New Hire Checklist

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

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
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**	Manager/HR Rep
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 Confirmation • EHC Confidentiality Statement • Emory Privacy and Security Awareness • Federal Withholding Form (W-4) • GA Withholding Form (G-4) • Direct Deposit • Title IX Training • Safety Orientation • University Policies • Parking Information • Network ID (NETID) • Human Resources • Emory Card • Benefits Explained • Link to External I-9 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 Confirmation • EHC Confidentiality Statement • Emory Privacy and Security Awareness • Federal Withholding Form (W-4) • GA Withholding Form (G-4) • Direct Deposit • Title IX Training • Safety Orientation • University Policies • Parking Information • Network ID (NETID) • Human Resources • Emory Card • Benefits Explained • Link to External I-9 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 Employee is not be able to update personal information or select benefits via PeopleSoft>Self-Service until employee record has been created in PeopleSoft.	Complete Offer Details i-Form. Complete I-9 in Equifax as directed above.	Manager/HR Rep and New Hire
Complete Offers Detail i-Form		Req Administrator
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

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