|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Internal Hire Tasks (14 total possible)** | **Task Location** | **Task Available/ Email Sent (Ideal dates shown but HRS & dept. may adjust accordingly)** | **Task to be completed:** | **Owner/Email Recipient** | **Summary of task details** |
| Hiring Completion Tasks | PA (Form) | several days prior to SD | prior to employee SD | HR Services | Background check info, degrees entered, faculty data entered, file created and posting transitioned to filled |
| Department Welcome Steps | Email | 5 days prior to SD | prior to employee SD | Hiring Department | Suggested employee welcome call (confirm acceptance, provide contact info, parking permit and ID card, notify about welcome letter) and internal preparation recommendations for department (announce arrival, office prep, phone, business cards, computer equipment setup, network/systems access, door key request) |
| NMSU Welcome Letter | Email | 5 days prior to SD | on or prior to SD | Employee | Employee welcome from President, campus access info (map, Aggie ID, parking permit), hiring policies, onboarding process login. |
| MyNMSU Account Verification | PA (Simple) | 3 days post SD | 3 days post SD | HR Services | HRS verifies if MyNMSU account is setup. If not, contact employee and provide assistance |
| Establish PA Empl. Security Role | Email | 3 days post SD | 3 days post SD | ICT Security | ICT Security establishes correct employee access for PA onboarding |
| New Empl. Introductory Events | Email | SD | during 1st week on the job | Hiring Department | Links to suggested checklists that supervisor should review with employee:*1st day* (<http://hr.nmsu.edu/wp-content/uploads/2014/09/1st-Day-Checklist-InternalHire.docx>)*1st week* (<http://hr.nmsu.edu/wp-content/uploads/2014/09/1st-Week-Dept-Procedures-InternalHire.docx>)  |
| Job Onboarding User Guide | Email | SD |  | Employee | Instructions to link for Onboarding system guide (<http://hr.nmsu.edu/onboarding-guide/>)  |
| Update Phonebook Preferences | Email | 7 days post SD |  | Employee | Informs that job change action updates title and department in NMSU Phonebook but employee is responsible for requesting a phone number update. Provides instruction on how to make request and how to update other NMSU Phonebook preferences in MyNMSU. |
| Conflict of Interest Completed | PA (Simple) | SD | w/in 7 days of SD | Employee | Confirm completion of submission of COI (<http://hr.nmsu.edu/coi/>). Required if change in position creates new conflicts that didn’t exist or if existing conflicts need to be reported to new supervisor.  |
| Direct Deposit | Email | 7 days post SD |  | Employee | Invitation to sign-up for Direct Deposit (if not already done so) via MyNMSU. Discusses pay advice delivery and how to open advice. |
| Faculty Deferred Pay Option (if apl) | PA (Simple) | SD | w/in 5 days of SD | Employee | Notification of defaulted 18 pays (regardless if previous job elected 24 pays) and invitation to defer to 24 pays with link to form.  |
| Emergency Notifications | Email | 7 days post SD |  | Employee | Reminder to review emergency contact on file and designated notification preferences (<https://myaccount.nmsu.edu/etm>) |
| Policy Acknowledgement | PA (Simple) | SD | w/in 30 days of SD | Employee | Acknowledgement of Policy Manual, CBA and specific employment policies (Ch3: 3.20, 3.21, 3.25, 3.40, Ch4: 4.05, 4.30, Ch5: 5.90, Ch7: 7.2, 7.20.45, Ch8: 8.30, 8.50, CBA ref. to Article 3 for eligibility. |
| Compliance Training- Job Specific | Email | SD | In accordance with dept. requirement | Hiring Department | Recommendation to use the checklist at <http://hr.nmsu.edu/wp-content/uploads/2014/08/Training-Job-Specific.docx> to determine job specific training needed for position. Includes links to CLPD and EH&S course pages. Includes instructions for satellite campuses/offices. |

Yellow Highlight indicates task that is hire type specific. Remove this task if it does not apply.