

Introduction

When a new hire withdraws before starting in a role they have been offered, it is important to make sure that Talent Luxottica - Recruiting, HR Central, and Pre-boarding is accurately updated. This may include terminating an employee if a Lux ID has been created.

WHAT

1. Candidate Withdraws prior to Preboard status in TL -Recruiting:

HOW

In Talent Luxottica - Recruiting, update the candidate status to **Candidate Withdrawn** and select the most appropriate disposition code from the sub-status list.

The screenshot shows two side-by-side panels of the Talent Luxottica - Recruiting interface. The left panel shows the 'Application' section with a dropdown menu for 'Candidate Status' set to 'Candidate Withdrawn'. Below it, a list of disposition codes is shown, with 'Candidate Withdrawn' selected. The right panel shows the 'Candidate Status' dropdown set to 'Candidate Withdrawn' and a list of disposition codes, with 'Accepted Another Offer Outside of Luxottica' selected.

Click **Save**.

The screenshot shows the 'Application' section of the Talent Luxottica - Recruiting interface. The 'Candidate Status' dropdown is set to 'Candidate Withdrawn'. Below it, a list of disposition codes is shown, with 'Accepted Another Offer Outside of Luxottica' selected. The 'Save' button is highlighted in red.

2. Candidate Withdraws after Preboard status in TL-Recruiting (and/or is a No Show on Day 1):

Candidate should remain in **Preboard** status in TL - Recruiting. Determine the workflow state of the preboarding packet.

Login to HR Central - Preboarding Managers Only.



Click on Lookup. Type in first initial of first & last name then click view.

The screenshot shows the 'COMPLIANCE CENTER' section of the HR Central - Preboarding Managers Only interface. The 'Lookup' section is active, showing a search form with fields for 'Last 4 of SSN', 'First Name', and 'Last Name'. The 'View' button is highlighted in red.

New Hire Withdrawal/No Show

Recruit. Learn. Grow.

WHAT

NEXT STEPS

2a. Work state in Preboarding is **Packet Created** or **Filling out Employment Forms**:

Name Social Security Number	Location Position	Creation Date Start Date	State
[REDACTED]	000003 LensCrafters Standard	06/12/2017 04:21 PM 06/04/2017	Packet Created
[REDACTED]	002503 Sunglass Hut Standard	01/03/2017 05:20 PM 12/17/2016	Filling Out Employment Forms

1. Open packet details by clicking on the name of the New Hire.

Test, Test XXX-XX-1111	000083 LensCrafters Standard	08/01/2016 11:10 AM 08/01/2016	Packet Created
--	------------------------------------	-----------------------------------	----------------

2. Click on **Cancel Packet**. No further action is needed as a Lux ID will not have been created/re-activated.

Packet Information	Documents	Tasks	Notes	Workflow History	Activities
Reference ID	9999604			Reset Password	
Login ID	143445			Resend Invitation	
Social Security Number				Cancel Packet	
Full Name					
Street Address					

2b. Work state is **Hired**:

Name Social Security Number	Location Position	Creation Date Start Date	State
[REDACTED]	004965 Sunglass Hut Standard	05/24/2017 03:10 PM 05/15/2017	Hired

1. Skip to Step 3 to terminate employee in POS & HR systems.

2c. Work state is **Documents Complete - Waiting on Section 2 of I-9**:

Name Social Security Number	Location Position	Creation Date Start Date	State
[REDACTED]	005561 Sunglass Hut Standard	10/27/2016 09:00 AM 10/21/2016	Documents Complete - Waiting on Section 2 of I-9

1. Open packet details by clicking on the name of the New Hire.

Test, Test XXX-XX-1111	000083 LensCrafters Standard	08/01/2016 11:10 AM 08/01/2016	Documents Complete - Waiting on Section 2 of I-9
--	------------------------------------	-----------------------------------	---

2. Click on **Complete I-9**.

Packet Information	Documents	Tasks	Notes	Workflow History	Activities
Reference ID	9999604			Reset Password	
Login ID	143445			Resend Invitation	
Social Security Number				Complete I-9	
Full Name					
Street Address				Cancel Packet	