

# Employee Onboarding Workflow

## Contractor Conversion

### Notification

- Employee (EE) accepts offer
- Recruiter sends HR Team notification of offer letter acceptance, attaching Offer Letter and Resume
- HR Coordinator sends New Hire Checklist for Contractor Conversions to Hiring Manager (HM), asking if EE will have any direct reports, cc'ing DA, EA and HR Consultant
- Recruitment Coordinator sends New Hire Checklist for Contractor Conversions to EE, providing resources and information about starting with FAD
- Recruitment Coordinator schedules a time with EE to do paperwork
- HR Coordinator fills out FAD New Hire Spreadsheet

### Pre-Start Date

#### FAD Department

- HM works with Department Administrator and Executive Assistant on onboarding and getting equipment ready for EE

#### Payroll/Finance

- Recruitment Coordinator sends CADM Payroll team information about EE's new position within FAD, including offer letter
- CADM Payroll processes EE's new job information

#### Human Resources

- Manager lets HR Coordinator know if EE will have any direct reports
- Recruitment Coordinator works with EE to process paperwork, if needed

### Post-Start Date

- HR Coordinator transfers any direct reports in Payroll, providing EE with appropriate T&L and AM group access
- HR Coordinator adds EE to FAD All-Staff Mailing List
- HR Coordinator transfers the ePerformance documents of EE's new direct reports to EE
- HR Coordinator adds EE to new department on Org Chart on the Friday after their departure
- HR Coordinator moves EE's new direct reports to EE in the Org Chart on the Friday after EE's start date
- HR Coordinator creates new ePerformance documents for EE the month after they start
- HR Coordinator creates EE personnel file and files accordingly