

Staff New Hire Checklist (for Managers & HR Reps)

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

TASK	INSTRUCTIONS	RESPONSIBLE PARTY
Complete Offer Details iForm for Compensated Hires	Req Administrator receives an email with a link to the Offer Details iForm or you can 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 STAFF		
Initiate Onboarding	Once the candidate clears all pre-employment screens, the recruiter will launch onboarding. An email is then sent to the new hire to complete their online orientation tasks.	Recruiter
Complete Online Orientation	New Hire 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: <ul style="list-style-type: none"> • 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 • EmoryCard • Benefits Explained • Link to External I-9 Management Site • Sign up for New Employee Welcome Session 	New Hire
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

TASK	INSTRUCTIONS	RESPONSIBLE PARTY
Complete Form I-9: Section 2	<ul style="list-style-type: none"> 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 hire is set up in PeopleSoft	HR Data Services will send an email when this process is complete. Note: the employee 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: www.finance.emory.edu	Varies by Dept.
Order name placard for office door, if applicable	Varies by Department	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