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 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 Information Session
- 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 PeopleSoft performance 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 PeopleSoft performance documents for EE the month after they start
- HR Coordinator creates EE personnel file and files accordingly