NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ START DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSITION TITLE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ POSITION # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| **STEP** | **ACTIONS TO BE COMPLETED** | **DUE** | **DATE COMPLETED** |
| 1 | Obtain the following information to add new employee in NEOGOV On-Boarding (OB): Name, Last 4 digits of the Person ID from application, current e-mail address, start date, and position #. | At least 5 days before start date |  |
| 2 | a)[Add new employee](http://traviscentral/files/hr/docs/Adding_a_New_Employee_in_NeoGov_Onboard.pdf) in NEOGOV OB.  b) Assign employee checklist (Standard, Temporary, or Grant).  c) Make sure e-mail and start date are correct.  d) Send activation. | At least 5 days before start date |  |
| 3 | [Add additional forms](http://traviscentral/files/hr/docs/Adding_Additional_Forms_in_NeoGov_Onboard.pdf) in NEOGOV OB. (Optional) | At least 5 days before start date |  |
| 4 | Review all forms ensuring that they are complete and accurate. *New employee should have completed all their forms and tasks.* | 5 days before start date |  |
| 5 | [Upload attachments](http://traviscentral/files/hr/docs/Uploading_Attachments_in_NeoGov_Onboard.pdf) of employment application and/or resume in NEOGOV OB or to PAF. | 4 days before start date |  |
| 6 | [Upload attachments](http://traviscentral/files/hr/docs/Uploading_Attachments_in_NeoGov_Onboard.pdf) such as applicable licenses, registrations, and certifications required for job. | 4 days before start date |  |
| 7 | Create a New Hire/Re-Hire Personnel Action Form (PAF) in SAP using the new employee forms information. | 4 days before start date |  |
| 8 | Sign employee up for NEO. Regular and Special Project new hires/re-hires. | 5 p.m. Monday |  |
| 9 | [Complete Employer Section 2 of Form I-9](http://traviscentral/files/hr/docs/Completing_Section_2_of_Form_I-9_in_NeoGov_Onboard.pdf). | Within 3 days of start date |  |
| 10 | [Upload attachments](http://traviscentral/files/hr/docs/Uploading_Attachments_in_NeoGov_Onboard.pdf) of Form I-9 supporting document(s). | Within 3 days of start date |  |
| 11 | If new employee provided a receipt for a replacement document for Form I-9, the employee must show you the replacement document. | Within 90 days of start date |  |

ON-BOARDING HELPFUL TIPS

**NEOGOV ON-BOARDING**

* Have your new hire or re-hire complete their forms via NEOGOV On-Boarding even though they did not complete a NEOGOV employment application.
  + Use their last 4 digits of their social security number or use their SAP personnel number for their “Employee #” when adding a new employee.
* If the position is not in NEOGOV, e-mail HRMD Compensation to add position.
* When adding new employee in NEOGOV, leave the “Direct Manager” field blank.
* Ensure the correct checklist is assigned to your new employee.
  + Standard Employee Checklist – Used for regular and special project employees filling general funded positions.
  + Temporary Employee Checklist – Used for temporary employees. If the position is grant funded, add Grant Acknowledgement Form.
  + Grant Employee Checklist – Used for regular and special project employees filling grant (internal order) funded positions.
* When you click on “Send Activation”, make sure you look for the confirmation status bar that will appear across the top of the screen.
* Make sure new employee completes forms by due date. Forms may be locked and not be accessible to new employee after due date.
* If an additional form has been added after the account has been activated, notify the new employee that you have another form for them to fill out.
* Employer section 2 of Form I-9 needs to be completed within three days of start date to be in compliance with Federal law.
* Complete the employer section 2 of Form I-9 in “My Tasks”, not in “Forms”.

**NEW HIRE/RE-HIRE PAF**

* New employee’s name on the New Hire/Re-hire PAF needs to match the name on the social security card.
* The preferred/nick name field is used to create a new employee’s work e-mail address. Only fill out this field if the new employee wants a different first name than their legal first name in their e-mail address.

**GENERAL NEW HIRE/RE-HIRE**

* Communicate with your new employee about the on-boarding process including the importance of completing forms by the due date.
* When new temps start, have them enter their Emergency Contact info and complete Direct Deposit (optional) in ESS.
* New employee forms and New Hire/Re-Hire PAFs are due to HRMD Compensation four days prior to start date.