



Onboarding Checklist Completion Report

Objective

- ▶ Identify whether certain steps on the Onboarding Checklist are affecting checklist completion

Report Specifications

- ▶ All Onboarding checklists assigned from September to December 2021
- ▶ Lists all steps of checklists, their completion status, and whether or not they are required or optional
- ▶ Also lists location data of the employee the checklist has been assigned to

Onboarding Checklist Steps

Required

- ▶ Retiree Acknowledgement Form
- ▶ Direct Deposit
- ▶ TCG Administrators 457(b)
- ▶ Worker's Compensation Coverage
- ▶ Alief ISD New Teacher Survey
- ▶ Benefit Signature Sheet
- ▶ Outside Employment Notification Form
- ▶ 21-22 Payroll Calendar
- ▶ Federal Ethnicity and Race Identification
- ▶ Social Security Statement
- ▶ Employee Information Sheet
- ▶ Camp Alief Brochure - New Hire Teachers
- ▶ New Hire Checklist
- ▶ Onboarding Checklist Completion
- ▶ How to use employee records

Onboarding Checklist Steps

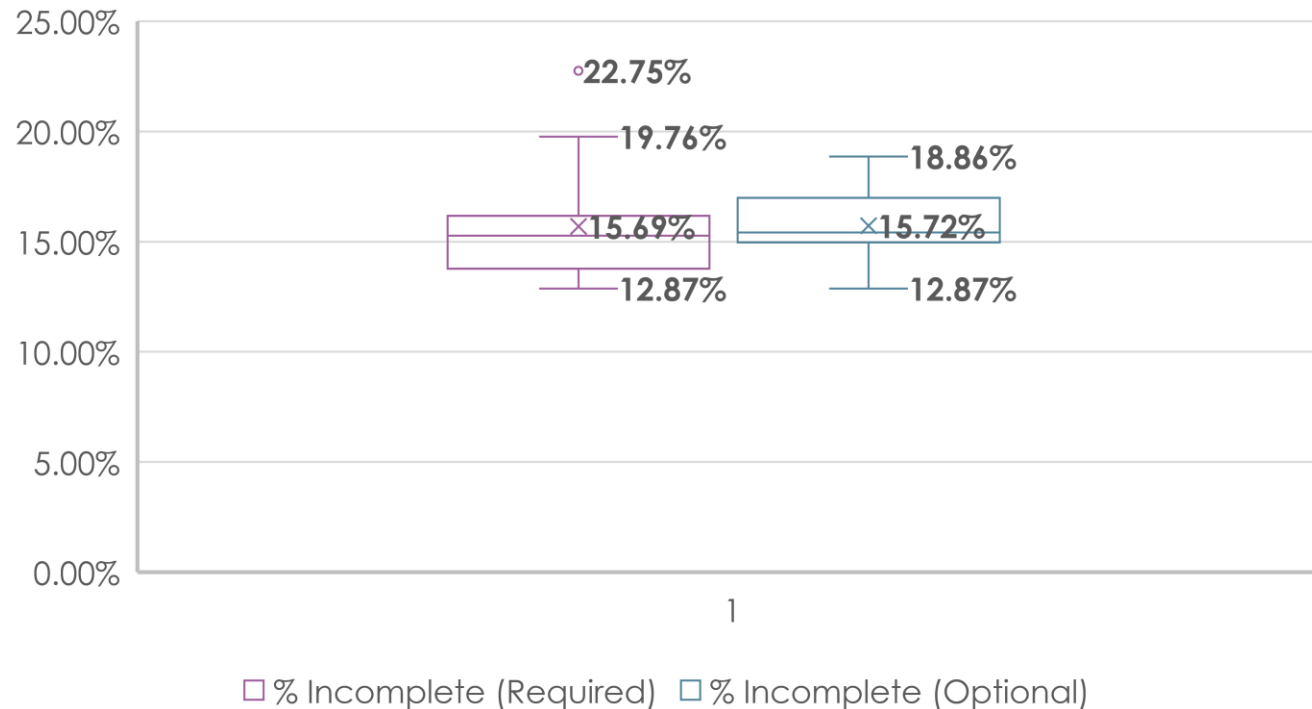
Optional

- ▶ Review and sign-off on employee guide
- ▶ Employment Questionnaire for TRS
- ▶ Public Access to Employee Records Form
- ▶ I-9 Form
- ▶ W-4 Form
- ▶ I-9 Supporting Documents
- ▶ Workers' Compensation 504 Medical Care Program Form
- ▶ TRS - Retirement Status Page

Checklist Completion

Checklist Complete?	Yes	No	TOTAL	Percent Complete
	15	319	334	4.49%

PERCENTAGE OF INCOMPLETE STEPS



Interpretation

- ▶ Outlier: 'Onboarding Checklist Completion' form is not being complete
- ▶ Similar means and similar range

Statistical Analysis

t-Test: Two-Sample Assuming Unequal Variances		
	Incomplete (Required)	Incomplete (Optional)
Mean	0.156886228	0.157185629
Variance	0.000669491	0.000315024
Observations	15	8
Hypothesized Mean Difference	0	
df	19	
t Stat	-0.032665256	
P(T<=t) one-tail	0.487141122	
t Critical one-tail	1.729132812	
P(T<=t) two-tail	0.974282244	
t Critical two-tail	2.093024054	

Interpretation

- There is no significant difference between completion of voluntary steps and required steps

Conclusion

- ▶ Investigation is needed as to why 'Onboarding Checklist Completion' is not being completed.
- ▶ Because this is the final step in the workflow, it is preventing the checklist from being completed. (Only 4.49% of checklists have been completed)