

Employee Onboarding Workflow

FAD Inter-Departmental Transfer

Notification

- Employee (EE) accepts offer
- Recruiter sends HR Team notification of offer letter acceptance, attaching Offer Letter and Resume
- HR Coordinator sends New FAD Transfer Checklist to Hiring Manager (HM), asking if EE will have any direct reports, cc'ing DA, EA and HR Consultant
- HR Coordinator sends FAD Transfer Checklist to EE, providing resources and information about transferring
- HR Coordinator fills out FAD New Hire Spreadsheet

Pre-Transition Date

FAD Department

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

Payroll/Finance

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

Human Resources

- Manager lets HR Coordinator know if EE will have any direct reports

Post-Transition Date

- HR Coordinator transfers EE's direct reports in Payroll, providing EE with appropriate T&L and AM group access
- HR Coordinator transfers EE's ePerformance documents to new Manager
- HR Coordinator transfers the ePerformance documents of EE's new direct reports to EE
- HR Coordinator moves 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