HUMAN RESOURCES ONBOARDING FAQ:

Below are answers to some of the most frequently asked Onboarding questions

FREQUENTLY ASKED QUESTIONS FROM NEW EMPLOYEE

1. Do I really need a OneCard? Yes, policy states all employees need a OneCard to prove identity here on campus. Plus, it has some perks!

2. Will copies of my personal identification documents suffice to complete the I-9? No, we need to review the original documents in person to verify authenticity to stay within federal regulations.

3. What should I do if I don't have checks but want direct deposit? Ask your bank to print off a letter authorizing direct deposit into your account. Deposit slips will not be accepted.

4. I'm waiting to get my replacement Social Security card mailed to me. Can I report it to payroll once I get it? Yes, we understand things like this happen. Our payroll office asks that a copy of your Social Security card be provided as soon as possible.

5. I don't see the e-forms you sent me, where is the link? You should have received a system generated email from us when these forms were assigned to you. The title of the email is: "SLCC New Employee Forms - Action Required - New Checklist Assigned". Please search your mail folders. If you still don't see it let HR know.

6. Do I/can I print these forms off and turn them into you? You should not print off these forms for HR, but you can if you wish to keep them for your own records. The beauty of e-forms is we are able to go paperless and have an electronic record of your new employee forms, which also allows you to review this information at your convenience on or before your first day.

7. I am a full time employee, when do I find out about health insurance and benefits? You will have the opportunity to attend a benefits orientation during your first week of work. Please ask your supervisor for details.

8. Will I receive a parking voucher while meeting with HR? HR will not provide parking vouchers to new employees who are attending onboarding. You will however be provided a parking permit during this meeting so long as your department has approved one for you. If you receive a parking ticket while meeting with HR, bring in the ticket to the HR office that same day and it will be reconciled with parking services.

FREQUENTLY ASKED QUESTIONS FROM HOME DEPARTMENT

1. Do we have to use onboarding? Yes, beginning May 1st, 2017, onboarding will be required for all hires including Workstudy, internal hires, and rehires.

2. How do I begin the onboarding process? Notify your HR coordinator of your hire. Then send the PAF and application to hr@slcc.edu. We will send you a confirmation that we received it. From there the employee will be transitioned to the onboarding system. You will still need to complete the key request and computer access forms outside of onboarding.

3. What new hire paperwork do I need to have my new employee complete? The new hire paperwork is now electronic within the onboarding system. This will be facilitated by HR.

4. How do I know everything went okay? HR will reach out to the supervisor of the employee if the employee is not completing the paperwork or if other problems arise. In this case, "no news is good news". You will be able to tell if your employee completes e-forms because they will show up in the supervisor's queue for index code approvals. Please email Maggie Stephenson, Onboarding Specialist, or call 801-957-3782 if you'd like a personalized update for your employee.

5. Do I send the PAF and application via scan or can I just walk it over? Scanned is preferred but either is okay.

6. How long does it take to onboard my new employees? Once you have submitted the complete PAF and application, we will generally contact your new employee within 1 business day.

7. How long does the employee need to meet with HR to complete the onboarding process? We are happy to take the time needed to assist your new employees with their specific questions. If the employee has completed the new hire forms before their meeting with HR then this meeting can take as little as 15 minutes.

8. Can administrative assistants approve by proxy for forms in the onboarding system? Not at this time.

9. Does onboarding include background checks and other job related processes? These are considered pre-employment processes and are not facilitated through the onboarding process.

10. Where do we send transcripts? Transcripts should be sent directly to HR to be placed in the employee's personnel file.

11. What should I do with part time applications? Turn them in with the PAF.

12. Do we need a wet/actual signature on the application? No, the typed electronic signature already found on the application will suffice.

13. Do you need a wet/actual signature on the electronic onboarding forms? No, the typed electronic signature will suffice.

14. Does onboarding take care of required training? Required training is serviced through the MySLCC portal that is outside of onboarding. Once the employee has computer access please instruct them on completing all required training.

15. What are the benefits of onboarding, why can't I just do it? The onboarding piece of HR was initiated and continues to be supported by Executive Cabinet as a way of streamlining hiring and securing the sensitive information affiliated with new hire paperwork.

16. How does this effect computer access? One of the driving forces of onboarding is to make computer access and other resources available to the employee on their first day. If given enough notice, the onboarding process can result in the employee gaining computer access two days *prior* to their start date.

17. Why can't we request computer access and key requests through onboarding? The computer access and key request forms have been set up outside of the onboarding system, following those department's processes.

18. When do I need to notify HR of a part time hire? As soon as possible. It is recommended that you submit the PAF and application to begin the onboarding process for all employees no later than 2 days before your employee's start date. Delayed notification results in other resources being delayed for the new employee such as computer access.

19. Does this alter the benefits orientation or Bruin Beginnings? Not at this time. Departments will still be contacted for full time employees eligible for benefits and Bruin Beginnings.

20. I have a suggestion or resource that might be beneficial, who can I contact about that? Please email Bryce Nelson, Onboarding Coordinator, or call 801-957-3782.

21. When is training for onboarding? Who needs to go? We have been holding trainings since November 2016. If you've attended a training before you should be equipped to onboard. We have reoccurring training on a monthly basis. More information is available on the Human Resources Onboarding website.

22. How long does it take to approve e-forms in onboarding? Minutes. We have shortened the processes to free up your time for other duties. You will need to review information regarding your new employee and then put in index codes. The longest process would be the Supervisor Meeting with New Employee which opens up a dialogue for department specific details.

23. Where is the log in link? You will be emailed the link when your approval is needed. You can also find this link on the Human Resources Onboarding website.

24. Where can I print out e-forms from onboarding? You won't need to. One of the benefits of onboarding is everything is now electronic and secure at HR. The forms the employee fills out will go into their personnel file if you need to reference them in the future.