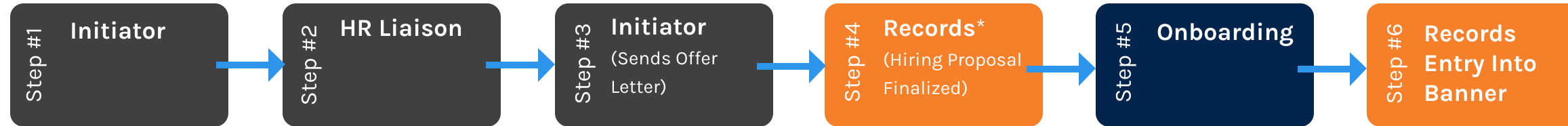




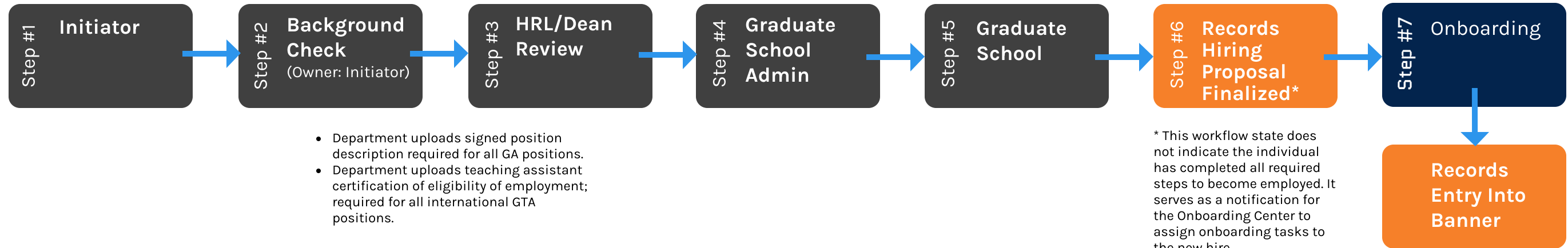
ONBOARDING LOGISTICS

UNDERGRADUATE HIRES



* 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.

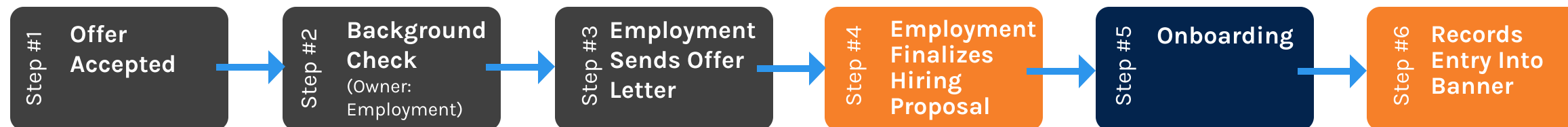
GRADUATE HIRES



- 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.

* 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.

A/P AND STAFF HIRES



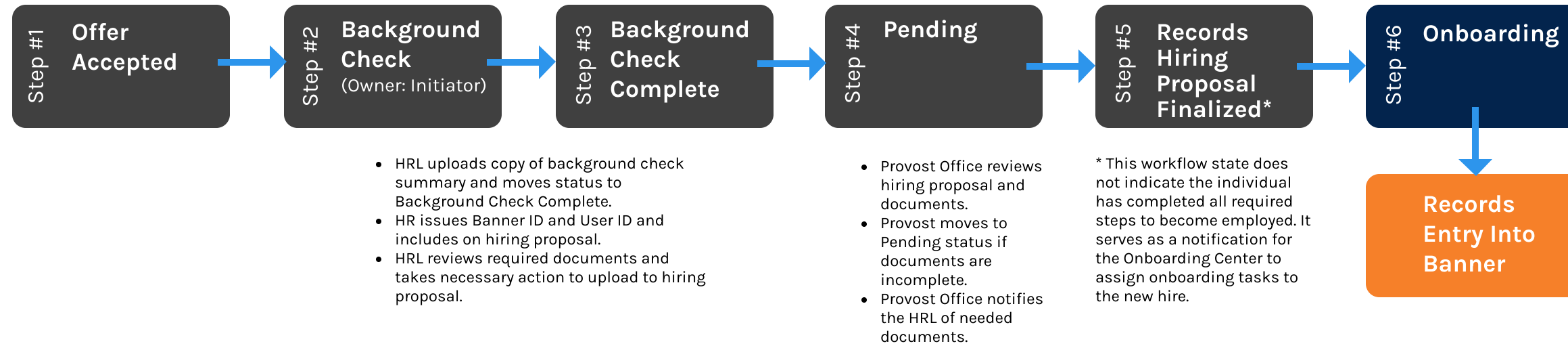
- Once candidate accepts, Employment will change hiring proposal workflow state to Background Check in Progress.
- Employment will use the Offer Letter tab on the hiring proposal to draft and send letter to candidate.
- Initiator and HR Liaison will receive an email notification once the letter has been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



ONBOARDING WORKFLOW

