

NEW EMPLOYEE ONBOARDING QUICK REFERENCE GUIDE

Prior to official offer of employment ensure all pre-employment requirements have been approved when necessary:

- [Hiring Moratorium Exception](#)
- [Criminal Background Check\(CBC\)](#)
- [Child Labor Forms \(for employees under 18 years of age\)](#)

We recommend using the [Student/Temp](#) or [Work Study](#) Employment Onboarding Form

Visit the [Onboarding a New Employee](#) website for additional resources

1. Make official offer and establish start date (*mandatory meetings, trainings, orientations etc. are paid employment*)
2. Check Banner to see if individual has a valid I-9 on file already
(*check with your department administrator for assistance if you do not have access, or are unfamiliar with this process*)
 - PEAEMPL > United States Regulatory tab > I-9 Date
 - ◇ Cannot access = new employee needing I-9
 - ◇ Date is within 3 years = I -9 is valid
 - ◇ Date is over 3 years = check NBAJOBS to see if any other active jobs
 - ◆ If no other jobs = new I-9 is needed
 - ◆ If other active job and employee will not have a break in service= I -9 is valid
3. If I-9 is needed, the employee must have the following items when visiting Human Resources:
 - Forms of Identification—provide them with the [List of Acceptable Forms of Identification](#)
 - Confirmation of the status of their CBC, official start date and type of position (*temporary, temporary faculty, classified, exempt, , faculty*)
 - Clear instructions that they may not begin working until they have received a Work Authorization Card from our office
4. Provide employee with link to [New Employee Website](#) for additional resources
5. On first day of employment, confirm the employee has a Work Authorization Card
6. Follow departmental process to ensure EPAF is submitted with accurate information
7. Have department administrator [assign a supervisor](#) for timesheet approval