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| **Senior Administrator Hire Tasks (17 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, mentions parking permit & ID card, notify that HRS team member will be in contact to schedule a personalized onboarding meeting. Session consists of assistance in completing employment & benefit forms as well as discussing/completing tasks like: MyNMSU account, parking permit, Aggie ID card, submitting leave reports, campus map, organizational charts, etc.Internal preparation recommendations for department:announce arrival, office prep, phone, business cards, computer equipment setup, network/systems access, door key request, establish Signature Authority for HR and Finance approvals |
| NMSU Welcome Letter | Email | 5 days prior to SD | on or prior to SD | Employee | Employee welcome from President, New Employee webpage and notification of one-on-one session with HR. Overview of HRS and what we can assist employees and administrators with // Completion of: I-9, W-4, NMERB Empl Data Form, NMERB Benefic Des Form, and Invi. to Self-Identify // Setup MyNMSU account for email and application access // Establish Direct Deposit (Bank Routing & Acct number needed) // Discuss Leave Report submission // Discuss and/or get Aggie ID // Discuss and/or get parking permit // Review Org Charts (<http://af.nmsu.edu/official-org/>) // Review College/Division Contact list and roles // Complete Benefit enrollment paperwork // Answer general questions.Links provided to employment policies, Business Procedures Manual, and Campus Map |
| 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-SrAdmin.docx>)*1st week* (<http://hr.nmsu.edu/wp-content/uploads/2014/09/1st-Week-Dept-Procedures-SrAdmin.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 | Instructions on how to update NMSU Phonebook preferences in MyNMSU |
| Verify Receipt of Form I-9 | PA (Form) | 3 days post SD | w/in 3 days of SD | HR Services | HRS to verify receipt of I-9 (required) |
| 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/>)  |
| Direct Deposit | Email | 7 days post SD |  | Employee | Invitation to sign-up for Direct Deposit via MyNMSU. Discusses pay advice delivery and how to open advice. |
| Emergency Notifications | Email | 7 days post SD |  | Employee | Designate notification preferences and emergency contact (<https://myaccount.nmsu.edu/etm>) |
| HIPAA Notice for NMSU Plans | Email | 10 days post SD |  | Employee | Notice of HIPAA and link to HIPAA page. Recipient is asked to “carefully review” it. |
| COBRA Notice | PA (File Dist.) | SD | w/in 10 days of SD | Employee | “For regulatory purposes, you will need to download the COBRA Notice above to complete this task” |
| 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- Required | PA (Simple) | SD | w/in 60 days of SD | Employee | Notice to register for/attend Title IX & Campus SaVE Act and Employee Safety Training. Completion of task indicates course was attended. |
| 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>. Includes links to CLPD and EH&S course pages. Includes instructions for satellite campuses/offices. |