

**New Hire Onboarding Process
For NetID Generation
includes
eFilePlus Appointment Files
Process Flow**

NEW HIRE ONBOARDING PROCESS OPTIONS

This slide shows three methods for onboarding new hires as it relates to NetID generation. A diagram process flow is shown for each method and is accompanied by a job aid that is available for staff & SSC team members. Please reach out to your department HR/AP staff contact for any questions. Contact UCPathCSC@ucr.edu for any changes, questions or adjustments to this process.



- Submit New Hire Request 20+ business days prior to start date to SSC
- Onboarding DocuSign Packet and in-person I-9 Onboarding session occurs more than 10 days prior to New Hire Template submission
- Early submission mitigates UCPath delays
- NetID is generated before start date if the timeline above is followed

STANDARD HIRE PROCESS

Staff, Academics, CWR Affiliates & Student employees



- Submit New Hire Request to SSC with minimal information*
- Pre-Hire New Hire Templates may be submitted to UCPath prior to in-person I-9 Onboarding session
- Early submission helps to ensure more timely NetID Generation
- Additional Data such as SSN and DOB may be submitted later

PRE-HIRE PROCESS

Staff, Academics, CWR Affiliates & Student employees



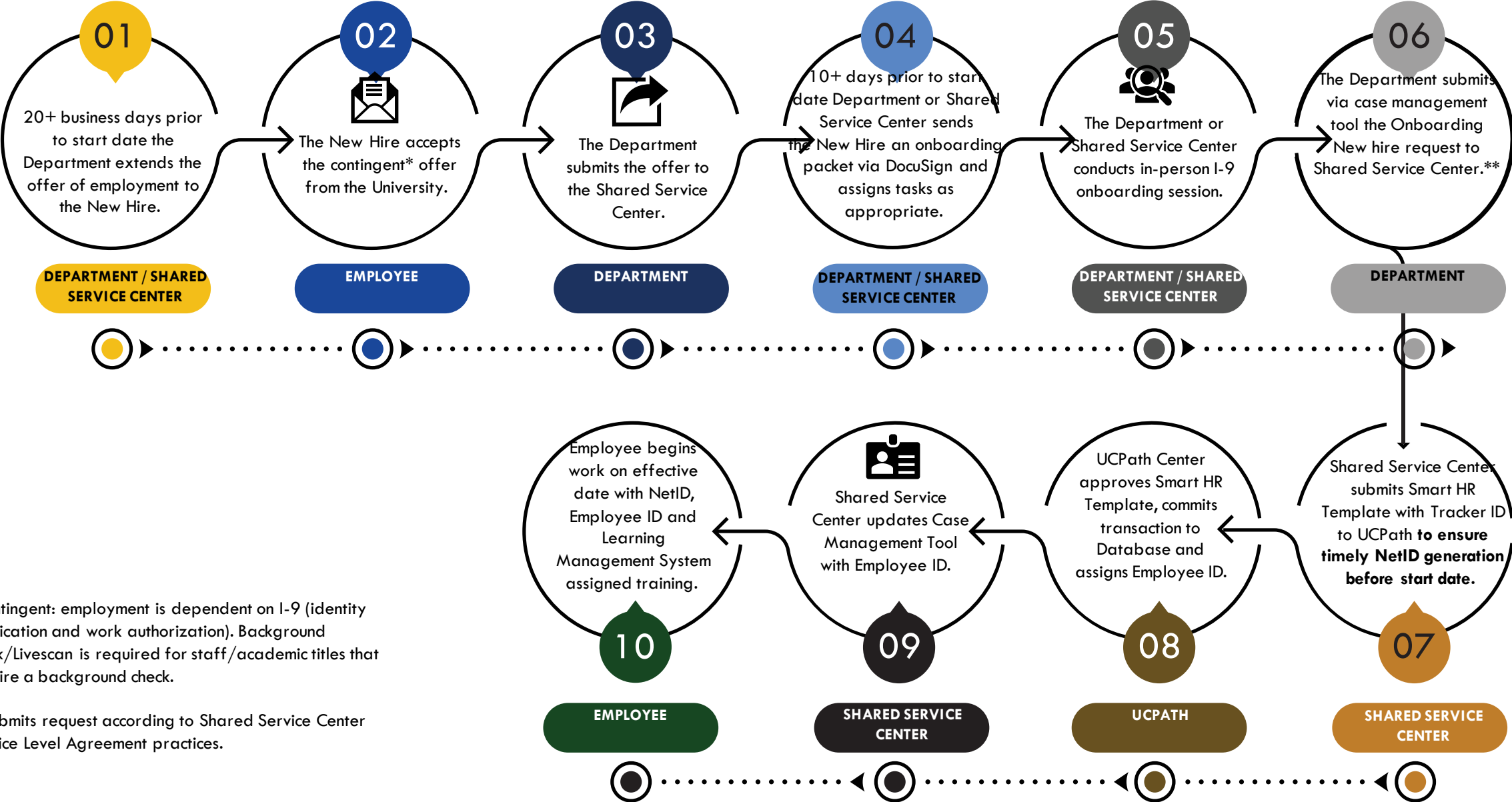
- Dept/Org Submit an IAMRiverside request for NETID
- Submit New Hire Request to SSC
- **This new process is inclusive to Staff, Academic Students

IAMRIVERSIDE PROCESS

Staff, Academics & CWR Affiliates

STANDARD HIRE PROCESS

This Standard Onboarding Process for Employee New Hires provides for early submission of the Template 20+ business 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. HR/AP staff and SSC's should use [the job aid](#) for this process.

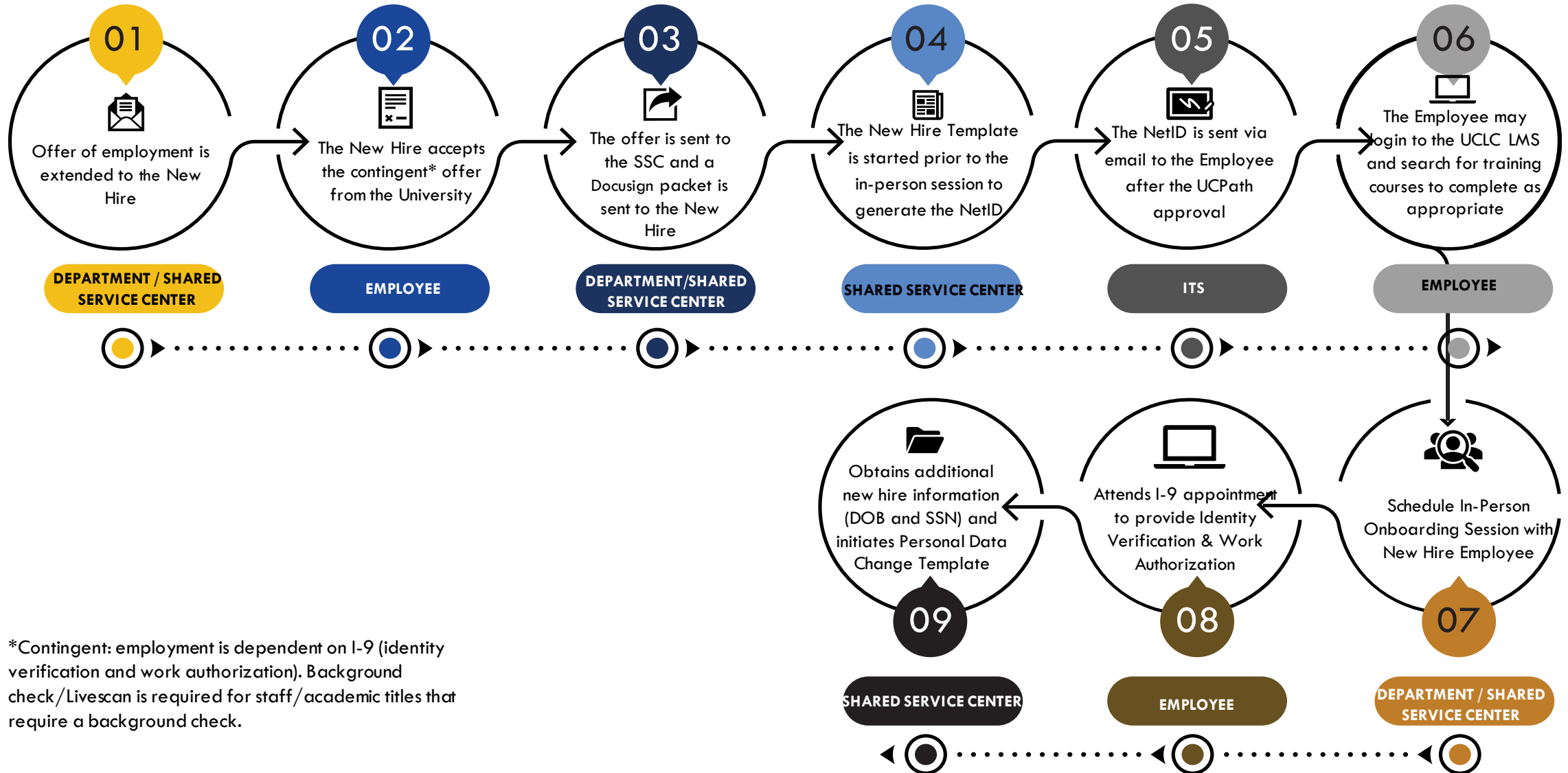


*Contingent: employment is dependent on I-9 (identity verification and work authorization). Background check/Livescan is required for staff/academic titles that require a background check.

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

PRE-HIRE PROCESS

This pre-hire onboarding process for employee new hires provides for submission of the SmartHR template prior 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. Please consult with your Department HR/AP staff member or Shared Service Center for assistance. HR/AP staff and SSC's should use [the job aid](#) for this process.



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

IAMRIVERSIDE NETID PROCESS

This method can be used prior to hire based on department need.

Please consult with your HR/AP staff member or Shared Service Center for assistance. HR/AP staff and SSC's should use the [KB articles](#) available for this process.

