

# Employee New Hire

## Standard Onboarding Process – Job Aid



### Overview

This Standard Onboarding Process for Employee New Hires provides for early submission of the Smart HR Template at least 20 business days in advance of the appointment start date. Typically, this process is used when the Department has a signed appointment letter a month or more days in advance and provides the information to their SSC for timely onboarding. Early submission mitigates UCPath delays and helps to ensure timely NetID generation.

### Instructions

Please submit your new hire requests to your Shared Service Center as early as possible 20 or more days in advance of the appointment start date. If the New Hire Employee is not available for an I-9 onboarding appointment in advance, please consider using the Pre-Hire Process to ensure timely NetID generation. In exception cases only, the Affiliate NetID process may be used in emergencies.

**Step 1.** The Department extends the offer of employment to the New Hire.

**Step 2.** The New Hire accepts the contingent\* offer from the University.

**Step 3.** The Department submits the appointment letter to the Shared Service Center 20 or more days before the start date of the appointment.

**Step 4.** The Department or Shared Service Center sends the New Hire an onboarding packet via DocuSign at least 10-20 days before the start of the appointment and assigns tasks as appropriate.

**Step 5.** The Department or Shared Service Center conducts in-person I-9 onboarding session.

**Step 6.** The Department submits ServiceLink/SnapShot/Workfront Onboarding new hire request to Shared Service Center.\*\*

**Step 7.** Shared Service Center submits Smart HR Template with Tracker ID to UCPath to ensure timely NetID generation before start date.

**Step 8.** UCPath Center approves Smart HR Template, commits transaction to Database and assigns Employee ID.

**Step 9.** Shared Service Center updates ServiceLink/SnapShot/Workfront with Employee ID.

**Step 10.** Employee begins work on effective date with NetID, Employee ID and Learning Management System assigned training.

**Step 11.** Follow the standard termination process to terminate employees who do not start or decline to accept the job offer. The effective date of the termination is the same as the effective date of the hire, applying reason code Never Started Employment (NSE)\*\*\*.

\*Contingent: employment is dependent on I-9 (identity verification and work authorization). Background check/Livescan is required for staff and academic titles that require a background check.

\*\*Submits request according to Shared Service Center Service Level Agreement practices.

\*\*\*A CSC customer report will be available soon to audit and monitor pre-hire activity. CSC will also accept report requests via email at [UCPathcsc@ucr.edu](mailto:UCPathcsc@ucr.edu).