Faculty New Hire Checklist (for Managers & HR Reps)

This checklist guides Req Administrators, HR Reps and Managers through the process of setting up a **new faculty member** at Emory University.

| TASK | INSTRUCTIONS | RESPONSIBLE PARTY |
|--|---|----------------------|
| Confidential Data Form | You will be prompted to send to candidate at "Candidate Selected" | Req Administrator |
| Faculty Background Check | "Candidate Selected" status auto triggers message to Central HR to begin | Req Administrator |
| Complete Offer Details iForm for Compensated Hires | Access the form through your dashboard notification in the My Offer Details Form and Offer Progression panel in iCIMS. For assistance on completing the Offer Details iForm, contact your department recruiter. | Req Administrator |
| Complete e-HRAF for Uncompensated Hires | Complete eHRAF at www.hr.emory.edu/hraf. | Manager/HR Rep |
| ONBOARDING FACULTY | | |
| Obtain Approval from Office of Equity and Inclusion | Ensure that your search and candidate approval have been approved prior to completing the steps below. | Req Administrator |
| Launch Prestart-Faculty | Initiated when the | Req Administrator |
| Onboard Faculty | After launching Pre-Start, launch the Onboarding Wizard in iCIMS and send an email to the new hire to complete the online orientation tasks. | Req Administrator |
| Complete Online Orientation | New faculty receives an email to log into iCIMS and complete the online orientation tasks. Items to complete will vary according to the type of hire and department. Online orientation includes: • Emory Profile Information Confirmation • EHC Confidentiality Statement • Emory Privacy and Security Awareness • Federal Withholding Form (W-4) • GA Withholding Form (G-4) • Direct Deposit • Title IX Training • Safety Orientation • University Policies • Parking Information • Network ID (NETID) • Human Resources • Emory Card • Benefits Explained • Link to External I-9 Management Site | New Hire |
| Complete Offer Details Form | Notify Office of Equity and Inclusion by updating iCIMS status to Hire Offer Details Form Complete Ready for PeopleSoft. | Req Administrator |

| TASK | INSTRUCTIONS | RESPONSIBLE PARTY |
|---|--|-------------------|
| Complete Form I-9: Section 1 | The new hire logs into Equifax via iCIMS and completes Form I-9: Section 1 as part of the online orientation. New hire must present their acceptable I-9 documents in person to the HR Rep for them to complete Section 2. | New Hire |
| Complete Form I-9: Section 2 | HR Rep logs in to Equifax from iCIMS Dashboard > Important Links > Equifax I-9 Management. Search for the new hire. View original employment authorization documents, complete I-9 section 2 and attach a copy of the employment authorization documents. I-9 Section 2 must be completed on or before the new hire's hire date as required by Federal law. | HR Rep |
| Verify that your new faculty member is set up in PeopleSoft | Utilize the Status "Hire Offer Details Form complete ready for PeopleSoft" to send notification to faculty recruitment to move the record. HR Data Services will send an email when this process is complete. Note: they will not be able to update personal information or select their benefits in Self-Service until the employee record has been created in PeopleSoft. | HR Rep |
| ADDITIONAL SET-UP NEEDS | | |
| Modify email and password reset | New hire goes to https://mynetid.emory.edu to modify email. For assistance and password resets, contact the Libraries and Information Technology (LITS) Help Desk at: 404-727-7777 or euhelp@emory.edu . | New Hire |
| Pick up Emory parking hang tag or alternative | Emory Transportation and Parking: Starvine Parking Deck at Clairmont Campus (1945 Starvine Way, Decatur, GA 30033) Take Shuttle Bus: Route C or Route E; http://transportation.emory.edu . | New Hire |
| Pick up Emory Card | New Hire uploads picture during online orientation and picks up card at Emory Card Office: Boisfeuillet Jones Building, Room 101. | New Hire |
| Review Campus Map | http://map.emory.edu | New Hire |
| Request computer set up | LITS Service Request: http://help.emory.edu | Manager/HR Rep |
| Set up phone and long distance access code | LITS Service Request: http://help.emory.edu | Manager/HR Rep |
| Order cell phone, pager, i-Phone, i-Pad or other PDA, if applicable | LITS Service Request: http://help.emory.edu | Manager/HR Rep |
| Provide copier machine code | Department designee | Manager/HR Rep |
| Order business cards and stationery | Emory Express Punchout (use AlphaGraphics): www.finance.emory.edu | Manager/HR Rep |
| Order office supplies | Emory Express: <u>www.finance.emory.edu</u> | Varies by Dept. |
| Order name placard for office door, if applicable | Varies by Dept. | Varies by Dept. |
| Order P-Card or Corporate Card | Finance: www.finance.emory.edu | Manager/HR Rep |
| Order keys and additional Prox Card Access Requests | Campus Services: www.campserv.emory.edu/fm | Manager |
| Take care of department e-mail announcements, introductions and campus tour | Varies by Department | Manager |
| Review dress code | Varies by Department | Manager |
| Review holiday and leave policies | http://www.policies.emory.edu | Manager |

| Discuss work hours, time and attendance, overtime policy, lunch hours, breaks | http://policies.emory.edu/4.40, if paid bi-weekly | Manager |
|---|---|---------|
| Discuss Performance and Development Plan | Forms and detailed information about Performance Management is on the HR website. | Manager |