

Temporary Employee Onboarding Workflow

Notification

- Temp accepts position
- HR Coordinator sends New Temp Checklist to HM, cc'ing DA/EA and HR Consultant
- HR Coordinator sends New Temp Checklist to Temp, providing resources and information, as well as scheduling a time for them to come in and do paperwork

Pre-Start Date

FAD Department

- HM works with team to prepare for Temp arrival
- HM works with DA to complete email creation, phones and HUIT specific equipment, including adding building access

Payroll/Finance

- HR Coordinator sends CADM Payroll team information about Temp's new position within FAD
- CADM Payroll processes Temp's new job and creates HUID

Human Resources

- HR Coordinator works with Temp to process paperwork
- HR Coordinator sends HM and DA/EA the HUID when it is created

Post-Start Date

- HM works with Temp to pick up HUID Card at ID Office
- HM works with team to onboard and train Temp
- HR Coordinator creates digital Temp personnel file and files accordingly