

**Subject:** Instant HR/Payroll: Electronic Onboarding for Non Benefited Employees

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### **Electronic Onboarding for Non Benefited Employees**

At last fall's HR liaison meeting, Patricia Coray and Helga Yunker presented to the group on the electronic onboarding process that was in development for non-benefited employees powered by Equifax (Powerpoint from October attached). Since then, many of you signed up to attend a demo, participated in testing of the process, and provided valuable feedback to help shape its development. Thank you!!!

We are now gearing up for go-live and will provide training sessions later this month to get your department EPAF submitters and approvers ready. An invitation to attend training will be going out soon to folks who currently are EPAF submitters, EPAF approvers, or work with I-9 processing. We have also provided the training details below (#6) for your information.

Here are some things you can do to prepare for Mason's new electronic onboarding process for non-benefited employees.

1. Share this information with everyone in your department who hires non-benefited employees. As background, non-benefited employees are:
  - Graduate Assistants
  - Graduate Lecturers
  - Work-Study Students
  - Student Wage
  - Non-Student Wage
  - Adjunct Faculty
2. Please remember that background checks for all new hires (including all non-benefited employees ) will coincide with electronic onboarding. We have integrated the onboarding tool with Truescreen, our background check vendor. Background checks will be automatically initiated by the completion of the new hire personal information section of the new onboarding tool and an email will be sent to the new hire from [applicationstation@truescreen.com](mailto:applicationstation@truescreen.com) to authorize the background check.
3. During the transition from paper-based to electronic, you will have the ability to use either process through the fiscal year end (06/30/2016). If you use the electronic hiring packet you do not have to complete a paper-based hiring packet and vice versa. During this period, the Project Team will be reaching out to departments to enroll them in the new electronic process and manage any gremlins or other little creatures who can unexpectedly try to join the party.
4. Review & update your websites to ensure that any information you provide about the non-benefited hiring process reflects the new process. For instance, we have updated the wage welcome letter which can be found on our HR website at <http://hr.gmu.edu/onboarding/>.
5. Below is some sample language to bridge you through the transition period. Please add it to your website if appropriate:

*Please note: As of April 2016, a new electronic onboarding process will be available for non-benefited new hires to complete their hiring paperwork. The transition from paper onboarding to*

*electronic onboarding will continue through the end of the fiscal year (6/30/16). During the transition period, HR & Payroll will send individuals who have completed training their user credentials to begin using the electronic onboarding process. If you haven't received an invite for training or you attended training and haven't received your login credentials, please send an email to [hr@gmu.edu](mailto:hr@gmu.edu).*

6. If you hire non-benefited faculty and staff, please plan to participate in a training session. Due to the nature of the training, sessions will be in-person only; they will not be video-conferenced. The training is available on four different days in Merten 1201; choose the session that works best for you:
  - Monday, March 14 from 2:00-3:30
  - Thursday, March 17 from 10:00-11:30
  - Monday, March 21 from 2:30-4:00
  - Tuesday, March 22 from 2:00-3:30

For more information and to register, please visit <http://hr.gmu.edu/learning/hr.php>. Please note: Priority will be given to EAPF submitters and approvers for these sessions. Additional sessions will be offered if needed.

7. We have created a web page that will house information on the new process such as FAQs, job aids, etc. at <http://hr.gmu.edu/onboarding/>. Please check back from time to time as we will be adding content as we move forward.
8. If you have any questions about electronic onboarding, please contact the Project Team via Helga Yunker at [hyunker@gmu.edu](mailto:hyunker@gmu.edu).

As additional details are finalized, we'll keep you all in the loop. Thanks so much for your patience; transitions are always lively but the result will be a streamlined, time-saving procedure. We like to think of the end result as "Process Well-Being" – utilizing the power of technology to eliminate paperwork and improve your well-being at work.

We also want to give a shout out to the Project Development Team – Patricia Coray, Helga Yunker, Michelle Lim, and Megan Kirk. They have devoted countless hours and worked through many challenges to get us to this point. You all ROCK!!!