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