

**INTERNAL HIRE** Onboarding Process through PeopleAdmin

	<p><b>HRS Staff</b> Role Purpose: Initiates onboarding event and monitors task completion.</p>	<p><b>Dept./Approving Authority</b> Role Purpose: Receives emails with suggested tasks for onboarding employee.</p>	<p><b>Employee</b> Role Purpose: Primary onboarding participant.</p>	<p><b>Security</b> 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><b>Task: Department Welcome Steps</b> <b>Type: Email</b></p> <p>Includes items such as: welcome call to employee, and things to help prepare for employee's arrival.</p>	<p><b>Task Involvement:</b> Call received. [1<sup>st</sup>Employee point of contact (POC)]</p> <p><b>Task: NMSU Welcome Letter</b> <b>Type: Email</b></p> <p>Includes items such as: campus map, Aggie ID card, parking permit, policy, and the onboarding process. [2<sup>nd</sup> Employee POC]</p>	
Job Start Date (or prior to if hiring was completed early)	<p><b>Task: MyNMSU Account Verification</b> <b>Type: PA System (simple)</b></p> <p>HRS to see if account was set up</p> <p>Yes</p> <p>No</p> <p>4. EMAIL to Security</p>		<p><b>Task Involvement:</b> HRS calls employee and offers assistance in establishing MyNMSU Account. [3<sup>rd</sup> possible POC]</p>	<p><b>Task: Establish PA Employee Security Role</b> <b>Type: Email</b></p>
Opens on Start Date – to be worked on during 1 <sup>st</sup> week		<p><b>Task: New Employee Introductory Events</b> <b>Type: Email</b> <b>Open Date: Job Start Date</b></p> <p>EMAIL with suggested tasks for:</p> <ul style="list-style-type: none"> <li>• First Day Events</li> <li>• First Week Events</li> </ul>	<p><b>Task Involvement:</b> Hiring Department to actively work with new employee on First Day and First Week Events. [4<sup>th</sup> POC]</p> <p><b>Task: Job Onboarding User Guide</b> <b>Type: Email</b></p> <p><b>Task: Update Phonebook Preferences</b> <b>Type: Email</b></p>	
Opens on Start Date – to be worked on during 1 <sup>st</sup> week			<p><b>Task: Conflict of Interest Completed</b> <b>Type: PA system (simple)</b></p> <p><b>Task: Direct Deposit</b> <b>Type: Email</b></p> <p><b>Task: Faculty Deferred Pay Option (if applicable)</b> <b>Type: PA system (simple)</b></p> <p><b>Task: Emergency Notifications</b> <b>Type: Email</b></p> <p><b>Task: Policy Acknowledgement</b> <b>Type: PA system (simple)</b></p>	
Opens on Start Date – to be worked on during the first few months of employment		<p><b>Task: Compliance Training – Job Specific</b> <b>Type: Email</b></p> <p>Hiring Department to determine and assign job specific training required for the employee's position.</p>	<p><b>Task Involvement:</b> New employee to register for and attend designated training.</p>	