

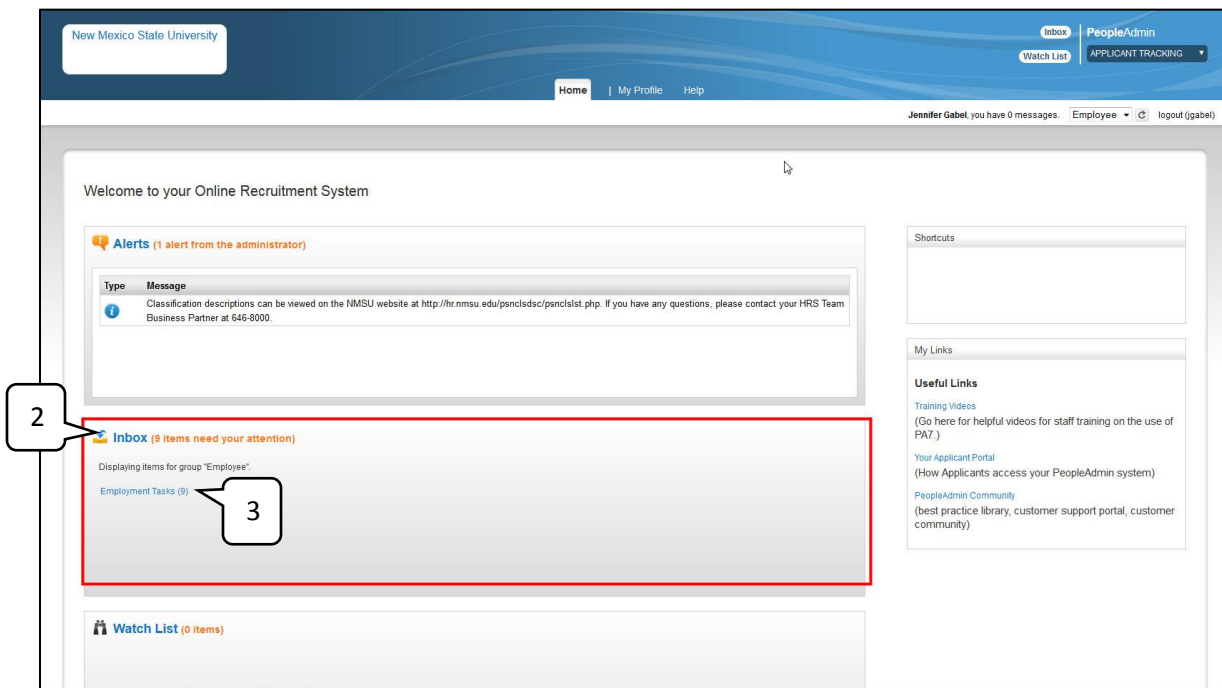
PeopleAdmin Onboarding User Guide

Congratulations on your new job at NMSU! Over the next couple of weeks you will receive emails requesting the completion of several onboarding tasks. These tasks range from familiarizing yourself with policies, to registering for training, to enrolling in benefits, and much more. To complete many of these tasks, you will utilize the PeopleAdmin Onboarding system. Instructions for using the system are included in this document.

The first thing to do is to ensure you have activated your NMSU email account. If you have not already done so, set up your account now at <https://myaccount.nmsu.edu/activation>. After your account is activated, it will take 24-48 hours for your account to be created in the PeopleAdmin system and other key systems so it is critical that this be one of your first tasks as a new employee.

When you receive your first email regarding an onboarding task, do the following...

- 1) Log in to <https://jobs.nmsu.edu/hr> with your NMSU username and password.
- 2) Locate your **Inbox** in the center of the page.
- 3) Click on the link for **Employment Tasks**.



The inbox will expand to show the tasks that need your attention.

- 4) Be sure to note the Due Date and complete your tasks before the due date. The Status column will show “overdue” for any late tasks.
- 5) Select a task from the list by clicking on the task name.

Inbox (9 items need your attention)

Displaying items for group "Employee".

Employment Tasks (9)

Task	Employee Name	Due Date	Status
Update Phonebook Preferences (leadership/new hire)	Jennifer Gabel	10/09/2014	In Progress
Register for New Employee Orientation	Jennifer Gabel	10/17/2014	In Progress
Conflict of Interest Completed (leadership/new hire)	Jennifer Gabel	10/17/2014	In Progress
Direct Deposit (leadership/new hire)	Jennifer Gabel	10/17/2014	In Progress
Faculty Deferred Pay Option (new hire)	Jennifer Gabel	10/17/2014	In Progress

The task will open and display the task details. Read and follow all instructions in the task details. Tasks may require you to download a document, click a link to read additional information, or complete a task outside of the PeopleAdmin system.

Employment Event: Event - External (Staff) for Jennifer Gabel
Position Type: Staff | Created At: 10/08/2014 10:59 AM
Event Number: 0020

Onboarding Subject

First Name	Jennifer
Last Name	Gabel
Job Title	Bus Mgr, Lg
Position Number	199038

Employment Task: Conflict Of Interest Completed (Leadership/New Hire) for Jennifer Gabel Take Action On Employment Task

Status: **In Progress**

Open Date: 10/08/2014

Due Date: 10/17/2014

Assignee: **Jennifer Gabel**

Description: **Employee requirement to acknowledge submission of the Conflict of Interest & Non-Disclosure Agreement**

Task Details: As part of your first few days on the job, you may have been notified that you must complete the online Conflict of Interest form (COI). Completion of the COI form is required upon hire for new employees, annually for all employees when initiated by HR Services, and anytime a conflict arises that has not been reported by you.

Please mark this task "complete" if you have submitted your Conflict of Interest form.

If you have not submitted your form, you may access it at <http://hr.nmsu.edu/coi/>.

Once you have completed a task, you will need to mark it complete in the PeopleAdmin Onboarding system.

- 6) Hover over the orange **Take Action on Employment Task** button. Click on **Mark Employment Task Complete**; or if your task is to download a document, click on **Download File**. Once the download is complete, the task status will change to “complete” automatically.

The screenshot displays the PeopleAdmin Onboarding interface for Jennifer Gabel. The page shows her onboarding subject details, including her first and last name, job title, and position number. Below this, an employment task is listed: 'Conflict Of Interest Completed (Leadership/New Hire) for Jennifer Gabel'. The task's status is 'In Progress', with an open date of 10/08/2014 and a due date of 10/17/2014. The assignee is Jennifer Gabel, and the description states that she is required to complete a Conflict of Interest form. A callout box with the number '6' highlights the 'Mark Employment Task Complete' button in the 'ITEM ACTIONS' menu.

Onboarding Subject	
First Name	Jennifer
Last Name	Gabel
Job Title	Bus Mgr, Lg
Position Number	199038

Employment Task: Conflict Of Interest Completed (Leadership/New Hire) for Jennifer Gabel

Status: In Progress
Open Date: 10/08/2014
Due Date: 10/17/2014
Assignee: Jennifer Gabel
Description: Employee requirement to acknowledge submission of the Conflict of Interest & Non-Disclosure Agreement

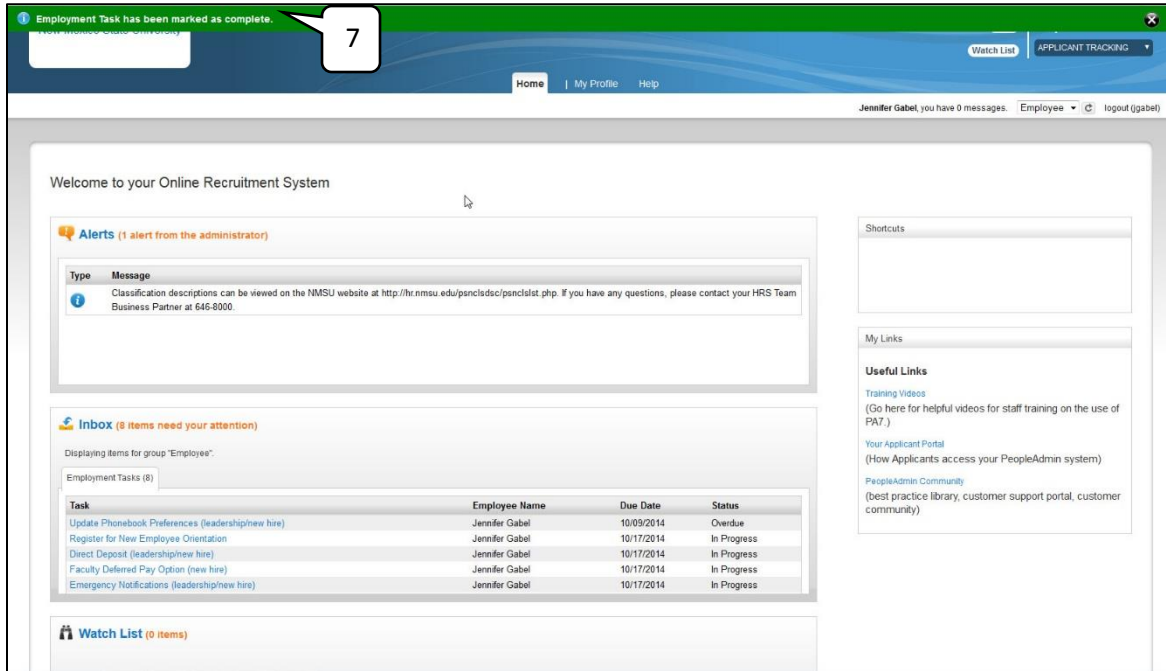
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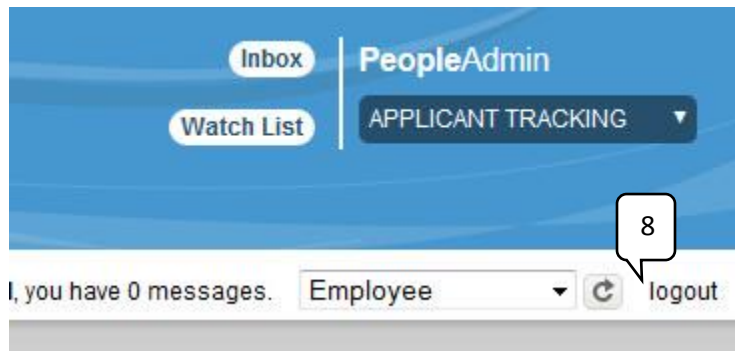
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When a task is marked complete, the task will close and be removed from your Inbox. You will be returned to your Home Page where you can complete additional tasks or log off.

- 7) A confirmation message will appear at the top of your home page showing the task was completed.



- 8) To log off, click the **logout** link in the top right corner.



Questions?

If you have questions regarding this system, please contact Employment Services at 575-646-8000 or email TeamHRS@nmsu.edu.

For more information on NMSU Onboarding, please visit <http://hr.nmsu.edu/onboarding-guide/>.