New Hire Checklist for Managers / HR Reps

EMORY UNIVERSITY

* Denotes Required

ITEM (as applicable)	HOW TO ACCOMPLISH TASK	RESPONSIBLE PARTY
Complete ERS Hire/Transfer Form for Staff Hires *	Manager on Hiring Req. receives an email with a link to the ERS Hire/Transfer Form or log into ERS and complete under Candidate "forms" For assistance on completing the Hire/Transfer Form, contact your department recruiter	Manager/HR Rep
Complete eHRAF for Faculty and non-ERS Post Doc Hires *	Complete eHRAF at www.hr.emory.edu/hraf eHRAF instructions can be found online at: http://www.hr.emory.edu/eu/hrreps/ehraf/ehrafmanual.html	Manager/HR Rep

Online Orientation *
 	
• Exchange mail account
• NETID activation
• Emory Card Registration
• Door Entry Requests (Prox)
• Parking Information
• New Hire ePaperwork
   – I-9 Form
   – Tax Withholding
   – Direct Deposit Form
   – Policy Signings
	1. Go to www.hr.emory.edu/Prestart to register the new hire for these services
	2. Manager will receive an Orientation Invitation email which must be forwarded to the New Hire
	
	• Prestart access issues, call Kay Manning 404.727.7550 or kmannin@emory.edu
	
	• Check with your HR Rep in your division regarding who is responsible for Prestarting New Hires
		Manager/HR Rep and New Hire

Complete I-9 Form * (must be completed on or before Hire Date)	1. Go to www.hr.emory.edu/Prestart 2. View original employment authorization documents and complete I-9 Section 2 3. Fax copies of I-9 employment authorization documents to Data Services with Prestart generated fax cover letter **I-9 Section 2 must be completed on or before the New Hire's Hire Date as required by Federal law**	Manager/HR Rep and New Hire
Staff PeopleSoft Job and Benefits Setup * Employee will get a blank PeopleSoft screen when logging into PeopleSoft until tasks are complete	1. Complete ERS Hire/Transfer Form as directed above 2. Complete I-9 form and fax I-9 documentation to Data Services as directed above	Manager/HR Rep and New Hire
Faculty PeopleSoft Job and Benefits Setup * Employee will get a blank PeopleSoft screen when logging into PeopleSoft until tasks are complete	1. Complete eHRAF as directed above 2. Complete I-9 form and fax I-9 documentation to Data Services as directed above	Manager/HR Rep and New Hire
Network Account Settings • Email Alias Selection • Password Changes	Employee goes to: http://enid.emory.edu/myaccount Password resets can be requested from LITS: 404.727.7777	New Hire

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Parking hang tag or alternative *	Go to Emory Transportation and Parking: Starvine Parking Deck at Clairmont Campus (1945 Starvine Way, Decatur, 30033) Take Shuttle Bus: Route C or Route E; http://transportation.emory.edu	New Hire
Emory Card Pickup *	New Hire uploads picture during Online Orientation and picks up card at Emory Card Office: Boisfeuillet Jones Building, Room 101	New Hire
Campus Map	http://map.emory.edu	New Hire
PC set-up Request	LITS Service Request: http://help.emory.edu	Manager/HR Rep
Phone set up and long distance access code	LITS Service Request: http://help.emory.edu	Manager/HR Rep
Cellular Phone or Pager	LITS Service Request: http://help.emory.edu	Manager/HR Rep
Blackberry, iPhone or other PDA	LITS Service Request: http://help.emory.edu	Manager/HR Rep
Copier machine code	Department designee	Manager/HR Rep
Business cards and stationery	Emory Express Punchout AlphaGraphics: www.finance.emory.edu	Manager/HR Rep
Office supplies	Emory Express: www.finance.emory.edu	Varies by Department
P-Card	Finance Website: www.finance.emory.edu	Manager/HR Rep
Order keys and additional Prox Card Access Requests	Campus Services: www.campserv.emory.edu/fm	Manager
Department Email Announcement, Introductions and Campus Tour	Varies by Department	Manager
Review Dress Code	Varies by Department	Manager
Holiday and Leave Policies	http://www.policies.emory.edu	Manager
Work hours, overtime policy, lunch hours, breaks *	http://policies.emory.edu/4.40 if paid bi-weekly	Manager
Performance and Development Plan *	Forms and information on the HR website: www.hr.emory.edu/eu/performancemanagement/performance.html	Manager
Organizational Mission and Priorities	Strategic Plan website: www.emory.edu/strategicplan	Manager