Onboarding to Orientation Project

Featuring:
- Revised Agenda via Presentation/Content Mergers
- Re-Vamped Practices and Procedures
- “Rapid” Program Implementation

EPA Onboarding Process Flow Charts
NOTE: the process flow chart is a work in progress and may require changes to meet the needs of enhancing the overall recruitment process.
Onboarding Process (eRec to Offer Accept) for EPA NEW Positions (Permanent full-time; part-time)

**NOTE:** eRec must be submitted on or before the deadline established by Human Resources (HR).

**NOTE:** eRec requires a 30 day timeframe for processing PRIOR to offer letter release.

Advertise position or obtain approved waiver; conduct interviews; selects candidate; presents contingent offer and obtains verbal acceptance. Chair completes AA/EEO Hiring Package and submits to Dean of Hiring Department; Dean approves and submits to HR EEO Dept. & HR EPA Admin.

HR EPA Administration **must** initiate candidate’s criminal background check (NOTE: this is a REQUIRED step to ensure background clearance prior to start date).

HR EEO Office reviews offer details for approval. **REMINDER:** eRec requires a 30-day timeframe for processing prior to offer letter release.

Human Resources EPA Administration receives eRec and generates Banner ID based on minimal/required data on eRec or Employment Application (name; ssn; dob; sex) then forwards Empl. Packet content to HR Salary Administration, Benefits and Salary Administration of Banner ID and forwards Employee Set-Up Checklist to Hiring Dept. (NOTE: process may differ for int’l hires: see Brenda Lewis).

HR EPA Administration reviews data and generates offer Letter and emails to hiring department. (to Dean & Exec. Asst.)

NOTE: Department will obtain signatures and forward all signed originals to HR EPA Administration.

HR EPA Administration reviews and forwards eRec and all signed documents to HR Salary Administration. (NOTE: at this point, offer is accepted in writing. If offer Declined; no further action required)

HR Salary Administration enters additional/required information into Banner (ethnicity, citizenship, education, PEAEMPL, NBAJOBS, PEFACT, SIAINST).

After data entry is finalized, applicable documents are forwarded to Payroll & Benefits.

NOTE: outline of data entry is continued in next box.

Hiring Department prepares for new hire arrival by ensuring all items in the Employee Set-Up Checklist Form are completed. (form includes instructions for computer if applicable, email account; phone extension; ID badge processing; parking decal processing; request for office keys, etc.)

Hiring Department delivers eRec & transmittal to Academic Budget Finance (ABF) for review and authorizations (ABF to Provost back to ABF) (NOTE: include EEO packet ONLY if new hire).

eRec to University Budget & Financial Planning for FINAL review.

Department is notified of approval.

*The hiring department Budget Person prepares eRec employment package. (NOTE: Returned to Department if lack of funds, FTE, no transmittal, PN, or signatures)
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**HR Salary Administration** enters additional data to include:
- **1. Education (highest degree)** add university, date of award, field of study, type of degree
- **2. PEAEMPL** add organization, employee class and effective start date
- **3. NBAJOBS**: add position #, effective start date; additional payments as applicable; ending date for temporary and Title III positions
- **4. PEAFACT (Faculty Only)**: add rank, tenure
- **5. SIAINST (Faculty and/or Advisor)** indicate as applicable in order to establish Blackboard account.

**OFFER ACCEPT**: Signed offer letter is received by HR EPA Salary Administration.

*Important to verify criminal background results prior to forwarding*

- (1) **WELCOME MEMO** to employee AND
- (2) **Welcome PACKET to Hiring Department**

**(1) WELCOME MEMO** is a 1 page (.pdf) file emailed to the employee with a confirmation of start date, instructions on first day orientation, temporary parking details, and I-9 acceptable documents information. *(some memos may have to be mailed depending on employee’s access to email.)*

**(2) WELCOME PACKET** is a pre-collated packet provided by HR and obtained by Hiring Department contact person. *(NOTE: packet includes welcome letter from Chancellor; letter from HR, NCCU Fact sheet; HR brochure; NCCU History; Benefits at-a-glance, etc…)*

**NEW HIRE** arrives on scheduled start date to attend a full day of orientation before reporting to hiring department

**LEGEND:**
Employment Package content for all new hires:
- 1. Online Access Forms
- 2. eRecommendation
- 3. EPA Data Application
- 4. EEO/AA Compliance Report or Waiver
- 5. Curriculum Vita / Resume
- 6. Official Transcripts
- 7. Letters of Recommendation
- 8. Criminal Background Consent Form

*NOTE: The budget department appoints an approved person to execute the EPA Hiring Process*

EPA Packet Content Listed in Legend Box - (DRAFT)