

TO: Deans, Vice Presidents and Directors
Cc: HR Representatives, Hiring Managers
FROM: Peter Barnes, Vice President, Human Resources
RE: New Hire Pre-Start Service
DATE: November 5, 2009

I am pleased to announce a new, online service to streamline several tasks required to prepare a new hire for their arrival at Emory. The Pre-Start Service will be available beginning November 22, 2009. At that time, all HR Representatives and hiring managers with an active ERS requisition will need to use the Pre-Start Service to register newly hired faculty and staff.

The current, decentralized request processes involve several business units and are time consuming for both the hiring officials and the new hires. The result is a general loss of productivity across campus. By working with Emory Card, Parking and UTS, HRTS has developed the Pre-Start Service to meet the needs of the hiring officials as well as the units that support these transactions. The new Pre-Start Service is designed to streamline the many current processes by providing a single access point for the hiring official to complete the steps necessary for onboarding a new faculty or staff member.

Hiring officials (HR Representatives and managers with an active an ERS requisition) can access the Pre-Start Service at <http://www.hr.emory.edu/Prestart>. This service allows the hiring official to complete the following actions in one place:

1. NET ID activation
2. Emory Card Selection/Billing and Lock Shop Request
3. Notice of eligibility sent to the Parking Office
4. Orientation Registration
5. UTS Exchange Email & Calendaring Account Request (optional)
6. LearnLink Email Account Request (optional)

More information on the Pre-Start Service is available online through a PowerPoint presentation and user video. To view, go to <http://www.hr.emory.edu/Pre-Start.pdf>.

Additionally, training is being offered on the following dates. To register for training, go to <http://leo.cc.emory.edu>, select Self Service > Learning and Development > Request Training Enrollment > Search by Course Number and enter 200299.

Training Date	Time	Locations
November 6	2:30 pm – 4:00 pm	Goizueta Business School, Rm 231
November 12	1:30 pm – 3:00 pm	1599 Clifton, Rm 1.432
November 13	1:30 pm – 3:00 pm	School of Medicine, Rm 153A
November 18 and 20	2:30 pm – 4:00 pm	White Hall, Rm 208

I hope that this new online service will help us continue to improve the onboarding process for Emory's new hires. If you have questions about the Pre-Start Service, please contact Susan Newborn at sjacks2@emory.edu.