Employee Onboarding Workflow
Rehire

**Notification**
- Employee (EE) accepts offer
- Recruiter sends HR Team notification of offer letter acceptance, attaching Offer Letter and Resume
- HR Coordinator sends New Hire Checklist for Rehires to Hiring Manager (HM), including ServiceNow Onboarding Form, asking if EE will have any direct reports, cc’ing Admin Ops and HR Consultant
- Recruitment Coordinator sends New Hire Checklist for Rehires to EE, providing resources and information about starting with HUIT.
- If EE left the University more than a year ago, Recruitment Coordinator schedules a time to do paperwork
- HR Coordinator fills out Admin Ops and Finance spreadsheets
- HM submits SNOW Onboarding form, kicking off onboarding process

**Pre-Start Date**

- **HM/Admin Ops**
  - HM fills out SNOW Onboarding Form with EE’s HUID
  - HM works with team to prepare for EE’s arrival
  - SNOW triggers equipment creation, phones and HUIT specific equipment, including adding building access

- **Payroll/Finance**
  - HR Coordinator sends CADM Payroll team information about EE’s new position within HUIT, including offer letter
  - CADM Payroll process EE’s new job information

- **Human Resources**
  - Manager lets HR Coordinator know if EE will have any direct reports
  - Recruitment Coordinator works with EE to process paperwork, if needed

**Post-Start Date**

- EE attends HUIT Orientation
- HR Coordinator transfers any direct reports in Payroll, providing EE with appropriate T&L and AM group access
- HR Coordinator adds EE to HUIT All-Staff Mailing List
- HR Coordinator transfers the ePerformance documents of EE’s new direct reports to EE
- HR Coordinator adds EE to new department on Org Chart on the Friday after their start date
- HR Coordinator moves EE’s new direct reports to EE in the Org Chart on the Friday after EE’s start date
- HR Coordinator creates new ePerformance documents for EE the month after they start
- HR Coordinator creates EE personnel file and files accordingly