Checklist for Hiring Employees

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1. Obtain Position Number or Create Position in Workday and Obtain All Approvals
2. Search for New Hire by Name or UIN or Create Pre-Hire Record and Hire
3. Instruct New Hire to Complete Criminal Background Authorization Form and Submit to HR with Employment Authorization Checklist
4. Instruct New Hire to Visit HR with Valid I-9 Documentation
5. Instruct Employee to Complete ALL Tasks in Workday Before Hire Date
6. Complete All Tasks in Workday, Including Edit Effective-Dated Custom Object, Mail Stop, and Export Controls
7. Run Onboarding Status Summary Report in WD and Review for Compliance

"Employee Onboarding Process is Complete"

You will receive this task, or 'To Do', in Workday

When received - Employee can begin working!