

HUMAN RESOURCES SERVICE DELIVERY



Oregon State
University

SINCE 1868



CORVALLIS
ENHANCING COMMUNITY LIVABILITY

THE
GATEWAY
WALK
Commemorating the ties between the City of Corvallis and
Oregon State University on the 100th anniversary of
OSU's founding in 1868.
The Gateway Walk was created by the community and is a
public artwork. © 2018 City of Corvallis. All rights reserved.
Installation May 10, 2018



AGENDA



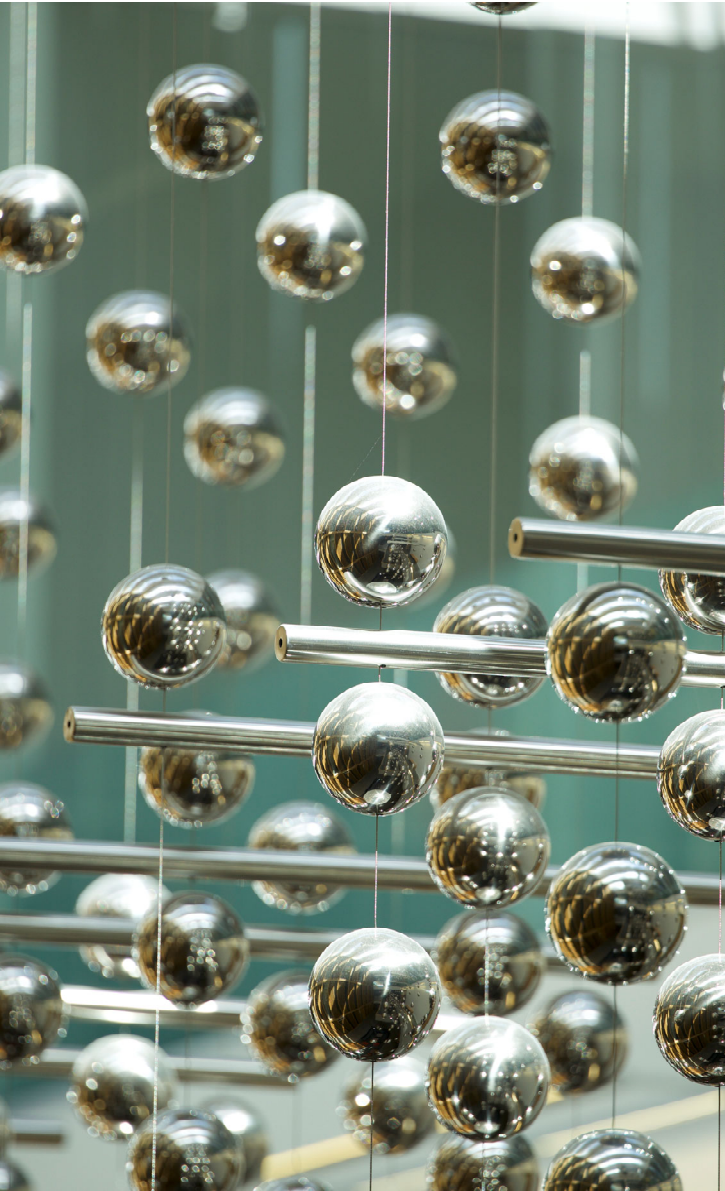
HRSD Onboarding Overview



Demo



Questions



WHY IS ONBOARDING IN HRSD ?

- Improve end-user experience
 - "I wish OSU offices would work more closely together. There's no one who pulls all the pieces together."
 - "Onboarding is painful and time- consuming. Automation would be huge!"
- Reduce duplication
- Automate & Integrate
- Supports and aligns with OSU, IT and DFA strategic plans

WHAT IS ONBOARDING IN HRSD?

- Designed to assist supervisors, dept contacts, and new employees through the OSU HR process.
 - Allows for transparency on where in the process the new hire is.
- Integration and automation with PeopleAdmin, DocuSign, and Banner.
- This is just the beginning. Enhancements and the commitment to continual improvements have already begun.

The screenshot displays the HRSD onboarding interface. At the top, there are four tabs: "Tasks/To-Dos", "Activity", "Attachments", and "Watch List". The "Tasks/To-Dos" tab is active. On the left, a vertical timeline lists the onboarding stages: Pre-Hire, Pre-Boarding, Finalize Hire, Pre-Day 1 (highlighted), Banner Access, New Hire Banner Training, FERPA Training, Day 1, and Day 2. Each stage has a red checkmark icon. Below the timeline is a checkbox labeled "View all to-dos". The main content area shows a progress bar for "Pre-Day 1" with a red line and the text "11 of 11 to-dos completed". Below the progress bar are three filters: "Assigned to" (All (11)), "Type" (3 Selections), and "Sort by" (Due date). A list of tasks follows, each with a circular icon, a checkmark, and the text "Completed 6 days ago":

- SC Complete Form I-9
- SC Get Parking Permit
- SC Activate ONID AND DUO
- AW Update Hiring Proposal
- SC Sign Up Health Benefits
- SC Complete Flexible Work Arrangement Agreement
- KA Order Computer

ONBOARDING STAGES

ACCEPTED OFFER



Candidate accepts offer

PRE-HIRE



Employee completes pre-hire forms

- ✓ Personal Demographic
- ✓ Criminal History
- ✓ Motor Vehicle History

PRE-BOARDING



Supervisor and HR finalize hire process

- ✓ Additional onboarding details
- ✓ New hire benefits notification

PRE-DAY 1



Supervisor prepares for employee Day 1

- ✓ Request for System Access
- ✓ Associated Trainings
- ✓ New hire forms
- ✓ Supervisor task list (Computer, phone, etc.)

DAY 1



Employee completes Day 1 tasks

- ✓ Complete form I-9
- ✓ Get ID card
- ✓ Timesheet training
- ✓ Learn about OSU

DAY 2



Employee optional Day 2 tasks

- ✓ Select retirement
- ✓ Setup direct deposit
- ✓ Sign up for New Employee Orientation

WHEN ARE ONBOARDING CASES CREATED?

Process

- Request PD update or creation
- Position is posted to jobs.oregonstate.edu
- The Search Committee completes the selection process
- The hiring manager selects a successful candidate
- Offer letter is created and signed
- An Onboarding case is created automatically in HRSD





WHO IS INVOLVED IN ONBOARDING?

- Individual tasks are assigned to the new hire, supervisor, HR and Payroll teams.
 - Opened For = Supervisor
 - Can be manually changed to dept contact
 - Subject Person = New Hire
 - Assignment Group = HR Support Services
 - Assigned To = HR Onboarding Specialist

HOW CAN I GET HELP?

- [Employee Service Portal](#)
 - Add a Comment within your request
 - Chat with Benny
- Speak to your Onboarding Specialist Team
 - 541-737-4149 and select onboarding
- [HRSD Website](#)
 - Frequently Asked Questions
 - Quick Reference Guide – Employee Service Portal
 - Links to presentation recordings
 - Submit a [Help Request](#)





Platform Demo

1. Overview of an Onboarding Case
 - a. From a dept perspective and the new employee