call received.
  - **Type**: EMAIL to Employee
  - Call received.

- **Task**: MyNMSU Welcome Letter
  - **Type**: Email
  - Email includes items such as campus map, Aggie ID card, parking permit, policy, and the onboarding process.

- **Task**: Update Phonebook Preferences
  - **Type**: Email

- **Task**: Emergency Notifications
  - **Type**: Email

- **Task**: Faculty Deferred Pay Option (if applicable)
  - **Type**: PA system (simple)

- **Task**: Conflict of Interest Completed
  - **Type**: PA system (simple)

- **Task**: MyNMSU Account
  - **Type**: PA system (simple)

- **Task**: Update Phonebook Preferences
  - **Type**: Email

- **Task**: MyNMSU Account
  - **Type**: PA system (simple)

- **Task**: Emergency Notifications
  - **Type**: Email

- **Task**: Policy Acknowledgement
  - **Type**: PA system (simple)

- **Task**: Compliance Training – Job Specific
  - **Type**: Email
  - Hiring Department to determine and assign job specific training required for the employee’s position.

**On the First Day and First Week of Employment**

- **Task**: Call received.
  - **Type**: EMAIL to Employee
  - Call received.

- **Task**: MyNMSU Welcome Letter
  - **Type**: Email
  - Email includes items such as campus map, Aggie ID card, parking permit, policy, and the onboarding process.

- **Task**: Security Task
  - **Type**: Email
  - EMAIL to Security

- **Task**: Conflict of Interest Completed
  - **Type**: PA system (simple)

- **Task**: Direct Deposit
  - **Type**: Email

- **Task**: Policy Acknowledgement
  - **Type**: PA system (simple)

- **Task**: Compliance Training – Job Specific
  - **Type**: Email
  - Hiring Department to determine and assign job specific training required for the employee’s position.

- **Task**: New Employee Introductory Events
  - **Type**: Email
  - Open Date: Job Start Date
  - EMAIL with suggested tasks for:
    - First Day Events
    - First Week Events

- **Task**: Call received.
  - **Type**: EMAIL to Employee
  - Call received.

- **Task**: MyNMSU Welcome Letter
  - **Type**: Email
  - Email includes items such as campus map, Aggie ID card, parking permit, policy, and the onboarding process.

- **Task**: Update Phonebook Preferences
  - **Type**: Email

- **Task**: Emergency Notifications
  - **Type**: Email

- **Task**: Faculty Deferred Pay Option (if applicable)
  - **Type**: PA system (simple)

- **Task**: Conflict of Interest Completed
  - **Type**: PA system (simple)

- **Task**: MyNMSU Account
  - **Type**: PA system (simple)

- **Task**: Update Phonebook Preferences
  - **Type**: Email

- **Task**: MyNMSU Account
  - **Type**: PA system (simple)

- **Task**: Emergency Notifications
  - **Type**: Email

- **Task**: Policy Acknowledgement
  - **Type**: PA system (simple)

- **Task**: Compliance Training – Job Specific
  - **Type**: Email
  - Hiring Department to determine and assign job specific training required for the employee’s position.

- **Task**: New Employee Introductory Events
  - **Type**: Email
  - Open Date: Job Start Date
  - EMAIL with suggested tasks for:
    - First Day Events
    - First Week Events

- **Task**: Call received.
  - **Type**: EMAIL to Employee
  - Call received.