Submit background check consent form to Director of HR & Risk Management •Some searches take time. Start date must be after background check report is complete & accepted by HR; non-fws students skip this step

Submit Personnel Change Form (PCF) to Payroll & Benefits Administrator before employee's target start date

•If faculty, then contract is submitted to Provost's Office, then Payroll & Benefits Administrator

New Hire On-boarding Process



New employee makes an appointment with Payroll & Benefits Administrator to turn in Payroll Packet & discuss benefits

•Must present original I-9 documentation to Payroll Administrator before target start date in order to have email access on target start date; if temporary, adjunct or non-fws student, no appointment necessary

Payroll & Benefits Administrator coordinates with IT to generate email & password which is then sent to supervisor indicated on PCF

 If faculty, then email & password are sent to Provost's Office; non-fws students skip this step

> Employee goes to Public Safety for badge and parking tag

•Temporary, adjunct and non-fws students skip this step