**COLLEGE OF ARCHITECTURE & URBAN STUDIES**

**HUMAN RESOURCES ON-BOARDING FOR SALARIED EMPLOYEES – FACULTY & STAFF**

On-boarding Conducted at the Department Level by the Employee’s Supervisor or On-boarding Coordinator

Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institute Group\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ University Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Effective Date of Appointment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee’s PID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Eligible for overtime compensation?  Yes  No Emergency or Essential Personnel?  Yes  No

Employee Appointment Status (Check one in each column.)

Faculty  Regular  Full Time  Original Appointment

Staff Restricted  Part Time (80% -99%)  Re-Employment

Part Time (50%-79%)  State Transfer

**OFFER PROCESSING (completed by HR Lead)**

Complete offer packet:

* *For Faculty only*: Terms of Faculty Agreement (TOFO)
* Export Control check
* *Staff only:* Employment Information Supplement P12A
* Foreign National Form (if applicable)
* If applicable, Relocation Agreement and policy from Controller’s website
* *For males only*: P152, Selective Service Form
* Position Description
* *For Restricted Staff only*: P94 Restricted Acknowledgement Letter

Create electronic personnel file (refer to recruitment closing checklist)

Submit TOFO (Faculty only), offer letter, CV, Export Control results, and Relocation Agreement (if applicable) to Institute senior management for approval

Send offer packet to candidate via email with notification to complete conviction check waiver.

Send conviction check waiver request through Employee Resource Guide

Create a calendar reminder on shared HR Calendar for response due date

*For Faculty and P-14 only*: Update INWA worksheet

*For Staff Employees only:* Add employee to Staff Performance Plan Tracking spreadsheet

Confirm receipt of approved/cleared background investigation; save results in recruitment file

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed By (Print Name) Signature Date

**PRE-HIRE INFORMATION**

Complete PWAEBIO screen in Banner with mailing address, office address, email address (as listed on application materials) and office phone number ensuring duplicate records do not exist

Confirm system access needed for position with supervisor (i.e. HokieMart, PeopleAdmin, HR and Finance Banner, etc.)

Setup leave rep in the leave system

Provide TOFO and funding information to the area Business Manager

Send welcome letter to new employee at least five business days prior to start date; include report date, PID information, parking information, training dates, campus map with important locations highlighted

Prepare new hire packet

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Completed By (Print Name) Signature Date