August 27, 2018

TO: Texas A&M AgriLife On & Off Campus Contacts

SUBJECT: Hire Date, AG-421 Hiring Checklist (aka Onboarding, New Employee Processing Checklist)

To better serve our customers and to speed up the hire process (especially for student employment and temp/casual) we're pleased to announce the following:

AG-421 Hiring Checklist revised (formerly known as Onboarding Checklist and New Employee Processing Checklist) https://agrilifeas.tamu.edu/documents/ag-421.pdf/

- This form has been revised to provide additional information regarding required documents and required actions for new hires, transfers. Although not required, submitting the AG-421 is very helpful in speeding up the review of documents.

Hire Date

- Employees may start work after the background check has been completed and the Hire BP has been initiated.
- Please consider the following as you choose start dates for your new hires:
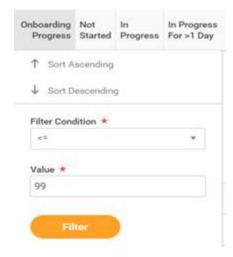
*Especially staff and faculty

   o 1st pay date: The 1st **payroll for the employee will be delayed** if the Assign pay group task is not complete prior to payroll deadlines.
   o Access to SSO: The employee will **not have access to SSO** until completion of the UIN task during the Hire process.
   o Access to Workday & TrainTraq: The employee will **not have access to Workday or TrainTraq** prior to completion of the Assign Pay Group task.
- Onboarding kicks off after Assign Pay Group has been completed AND the I-9 To Do step has been submitted by the unit.

NOTE: Complete Form I-9 in Guardian on or before the 1st day of work even if the To Do step "Complete Form I-9 in Guardian" has not yet triggered to the I-9 Processor as part of the Hire Business process. The I-9 processor will still need to submit the To Do step when it is received. Please <u>ensure the hire date on the I-9 in Guardian matches the hire date in Workday</u>.

 Monitor Onboarding Tasks to Ensure Completion – It is critical that units monitor the onboarding status summary report and follow up with employees who have not completed all steps.

Monitor the Onboarding Status Summary report (only 90 days of history)

o Enter "Onboarding Status Summary" in search bar
o Select the top Supervisory Org that you support and select "Include Subordinate Organizations"
o To see only those employees who have <u>not</u> completed onboarding, filter the "Onboarding Progress" column to view those at 99% completion or less
o Look at the "In Progress" column to determine which step or steps are currently in someone's inbox to be completed.

We appreciate your continued feedback!

For questions, please contact: your HR Generalist at (979) 845-2423

Texas A&M AgriLife Human Resources | http://agrilifeas.tamu.edu/hr/