



N.E.W. Employee Onboarding Administrative Steps

April 2019

Instructions to be used when processing a “regular” staff employee (minimum 50% FTE for 4 ½ months). See [UPPS No. 04.04.15](#) for details. Use in coordination with [New Employee Onboarding: Manager’s Steps](#).

Initial steps for hiring department staff after a position has been offered and accepted:

- Schedule for New Employee Welcome (N.E.W.) by completing the [N.E.W. Administrative Registration](#) located in [HR Forms](#) under New Hire Support → Benefits – Eligible Staff
- Using [HireRight](#), initiate the electronic Form I-9 and E-Verify process before the employee’s first day.
- Submit Personnel Change Request (PCR) to set up employee record on payroll.

Out-of-Cycle hiring steps:

If the department has obtained special permission from the division vice president to start an employee out-of-cycle (i.e., other than the first work day of the week), the department must handle the following *in addition* to the initial steps listed above:

- Instruct employee how and where to obtain parking permit as well as where to park. A copy of the PCR will be needed at Parking Services to verify permit eligibility.
- Instruct employee to attend New Employee Welcome Part I the following week.