ONBOARDING

Onboarding is the series of tasks that begins with a candidate formally accepting an offer of employment and ends with the new employee being ready for work in terms of employment relationship and access/setup.

It includes employment activities (new hire paperwork, benefits, I-9, criminal background check), logistical activities (ID card, parking, internet access, keys), and other new hire processing activities.

ROLES FOR ONBOARDING

TRANSACTIONAL UNIT (REQUIRED)

- Primary point of contact for managers and unit level leadership
- Represent the needs of the individual business unit
- Initiates UCPath Template for New Hires
- Opens UCPath cases on behalf of employees when needed (see On Behalf Case Management Matrix)
- Monitors Transaction Status page for transaction status

UCPATH (REQUIRED)

- Processes New Hires templates
- Notifies initiator when transaction is canceled or approved

SSC AWE APPROVER (REQUIRED)

- AWE Approver for transactions (for Phase 2)
- Maintain performance metric spreadsheet (AWE denials & UCPC cancellations)

HR CENTRAL OFFICE

- Responsible for HR/AP process designs
- Provide subject matter expertise in technical/complex areas
- Interface with HR/AP business partners and institutional leadership

ONBOARDING MAP

Roadmap presents the most common business case. Additional business cases and details are available in the appendix.

The **New Hire** accepts the contingent offer.

DEPARTMENT

Department provides New Hire job Information and assigns Department tasks

TRANSACTIONAL UNIT

Transactional Unit initiates ServiceLink generic request/ Snapshot onboarding form

SHARED SERVICE CENTER

Shared Services Center schedules in-person onboarding meeting and sends Employee Onboarding packet (DocuSign background check etc.) to New Hire

Shared Services Center will review/approve transaction.

SHARED SERVICE CENTER

Transactional Unit Initiator will obtain additional new hire information and initiate onboarding template

TRANSACTIONAL UNIT

Shared Services Center conducts in-person onboarding meeting and ServiceLink/Snapshot is updated with Tracker ID, legal name and date of Oath signature

UCPATH CENTER

UCPath Center will review/approve transaction.

TRANSACTIONAL UNIT

The **Transactional Unit** receives confirmation of the approved transaction.

The New Hire receives NetID and temp password, completes UCPath Self-Service items and is ready for work.

COMPLETE