

New hire process overview, 2023



Step 1 - You will receive an email offer letter to **your student email address**

Within **24 hours** you will receive an auto generated email with onboarding instructions and appointment information

Step 2 - Complete online onboarding - this should take no more than **20 minutes** to complete.

Step 3 - Come in for I-9 drop ins at Sage Hall suite 202, no appointment needed. You must come in for your I-9 verification **no more than 3 days after you begin working** (but we recommend completing it in advance, ASAP!)



Step 4 - Come to the I-9 drop ins with your original documents for I-9 verification. This drop in will take no more than **15 minutes**.

Step 5 - Your supervisor will receive an email indicating that you have completed your I-9 verification. Congrats! **You are now ready to start working on your designated start date!**

Step 6 - Your department will now put through an ePar for you in order to place you on Payroll. Final approval of the ePar is dependent on the approval route and other factors, and can **vary**. **No action is needed from you, the new hire.**

Step 7 - No more than **2 days** after the ePar has been approved, you will receive access to your required bridge trainings and new hire orientation. Complete **within 7 days** of gaining access.

