



# Procedures Manual

**Number: HR - 313**

**Policy Number (if applicable):**

**Office of Primary Responsibility: Human Resources**

**Effective Date: July 5, 2022**

**Purpose:** To memorialize the resources and methods used to aid hiring manager to onboard new employees

**Definitions:**

**Procedures:**

1. Human Resources receives a signed Personnel Action Form (PAF) approving the hire of an employee which includes all approving signatures.
2. Human Resources completes the hiring process through Paycor Recruiting and transfers the applicant into Paycor Perform.
3. An onboarding email is sent to the new hire which includes all required documentation. This is sent from Paycor Perform.
4. A separate email is sent to the new hire from Human Resources which includes their offer letter and requests their references and authorization to perform a background check. New hire is to sign the offer letter and completes the references and authorization forms.
5. Candidate completes the documentation through Paycor Perform. The link provided to them only stays active for 7 days.
6. Human Resources reviews the documentation submitted by the new hire and marks them complete.
7. Human Resources sends information for the background check to be completed once returned by the new hire.
8. Human Resources sends a copy of the signed PAF to the hiring manager so that they can begin communication regarding the start of the employee.
9. Using the college ticketing system, Human Resources sends a copy of the signed PAF to the IT department for system setup and equipment assignment.
10. Using the college ticketing system, Human Resources sends a copy of the signed PAF to the Marketing department for new hire information.
11. Human Resources sends a copy of the signed PAF to payroll for initial setup.
12. Using the college ticketing system, Human Resources sends a copy of the signed PAF to facilities for location setup.

13. Once background check is completed and returned, it is reviewed by the Human Resources department and placed in the personnel file.
14. Human Resources orders all necessary identification for the new hire including their name tag and business cards.
15. On the employee's first day, the I9 documentation is presented to the HR department for completion of the hiring process.
16. Additional documentation is provided to the new hire which covers benefits and various policies.
17. The hiring manager meets the new employee in the HR department.
18. Manager takes new hire to the concourse for their photo ID
19. Manager takes new hire to their workstation.