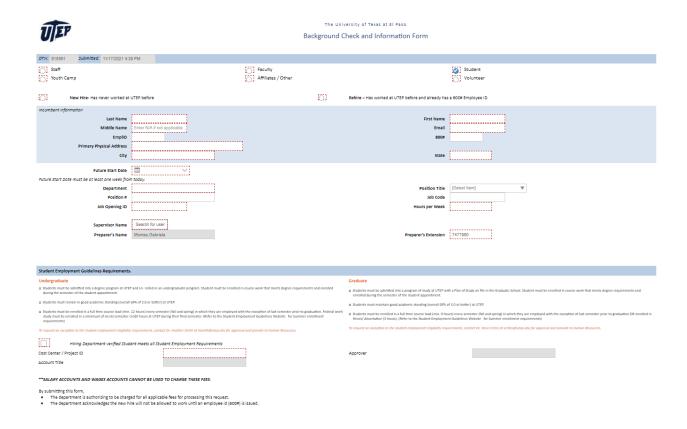
## **Student Onboarding Process**

1) Hiring Department will need to submit a <u>Background Check and Information Form</u> to initiate the onboarding process. We have incorporated information previously included on the paper Employee Information sheet to eliminate the form. <u>The paper Employee Information Sheet form</u> is no longer required.

## **Important Notes:**

- Start date is required and subject to change if the student does not comply with submitting documents to HR. Form does not allow retro dates.
- The I-9 federal form and New Hire documents must be submitted to HR <u>prior to the</u> <u>start date</u> to stay in compliance with federal law.
- Hiring Department must meet with the student to review they meet the <u>Student</u>
  <u>Employment Guidelines</u> prior to submitting the Background Check and Information
  form. The form requires the department to acknowledge the information was
  reviewed and student is meeting guidelines.
- Students should not be sent to HR if the Background Check and Information form has not been submitted.
- Ensure all fields are completed, Enter N/A if not applicable (Example: Middle Name)



## The following will be implemented and once active you will receive the following communications.

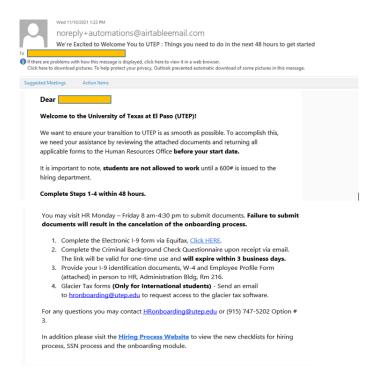
2) Upon submission of the CBC and Information form a notification will be sent to the initiator with the following information :

Thank you for submitting the New Hire request.

The student will be contacted to complete the

- . [X] New Hire Form We Have Received This
- [] CBC questionnaire (Pending)
- [] I-9 form (Pending)
- []Submit the New Hire Packet to HR (Pending)

Please follow up with the student to confirm they are completing the required steps above. The onboarding process will be canceled if students do not submit the new hire documents to HR on time.



## **Important Notes:**

- Hiring process will be automatically cancelled 10 days after initial welcome email if students do not submit all the required documents to Human Resources.
- It is important for the hiring department to follow up with the student hires and request they send the hiring department a notification when they have submitted completed documents to Human Resources.
- 4) Initiator and CAO will receive notices as actions occur with the Student Onboarding Process. Please check your spam folder as emails will be coming from a no-reply email address. For any questions, please contact HRonboarding@utep.edu.
- 5) Once Human Resources clears the new hire documents and the background check, the completed documents will be submitted to the Employment Data Management team (EDM) for the creation of the employee's PeopleSoft profile and Employee ID (EMPLID/ 600#).
- 6) Initiator and COA will receive an automated email with the student 600# for an appointment actions request eform to be submitted. For any questions on EMPLID, please contact <a href="mailto:EDMQA@utep.edu">EDMQA@utep.edu</a>.
- 7) The hiring department must submit an appointment actions request eform. Please be mindful of appointment processing deadlines as failure to submit on time may cause payroll delays.
- 8) Upon activation of the job record, HR assigns the **Onboarding Module** for students to complete within <u>48 hours</u> to input required information for employment. Its important students complete the module on time, as they will need to enter their Direct Deposit, Emergency contacts, and other important information. For questions on the module, please visit the <u>Student Hiring Process Website</u>.