

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