UNDERGRADUATE HIRES

1. Initiator
2. HR Liaison
3. Initiator (Sends Offer Letter)
4. Records*
5. Onboarding
6. Records Entry Into Banner

* This workflow state does not indicate the individual has completed all required steps to become employed. It serves as a notification for the Onboarding Center to assign onboarding tasks to the new hire.

GRADUATE HIRES

1. Initiator
2. Background Check (Owner: Initiator)
3. HRL/Dean Review
4. Graduate School Admin
5. Graduate School
6. Records Hiring Proposal Finalized*
7. Onboarding
8. Records Entry Into Banner

* This workflow state does not indicate the individual has completed all required steps to become employed. It serves as a notification for the Onboarding Center to assign onboarding tasks to the new hire.

- Department uploads signed position description required for all GA positions.
- Department uploads teaching assistant certification of eligibility of employment; required for all international GTA positions.

A/P AND STAFF HIRES

1. Offer Accepted
2. Background Check (Owner: Employment)
3. Employment Sends Offer Letter
4. Employment Finalizes Hiring Proposal
5. Onboarding
6. Records Entry Into Banner

- Once candidate accepts, Employment will change hiring proposal workflow state to Background Check In Progress.
- Employment will use the Offer Letter tab on the hiring proposal to draft and send letter to candidate.
- Initiator and HR Liaison will receive an email notification once the letter has been signed.

- Employment will create Banner ID/User ID and finalize hiring proposal.
- This workflow state does not indicate the individual has completed all required steps to become employed. It serves as a notification for the Onboarding Center to assign onboarding tasks to the new hire.
ONBOARDING Logistics

FACULTY

Step #1: Offer Accepted
Step #2: Background Check (Owner: Initiator)
Step #3: Background Check Complete
Step #4: Pending
Step #5: Records Hiring Proposal Finalized*
Step #6: Onboarding

- HRL uploads copy of background check summary and moves status to Background Check Complete
- HR issues Banner ID and User ID and includes on hiring proposal
- HRL reviews required documents and takes necessary action to upload to hiring proposal

- Provost Office reviews hiring proposal and documents
- Provost moves to Pending status if documents are incomplete
- Provost Office notifies the HRL of needed documents.

* This workflow state does not indicate the individual has completed all required steps to become employed. It serves as a notification for the Onboarding Center to assign onboarding tasks to the new hire.

ONBOARDING WORKFLOW

Step #1: Hiring Proposal Finalized
Step #2: Onboarding Event Initiated
Step #3: Onboarding Appointment Scheduled
Step #4: Onboarding Confirms New Hire Paperwork Completion
Step #5: Records Entry Into Banner
Step #6: Tax Forms Processed by HR Payroll

This workflow state does not indicate the individual has completed all required steps to become employed. It serves as a notification for the Onboarding Center to assign onboarding tasks to the new hire.

This moves the employee from the ATS to the Employee Records module.

Employees are notified through their PeopleAdmin tasks that they are responsible for contacting the Onboarding Center to schedule their I-9 appointment.

Employee is able to submit Direct Deposit information and complete remaining Onboarding tasks.