# Manager Self-Service On-boarding Workflow

## Pre-Hire Steps

### Students and Temps
- Interview candidates
- Select candidate
- Complete JobX (to verify eligibility to work)
- Initiate Criminal History Records Check
- If I-9 is needed, send candidate to Payroll or I-9 E-Verify Site with documents prior to start date
- Paper packet is given to employee to complete and return to Payroll
- Remind candidate that Direct Deposit is mandatory

### Staff and Faculty
- Complete Applitrack process
- Interview candidates
- Select candidate and soft verbal offer of the position
- Affirmative Action
- Initiate Criminal History Records Check
- If I-9 is needed, send candidate to Payroll or I-9 E-Verify Site with documents prior to start date
- Paper packet is given to employee to complete and return to Payroll
- Remind candidate that Direct Deposit is mandatory

## HRMS and Employee Emails

- Department Initiator enters hire into HRMS
- Verify that employee completes Personal Data email (New employee’s only)
- Automatic approver workflow begins
- Human Resources enters hire into HRMS (EmplID is active)
- Overnight process runs and 2nd email is generated and sent to new and inactive employees
- Employee completes the 3 steps in email:
  1. Create NDUS Account
  2. On-boarding Activity Guide (Prints out the Welcome & Instruction page)
  3. Required Trainings
- Employee returns paper packet to Payroll
- Benefited employee receives another email from und.payrollbenefits@UND.edu with their PERS Member ID #
- Employee completes the online benefit enrollment

## Dept Follow-up

- Department checks New Hire Approve/Review to follow progress of the approvers and employee
- Have employee bring Activity Guide printout and the completion certificates from all the online training to verify completion
- Verify the hire is gone from the New Hire Approve/Review and is in Job Data in HRMS
- Complete hire process should take between 24 to 72 hours (from hire initiation to the employee completing email activities)

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