NEW HIRE ONBOARDING PROCESS METHODS

This slide shows three methods for onboarding new hires as it relates to NetID generation. A diagram process flow is shown for each method and is accompanied by a job aid that is available for staff & SSC team members. Please reach out to your department HR/AP staff contact for any questions. Contact UCPathCSC@ucr.edu for any changes, questions or adjustments to this process.

01 STANDARD PROCESS
BEST METHOD

- Submit New Hire Request 20+ business days prior to start date to SSC
- Onboarding DocuSign Packet and in-person I-9 Onboarding session occurs more than 10 days prior to New Hire Template submission
- Early submission mitigates UCPath delays
- NetID is generated before start date if the timeline above is followed

02 PRE-HIRE PROCESS
PREFERRED METHOD
(over affiliate netid process)

- Submit New Hire Request to SSC with minimal information*
- Pre-Hire New Hire Templates may be submitted to UCPath prior to in-person I-9 Onboarding session
- Early submission helps to ensure more timely NetID Generation
- Additional Data such as SSN and DOB may be submitted later

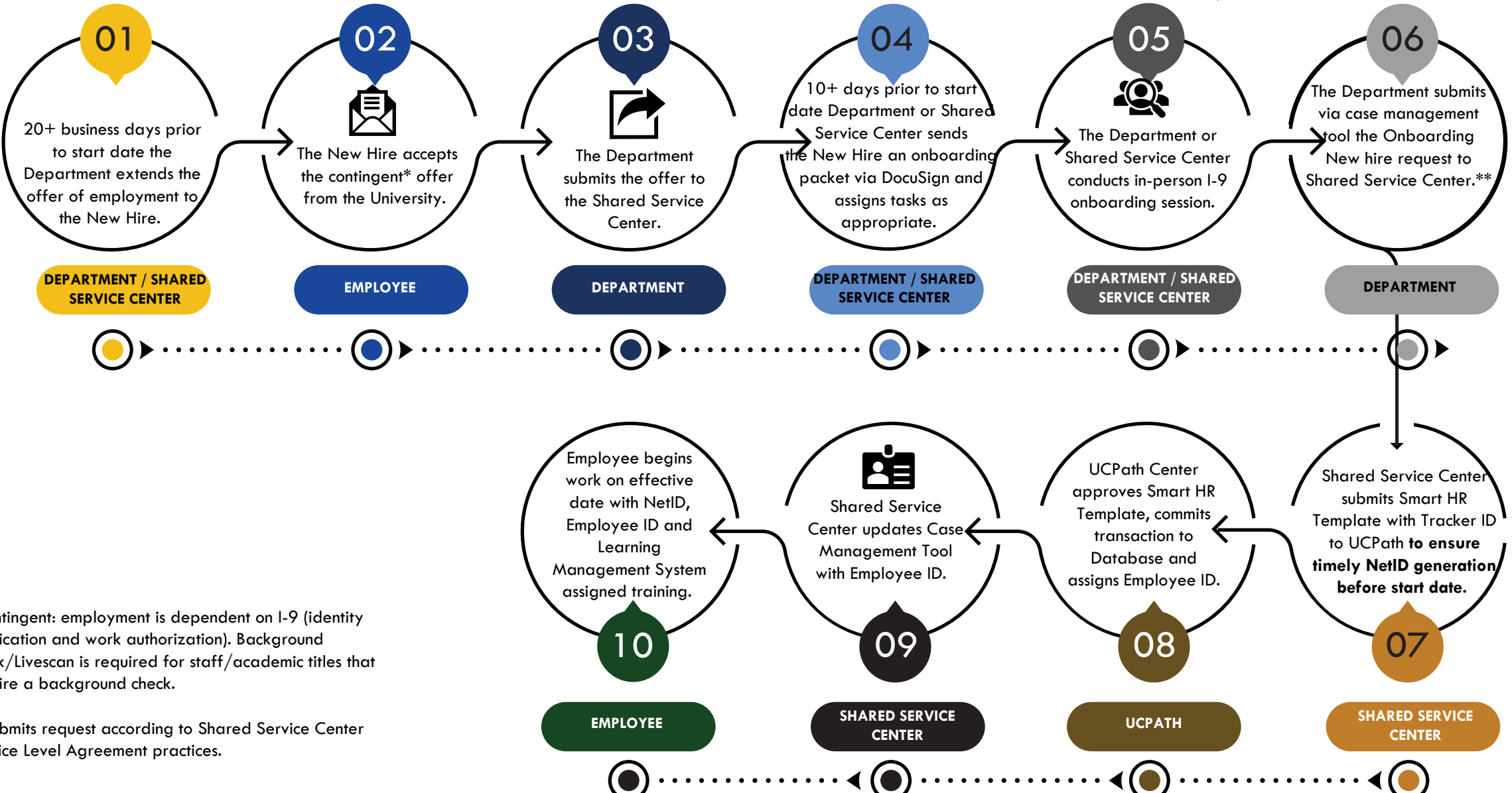**03 AFFILIATE NETID PROCESS**
LEAST PREFERRED METHOD

- This method may negatively impact employee's ramp up due to merging delays and dual NetID's
- Submit eForm for affiliate NetID request prior to SSC new hire request
- ITS Request is needed to Merge the NetID's & LMS Profiles require merging
- This method requires a lot of manual clean up & additional downstream impacts

01 NEW HIRE EMPLOYEE ONBOARDING

STANDARD PROCESSING – BEST METHOD

This Standard Onboarding Process for Employee New Hires provides for early submission of the Template 20+ business days in advance of the appointment start date. If the New Hire Employee is not available for an I-9 onboarding appointment in advance, please consider using the Pre-Hire Process to ensure timely NetID generation. In exception cases, the Affiliate NetID process may be used in emergencies. *HR/AP staff and SSC's should use the job aid for this process.*

01
20+ business days prior to start date the Department extends the offer of employment to the New Hire.

DEPARTMENT / SHARED SERVICE CENTER

02
The New Hire accepts the contingent* offer from the University.

EMPLOYEE

03
The Department submits the offer to the Shared Service Center.

DEPARTMENT

04
10+ days prior to start date Department or Shared Service Center sends the New Hire an onboarding packet via DocuSign and assigns tasks as appropriate.

DEPARTMENT / SHARED SERVICE CENTER

05
The Department or Shared Service Center conducts in-person I-9 onboarding session.

DEPARTMENT / SHARED SERVICE CENTER

06
The Department submits via case management tool the Onboarding New hire request to Shared Service Center.**

DEPARTMENT

07
Shared Service Center submits Smart HR Template with Tracker ID to UCPath **to ensure timely NetID generation before start date.**

SHARED SERVICE CENTER

08
UCPath Center approves Smart HR Template, commits transaction to Database and assigns Employee ID.

UCPATH

09
Shared Service Center updates Case Management Tool with Employee ID.

SHARED SERVICE CENTER

10
Employee begins work on effective date with NetID, Employee ID and Learning Management System assigned training.
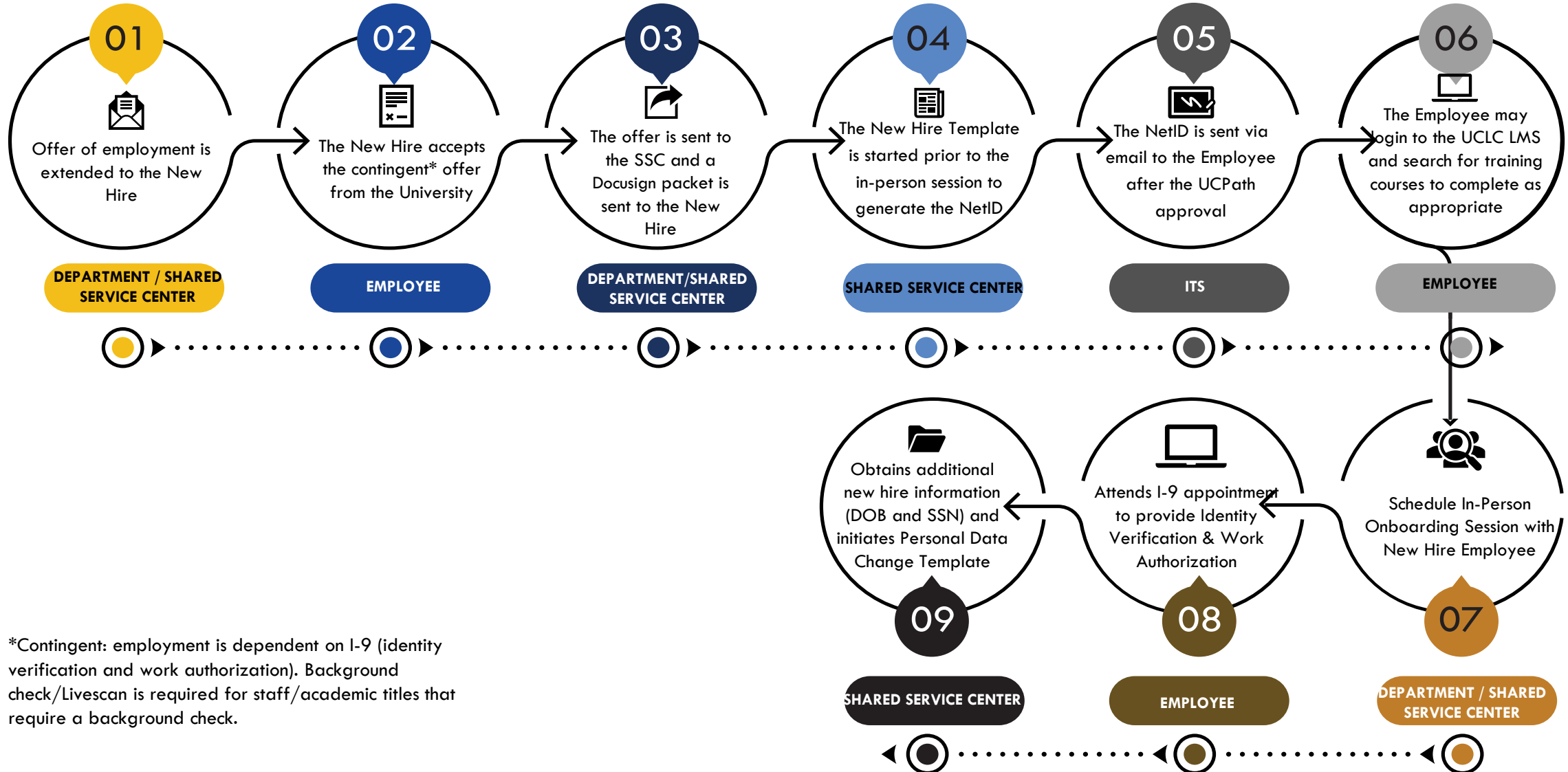
EMPLOYEE

*Contingent: employment is dependent on I-9 (identity verification and work authorization). Background check/Livescan is required for staff/academic titles that require a background check.

**Submits request according to Shared Service Center Service Level Agreement practices.

02 NEW HIRE EMPLOYEE ONBOARDING

PRE-HIRE PROCESS – PREFERRED METHOD (OVER THE AFFILIATE NETID PROCESS)

This pre-hire onboarding process for employee new hires provides for submission of the SmartHR template prior to the employee I-9 in person session. A typical scenario when this method is used is when there will be a delay in the employee availability for their I-9 appointment. *Please consult with your Department HR/AP staff member or Shared Service Center for assistance. HR/AP staff and SSC's should use the job aid for this process.*

01
Offer of employment is extended to the New Hire

DEPARTMENT / SHARED SERVICE CENTER

02
The New Hire accepts the contingent* offer from the University

EMPLOYEE

03
The offer is sent to the SSC and a Docusign packet is sent to the New Hire

DEPARTMENT/SHARED SERVICE CENTER

04
The New Hire Template is started prior to the in-person session to generate the NetID

SHARED SERVICE CENTER

05
The NetID is sent via email to the Employee after the UCPath approval

ITS

06
The Employee may login to the UCLC LMS and search for training courses to complete as appropriate

EMPLOYEE

09
Obtains additional new hire information (DOB and SSN) and initiates Personal Data Change Template

SHARED SERVICE CENTER

08
Attends I-9 appointment to provide Identity Verification & Work Authorization

EMPLOYEE

07
Schedule In-Person Onboarding Session with New Hire Employee

DEPARTMENT / SHARED SERVICE CENTER

*Contingent: employment is dependent on I-9 (identity verification and work authorization). Background check/Livescan is required for staff/academic titles that require a background check.

AFFILIATE NETID PROCESS – LEAST PREFERRED METHOD

This method should be used as an exception process only. When used, the merging of NetID's and training profiles must be completed.
Please consult with your Department HR/AP staff member or Shared Service Center for assistance. HR/AP staff and SSC's should use the job aid for this process.

01
An Affiliate NetID should be requested via the eForm Process prior to hiring in UCPath.

HR/AP STAFF

02
The Affiliate NetID should be provided to the SSC along with the New Hire Request for inclusion on the template.

HR/AP STAFF

03
The employee will be sent their Affiliate NetID via email and can access the campus UCLC LMS Training*

EMPLOYEE (AFFILIATE)

*The Employee(Affiliate) must login to https://ucrlearning.ucr.edu/ and select the Supplemental Access box to create a profile and complete any required training.

04
After the Employee is hired in UCPath, An **ITS ticket** must be requested for **merging of NetIDs**.

HR/AP STAFF

05
Human Resources EOD will **merge the training records** for the Affiliate profile with the Employee profile*

HR/AP STAFF

*This will occur upon **email request** OR at the end of the quarter during their regular process