

Onboarding Milestone: Hiring/job acceptance

The onboarding process begins with the acceptance of the job offer. Once you determine the start date you should work with your area business officer on the following:

- PAR processing information.
- Determine documents needed to complete the I-9 Employment Eligibility Verification Form.
- To ensure the new employee has system access on their first day, invite them to complete their I-9 paperwork in person several days prior to their start date.
- Enter all information from their I-9 into SAP using a PA40 action to create a master data file on the employee.
- A linkblue ID is generated from the above transactions. This ID is needed for computer and communications access.
- To request access to UK HealthCare (UKHC) systems for linkblue accounts, submit the IT Security Access Form. (UKHC employees only)
- To request telephone and voicemail service, submit a CNS Service Request Form.
- To obtain access to SAP and other unit specific technology, submit a Training Plan Request Form.
- Add new employee's name and contact information to shared directories, distribution lists and email/calendar systems, as applicable.
- Hiring/job acceptance