Employee New Hire:
Pre-Hire Onboarding Process - Job Aid

UC RIVERSIDE
Campus Support Center

Overview

This Pre-Hire Onboarding Process for Employee New Hires provides for submission of the SmartHR Template <u>prior</u> to the Employee I-9 in person session. A typical scenario when this method is used is when there will be a delay in the Employee availability for their I-9 appointment.

Instructions

Please use the [Standard Onboarding Process](#) as the rule when possible. This Pre-Hire method is an alternate method to the standard process which will help to mitigate delays that impact NetID generation and **access to** lab safety training for new academic employees with a research function. The Pre-Hire Onboarding Process for New Hires is preferred over the [Affiliate NetID Onboarding process](#) for New Hires.

Please submit your new hire requests to your SSC's as early as possible.

Step 1. The Department, or Shared Service Center, extends the offer of employment to the New Hire.

Step 2. The New Hire Employee accepts the contingent* appointment from the University.

Step 3. The Department submits the appointment letter to the Shared Service Center.

Step 4. The Department, or Shared Service Center, sends the New Hire employee an onboarding packet via DocuSign and assigns tasks as appropriate.

Step 5. The Shared Service Center starts the New Hire Smart HR Template prior to in-person I-9 session to generate the NetID. *Pre-Hire Personal Data Fields must be filled out and "Pre-Hire" should be added to the template comments.*

> **The Pre-Hire Personal Data Field Requirements are:**
> * First Name, Last Name • Address Line 1, City, State, Postal Code
> * Email Address (The email address can be any email but should be entered/labeled as "home email". To avoid NetID and access delays, please ensure a personal email is entered for the employee.)

Step 6. The NetID is generated and sent to the Employee after the template is approved in UCPath. Once the NetID is received via email the Employee may login to the UCLC Learning Management System and search for the lab safety training course and complete as appropriate.

Step 7. The Department, or Shared Service Center, conducts in-person onboarding meeting.

Step 8. The Department, or Shared Service Center, will update Tracker with Employee ID.

Step 9. Subsequently the Shared Service Center updates ServiceLink/SnapShot/Workfront with Employee ID, Tracker ID, full legal name and date of Oath signature.

Step 10. The Shared Service Center obtains additional new hire information (Date of Birth and SSN) and initiates Personal Data Change Template to complete the update to data in UCPath ([Refer to Personal Data Change Process](#)).

*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.