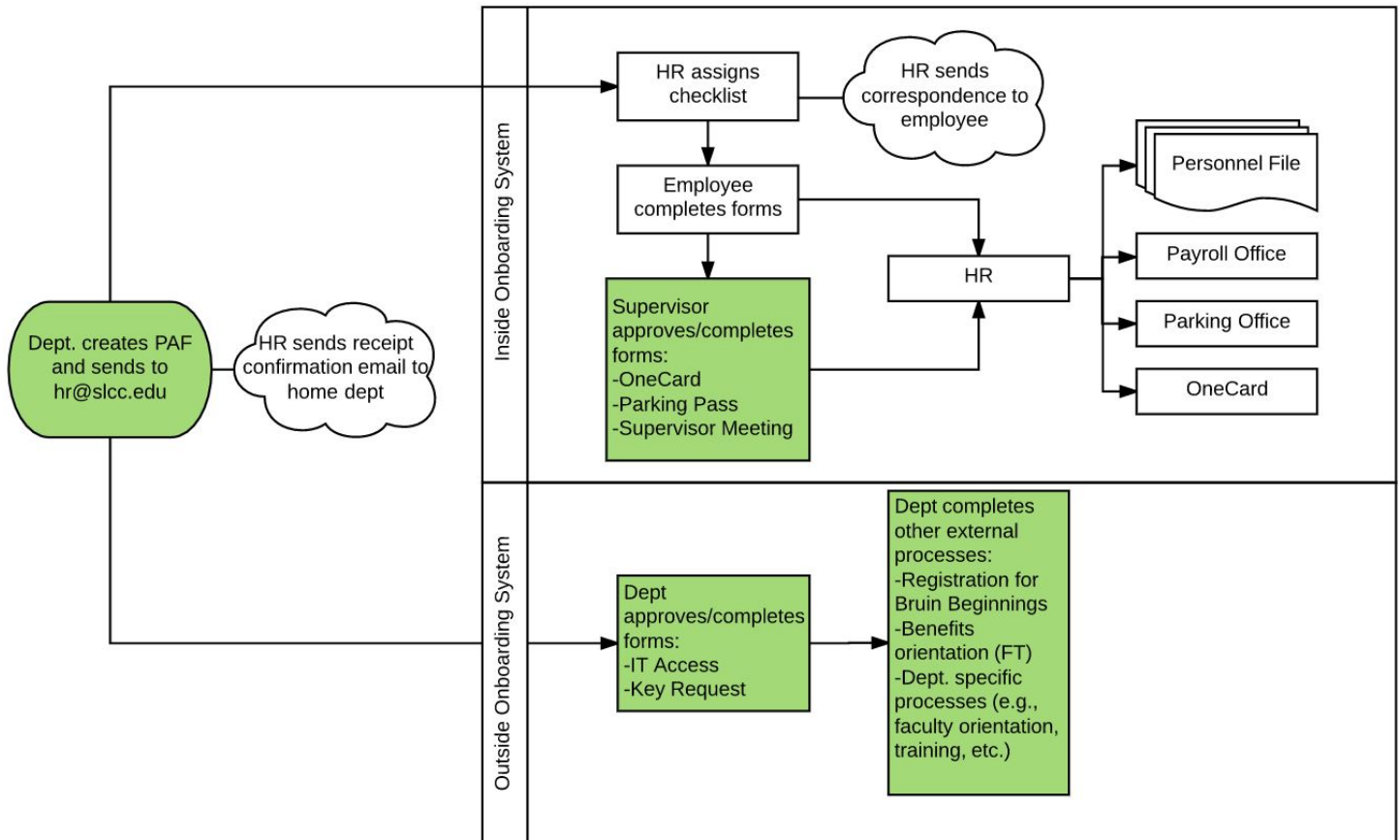


HR Onboarding – Department Process



- Notify HR of new hire
- Complete PAF, send to HR@slcc.edu – HR will send a receipt confirmation email
- When prompted, provide index numbers/approvals for:
 - Parking Permit
 - OneCard
- Request IT access (Banner, email, canvas)
- Complete key request
- Prepare office
- Other Processes
 - Bruins Beginnings
 - Benefits Orientation (FT)
 - Faculty Orientation
 - Required Training

For any additional questions about the new onboarding system, please feel free to reach out to Human Resources at ext. 4210 or at hr@slcc.edu.