

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