

# UNMJobs Onboarding Workflow Tasks

## Onboarding Workflows for all Employment Areas

| Employment Area        | Type     | Workflow Title                                      | Tasks   | Select Assignee     | Assignment Date         | Due Date                |
|------------------------|----------|---|---|---------------------|-------------------------|-------------------------|
| All                    | Internal | Internal Employee                                   | (none - launches EOS)   | (none)              | (none)                  | (none)                  |
|                        |          |   |   |                     |                         |                         |
| Faculty - HSC          | External | Health Sciences Center Faculty-Benefit Eligible v3  | Employee Demographic Form                                       | Onboarding Employee | Start Onboarding Date   | 3 Days Before Hire Date |
|                        |          |   | Acknowledgement - Communication, Healthcare, Benefits & Policy  | Onboarding Employee | Start Onboarding Date   | 3 Days Before Hire Date |
|                        |          |   | Health Sciences Center Faculty I-9 Reminder                     | Onboarding Employee | 7 Days Before Hire Date | Hire Date               |
|                        |          |   |   |                     |                         |                         |
| Faculty - HSC          | External | Health Sciences Center Faculty-Not Benefit Eligible | Employee Demographic Form                                       | Onboarding Employee | Start Onboarding Date   | 3 Days Before Hire Date |
|                        |          |   | Health Sciences Center Faculty I-9 Reminder                     | Onboarding Employee | 7 Days Before Hire Date | Hire Date               |
|                        |          |   |   |                     |                         |                         |
| Faculty - HSC          | External | Health Sciences Center Full VA Faculty              | Employee Demographic Form                                       | Onboarding Employee | Start Onboarding Date   | 3 Days Before Hire Date |
|                        |          |   | Acknowledgements - Communication, Healthcare, Benefits & Policy | Onboarding Employee | Start Onboarding Date   | 3 Days Before Hire Date |
|                        |          |   |   |                     |                         |                         |
| Faculty - Main /Branch | External | Main and Branch Campus Faculty-Benefit Eligible v2  | Acknowledgements - Communication, Healthcare & Benefits         | Onboarding Employee | Start Onboarding Date   | 3 Days Before Hire Date |
|                        |          |   | Main and Branch Campus Faculty I-9 Reminder                     | Onboarding Employee | 7 Days Before Hire Date | 3 Days Before Hire Date |
|                        |          |   | Employee Demographic Form                                       | Onboarding Employee | Start Onboarding Date   | 3 Days Before Hire Date |
|                        |          |   |   |                     |                         |                         |
| Faculty - Main /Branch | External | Main and Branch Campus Faculty-Not Benefit Eligible | Main and Branch Campus Faculty I-9 Reminder                     | Onboarding Employee | 7 Days Before Hire Date | 3 Days Before Hire Date |
|                        |          |   | Employee Demographic Form                                       | Onboarding Employee | Start Onboarding Date   | 3 Days Before Hire Date |
|                        |          |   |   |                     |                         |                         |
| Staff                  | External | Staff External - Benefits Eligible v2               | Employee Demographic Form                                       | Onboarding Employee | Start Onboarding Date   | 3 Days Before Hire Date |
|                        |          |   | Acknowledgements - Communication, Healthcare, Benefits & Policy | Onboarding Employee | Start Onboarding Date   | 3 Days Before Hire Date |
|                        |          |   |   |                     |                         |                         |

|         |          |  |   |                     |                       |                         |
|---------|----------|--|---|---------------------|-----------------------|-------------------------|
| Staff   | External | Staff External - Non-Benefits Eligible v2                      | Employee Demographic Form                                       |                     |                       | 3 Days Before Hire Date |
|         |          |  | Acknowledgements - Communication & Policy                       | Onboarding Employee | Start Onboarding Date | 3 Days Before Hire Date |
|         |          |  |   |                     |                       |                         |
| Staff   | Internal | Staff Internal - Benefits Eligible to Non-Benefits Eligible v2 | Acknowledgements - Communication & Policy                       | Onboarding Employee | Start Onboarding Date | 3 Days Before Hire Date |
|         |          |  |   |                     |                       |                         |
| Staff   | Internal | Staff Internal - Non-Benefits Eligible to Benefits Eligible v2 | Acknowledgements - Communication, Healthcare, Benefits & Policy | Onboarding Employee | Start Onboarding Date | 3 Days Before Hire Date |
|         |          |  |   |                     |                       |                         |
| Student | External | External Graduate Student w/EDF, FTE Memo & Policy v2          | Employee Demographic Form                                       | Onboarding Employee | Start Onboarding Date | 3 Days Before Hire Date |
|         |          |  | Acknowledgement - Policy  | Onboarding Employee | Start Onboarding Date | 3 Days Before Hire Date |
|         |          |  | FTE Memo for Grad Students with Assistantship                   | Onboarding Employee | Start Onboarding Date | 3 Days Before Hire Date |
|         |          |  |   |                     |                       |                         |
| Student | External | External Student v2  | Employee Demographic Form                                       | Onboarding Employee | Start Onboarding Date | 3 Days Before Hire Date |
|         |          |  | Acknowledgement - Policy  | Onboarding Employee | Start Onboarding Date | 3 Days Before Hire Date |
|         |          |  |   |                     |                       |                         |
| Student | Internal | Internal Student - 2 Job Memo & Policy v2                      | Two Job Memo  | Onboarding Employee | Start Onboarding Date | 3 Days Before Hire Date |
|         |          |  | Acknowledgement - Policy  | Onboarding Employee | Start Onboarding Date | 3 Days Before Hire Date |
|         |          |  |   |                     |                       |                         |
| Student | Internal | Internal Student - 3 Job Memo & Policy v2                      | Three Job Memo  | Onboarding Employee | Start Onboarding Date | 3 Days Before Hire Date |
|         |          |  | Acknowledgement - Policy  | Onboarding Employee | Start Onboarding Date | 3 Days Before Hire Date |
|         |          |  |   |                     |                       |                         |
| Student | Internal | Internal Student - FTE Memo & Policy v2                        | FTE Change Memo   | Onboarding Employee | Start Onboarding Date | 3 Days Before Hire Date |
|         |          |  | Acknowledgement - Policy  | Onboarding Employee | Start Onboarding Date | 3 Days Before Hire Date |
|         |          |  |   |                     |                       |                         |
| Student | Internal | Internal Student - Policy Only v2                              | Acknowledgement - Policy  | Onboarding Employee | Start Onboarding Date | 3 Days Before Hire Date |
|         |          |  |   |                     |                       |                         |
| Student | Internal | Internal Student (Rehire) - EDF & Policy v2                    | Employee Demographic Form                                       | Onboarding Employee | Start Onboarding Date | 3 Days Before Hire Date |
|         |          |  | Acknowledgement - Policy  | Onboarding Employee | Start Onboarding Date | 3 Days Before Hire Date |

