

EXTERNAL HIRE Onboarding Process through PeopleAdmin

	<p>HRS Staff Role Purpose: Initiates onboarding event and monitors task completion.</p>	<p>Dept./Approving Authority Role Purpose: Receives emails with suggested tasks for onboarding employee.</p>	<p>Employee Role Purpose: Primary onboarding participant.</p>	<p>Security Role Purpose: Establishes PeopleAdmin access.</p>
Prior to Employee Job Start Date	<p>EMAIL to Dept/Appr Authority (per activation of event)</p> <p>EMAIL to Employee (per activation of event)</p>	<p>Task: Department Welcome Steps Type: Email</p> <p>Includes items such as: welcome call to employee, and things to help prepare for employee's arrival.</p>	<p>Task Involvement: Call received. [1st Employee point of contact (POC)]</p> <p>Task: NMSU Welcome Letter Type: Email</p> <p>Includes items such as: account setup, required forms, campus access, policy, and the onboarding process. [2nd Employee POC]</p>	
Job Start Date (or prior to if hiring was completed early)	<p>Task: MyNMSU Account Verification Type: PA System (simple)</p> <p>HRS to see if account was set up</p> <p>Yes</p> <p>No</p> <p>4. EMAIL to Security</p>		<p>Task Involvement: HRS calls employee and offers assistance in establishing MyNMSU Account. [3rd possible POC]</p>	<p>Task: Establish PA Employee Security Role Type: Email</p>
Opens on Start Date – to be worked on during 1 st week	<p>Task: Verify Receipt of Form I-9 Type: PA system (form)</p>	<p>Task: New Employee Introductory Events Type: Email Open Date: Job Start Date</p> <p>EMAIL with suggested tasks for:</p> <ul style="list-style-type: none"> • First Day Events • First Week Events 	<p>Task Involvement: Hiring Department to actively work with new employee on First Day and First Week Events. [4th POC]</p> <p>Task: Job Onboarding User Guide Type: Email</p> <p>Task: Register for New Employee Orientation Type: PA system (simple)</p> <p>Task: Update Phonebook Preferences Type: Email</p>	
Opens on Start Date – to be worked on during 1 st week			<p>Task: Conflict of Interest Completed Type: PA system (simple)</p> <p>Task: Direct Deposit Type: Email</p> <p>Task: Faculty Deferred Pay Option (if applicable) Type: PA system (simple)</p> <p>Task: Emergency Notifications Type: Email</p> <p>Task: Policy Acknowledgement Type: PA system (simple)</p>	
Opens on Start Date- Due in 10 days			<p>Task: COBRA Notice Type: PA system (file download)</p>	
Opens on Start Date – to be worked on during the first few months of employment		<p>Task: Compliance Training – Job Specific Type: Email</p> <p>Hiring Department to determine and assign job specific training required for the employee's position.</p>	<p>Task: Compliance Training – Required Type: PA system (simple)</p> <p>Task Involvement: New employee to register for and attend designated training.</p>	
Email sent 10 days post Start Date			<p>Task: HIPAA Notice for NMSU Plans Type: Email</p>	
Opens 5 mos. post Start Date- Due by employee's 6 th month		<p>Task: End of Probation- Nonexempt Status Reminder (if applicable) Type: Email</p>	<p>Task Involvement: Possible end of probation and hourly pay increase per policy.</p>	