

	<u>BEST PRACTICE</u>	<u>APPLICABLE FORMS</u>
COMPLETE HIRING PROCESS	<ul style="list-style-type: none"> Notify your HR contact of all new hires (full-time and part-time) 	
STEP 1 COMPLETE THE PAF/EPAF	<ul style="list-style-type: none"> Send completed PAF and application together (recommended no later than 2 work days before employee's start date) 	<ul style="list-style-type: none"> New, Rehire, or Internal Hire PAF Employee Application from PARS
STEP 2 COMPLETE TASKS WITHIN ONBOARDING	<ul style="list-style-type: none"> Promptly act on emails from onboarding system 	Within Onboarding System: <ul style="list-style-type: none"> OneCard Authorization Parking Permit Authorization Supervisor Meeting With New Employee
STEP 3 COMPLETE TASKS OUTSIDE ONBOARDING	<ul style="list-style-type: none"> Submit computer access request as soon as you have an S# for your employee 	Outside Onboarding System: <ul style="list-style-type: none"> IT Access Request Key Request Form
STEP 4 HR MEETING WITH NEW EMPLOYEE	<ul style="list-style-type: none"> HR will contact your new hire to set up an appointment. If you would like an update regarding this appointment please contact the HR office 	