HUMAN RESOURCES
SERVICE DELIVERY
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.
ONBOARDING STAGES

- **Candidate accepts offer**
- **Employee completes pre-hire forms**
  - Personal Demographic
  - Criminal History
  - Motor Vehicle History
- **Supervisor and HR finalize hire process**
  - Additional onboarding details
  - New hire benefits notification
- **Supervisor prepares for employee Day 1**
  - Request for System Access
  - Associated Trainings
  - New hire forms
  - Supervisor task list (Computer, phone, etc.)
- **Employee completes Day 1 tasks**
  - Complete form I-9
  - Get ID card
  - Timesheet training
  - Learn about OSU
- **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