

# SENIOR ADMINISTRATOR HIRE Onboarding Process through PeopleAdmin

	<b>HRS Staff</b> Role Purpose: Initiates onboarding event and monitors task completion.	<b>Dept./Approving Authority</b> Role Purpose: Receives emails with suggested tasks for onboarding employee.	<b>Employee</b> Role Purpose: Primary onboarding participant.	<b>Security</b> Role Purpose: Establishes PeopleAdmin access.
Prior to Employee Job Start Date	<p><b>Task: Hiring Completion Tasks</b> Type: Form</p> <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> Type: Email</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> Type: Email</p> <p>Includes items such as: orientation and kickoff meeting with HRS, policy, and business procedures of NMSU. [2<sup>nd</sup> Employee POC]</p>	
Job Start Date (or prior to if hiring was completed early)	<p><b>Task: MyNMSU</b> Type: PA System (simple)</p> <p>My NMSU Account Verification (HRS to see if account set up)</p> <p>Yes / 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> Type: Email</p>
Opens on Start Date – to be worked on during 1 <sup>st</sup> week	<p><b>Task: Verify Receipt of Form I-9</b> Type: PA system (form)</p>	<p><b>Task: New Employee Introductory Events</b> Type: Email Open Date: Job Start Date</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> Type: Email</p> <p><b>Task: Update Phonebook Preferences</b> Type: Email</p>	
Opens on Start Date – to be worked on during 1 <sup>st</sup> week		<p><b>Task: Compliance Training – Job Specific</b> Type: Email</p> <p>Hiring Department to determine and assign job specific training required for the employee's position.</p>	<p><b>Task: Conflict of Interest Completed</b> Type: PA system (simple)</p> <p><b>Task: Direct Deposit</b> Type: Email</p> <p><b>Task: Emergency Notifications</b> Type: Email</p> <p><b>Task: Policy Acknowledgement</b> Type: PA system (simple)</p> <p><b>Task: Compliance Training – Required</b> Type: PA system (simple)</p> <p><b>Task Involvement:</b> New employee to register for and attend designated training.</p> <p><b>Task: COBRA Notice</b> Type: PA system (file download)</p>	
Opens 10 days after Start Date			<p><b>Task: HIPAA Notice for NMSU Plans</b> Type: Email</p>	