Faculty Hire Workflow - Launch PreStart

Overview: This job aid guides hiring managers and requisition administrators through the process of launching the pre-start process for a **faculty** hire.



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From your dashboard, use the green **Advance** button to select **Launch Prestart**. A box will appear. Note: it may take up to 15 seconds to appear.



Custom integration Dialogue Box opens. Click Confirm or Modify Package.



Sign in with your Emory Network ID and password.

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Complete the **Pre-Start page** and submit.

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- If the Pre-Start appears, ensure all data fields are completed.
- Once the status of the candidate changes to **Pre-Start Created**, this step is complete.
- It may take 24 hours for the status to change. If the status of the candidate does not change after 24 hours, contact HR Technical Services for assistance.

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Back Peter A. Paulmary CMD ACTINI Aurenti No JD/PhD Applying for Assistant Professor Pedetrics Oncology Post Offer Tasks - Launch Pre-Start Reject - Advance - and goetschillermory edu 5, 404-712-1415 Activity Tags	Pre-Start University Employees I-9 Completion & Orientation Progress I-9 Management Pre-Start Status Reverify Student I-9 Completion & Orientation Progress View/Complete Student New Hire Forms	Pre-start and Orientation Registration First: Peter Middle: A Last: Paulmary Date of Birth: Social Security Number: Non-resident alien with no SSN Expected Hire Date: 2018 02 11 Person Type Regular/Temporary R Benefise Elipiblity // Departmere 720000 Job Code 0001 Prox Card SpeedType 0000003330 University Prox Card Locations Oufford hall Submitter 1D Submitter 1D 544	More * <

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Use the green Advance button to initiate Onboarding Started (See Onboarding module).

Do not put anyone to **Onboarding Started Status** until they are in Prestart completed Warning: once you have moved the candidate to PeopleSoft, you cannot move them back.



Once you are ready to move this finalist record to PeopleSoft, use the green **Advance** button to select **Hire Offer Details Form Ready for PeopleSoft**.

OEI will then receive a notice to audit the record and move it to the PeopleSoft que.

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