**NEW HIRE CHECKLIST**

This checklist guides Req Administrators, HR Reps and Managers through the process of setting up a new hire at Emory University.

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| **Task** | **✔** | **Instructions** | **Responsible Party** |
| Complete Offer Details iForm for  Compensated Hires |  | Req Administrator receives an email with a link to the Offer  Details iForm or you can access the form through your  dashboard notification in the My Offer Details Form and  Offer Progression panel.  For assistance on completing the Offer Details iForm, contact your department recruiter. | Req Administrator  Manager/HR Rep |
| Complete E-HRAF for  Uncompensated Hires |  | Complete eHRAF at www.hr.emory.edu/hraf  eHRAF instructions can be found online at: http://www.hr.emory.edu/eu/hrreps/ehraf/ehrafmanual.html |
| **ONBOARDING STAFF** | | | |
| Initiate Onboarding |  | Once the candidate clears all pre-employment screens,  recruiter will launch onboarding. An email is then sent to the new hire to complete their online orientation tasks. | Recruiter |
| Complete Online Orientation |  | New Hire receives an email to log into iCIMS and complete the online orientation tasks. Items to complete will vary according to the type of hire and department. Online orientation includes:  • Emory Profile Information • Title IX Training Confirmation  • Safety Orientation • EHC Confidentiality  • University Policies • Statement  • Parking Information • Emory Privacy and Security  • Network ID (NETID) • Awareness  • Human Resources • Federal Withholding Form  • Emory Card • (W-4)  • Benefits Explained • GA Withholding Form (G-4)  • Link to External I-9 • Direct Deposit  • Management Site | New Hire |
| **ONBOARDING FACULTY** | | | |
| Launch Prestart-Faculty |  | Initiated when the…  • Confidential Data Form Signature is Yes  • Offer Detail Form Signature is Yes  •Contact HR is <contact name> | Req Administrator |
| Onboard Faculty |  | After launching Pre-Start, launch the Onboarding Wizard in iCIMS and send an email to the new hire to complete the online orientation tasks. | Req Administrator |

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| **Task** | **✔** | **Instructions** | **Responsible Party** |
| **ONBOARDING FACULTY (CONTINUED)** | | | |
| Complete Online Orientation |  | New Hire receives an email to log into iCIMS and complete the online orientation tasks. Items to complete will vary according to the type of hire and department. Online orientation includes:  • Emory Profile Information • Title IX Training Confirmation  • Safety Orientation • EHC Confidentiality  • University Policies • Statement  • Parking Information • Emory Privacy and Security  • Network ID (NETID) • Awareness  • Human Resources • Federal Withholding Form  • Emory Card • (W-4)  • Benefits Explained • GA Withholding Form (G-4)  • Link to External I-9 • Direct Deposit  • Management Site | New Hire |
| Complete Offer Details Form |  | Notify Office of Equity and Inclusion by updating iCIMS  status to Hire Offer Details Form Complete Ready for  PeopleSoft. | Req Administrator |
| Complete I-9 Form - Section 1 |  | The new hire logs into Equifax via iCIMS and completes I-9  Section 1 as part of the online orientation. New hire must  present their acceptable I-9 documents in person to the HR  Rep completing 1-9 Section 2. | New Hire |
| Complete I-9 Form - Section 2 |  | 1. Log in to Equifax from iCIMS Dashboard>Important  Links> Equifax I-9 Management  2. Search for new hire  3. View original employment authorization documents,  complete I-9 section 2 and attach a copy of the  employment authorization documents  I-9 Section 2 must be completed on or before the New Hire’s  hire date as required by Federal law. | HR Rep |
| **SETTING UP STAFF IN PEOPLESOFT** | | | |
| Complete compensated PeopleSoft  Job and Benefits Setup |  | Complete I-9 in Equifax as directed above. | Manager/HR Rep  and New Hire  Req Administrator |
| Employee is not able to update personal information or select benefits via PeopleSoft>Self- |  |
| Service until employee record has been created in PeopleSoft. |  | Complete I-9 in Equifax as directed above. | Manager/HR Rep  and New Hire  Req Administrator |
| Complete Offers Detail i-Form |  |
| **SETTING UP FACULTY IN PEOPLESOFT** | | | |
|  |  | The Office of Equity and Inclusion must be notified as  directed above.  Complete I-9 in Equifax as directed above. | Manager/HR Rep  and New Hire  Req Administrator |

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| **Task** | **✔** | **Instructions** | **Responsible Party** |
| **ADDITIONAL SET UP NEEDS** | | | |
| Modify email and password reset |  | New hire goes to https://mynetid.emory.edu to modify  email.  For assistance and password resets, contact the Libraries and  Information Technology (LITS) Help Desk at: 404-727-7777  or euhelp@emory.edu. | New Hire |
| Pick up Emory parking hang tag or alternative |  | Emory Transportation and Parking: Starvine Parking Deck  at Clairmont Campus (1945 Starvine Way, Decatur, 30033)  Take Shuttle Bus: Route C or Route E;  http://transportation.emory.edu. | New Hire |
| Pick up Emory Card |  | New Hire uploads picture during online orientation and picks  up card at Emory Card Office: Boisfeuillet Jones Building,  Room 101. | New Hire |
| Campus Map |  | http://map.emory.edu | New Hire |
| Request computer set up |  | LITS Service Request: http://help.emory.edu | Manager/HR Rep |
| Set up phone and long distance access code |  | LITS Service Request: http://help.emory.edu | Manager/HR Rep |
| Order cell phone, pager, i-Phone, i-Pad or other PDA, if applicable |  | LITS Service Request: http://help.emory.edu | Manager/HR Rep |
| Provide copier machine code |  | Department designee | Manager/HR Rep |
| Order business cards and stationery |  | Emory Express Punchout AlphaGraphics:  www.finance.emory.edu | Manager/HR Rep |
| Order office supplies |  | Emory Express: www.finance.emory.edu | Varies by Department |
| Order P-Card or Corporate Card |  | Finance: www.finance.emory.edu | Manager/HR Rep |
| Order keys and additional Prox Card Access Requests |  | Campus Services: www.campserv.emory.edu/fm | Manager |
| Take care of department e-mail  announcements, introductions and campus tour |  | Varies by Department | Manager |
| Review dress code |  | Varies by Department | Manager |
| Review holiday and leave Policies |  | http://www.policies.emory.edu | Manager |
| Discuss work hours, time and  attendance, overtime policy, lunch hours, breaks |  | http://policies.emory.edu/4.40, if paid bi-weekly | Manager |
| Discuss Performance and Development Plan |  | Forms and detailed information is on the HR website:  http://hr.emory.edu/eu/performancemanagement/  performance.html | Manager |