HRS Onboarding Workflow

Students and Temporary/Hourly

Revised 11/15/16
What is HRS Onboarding Workflow?

It is an electronic hiring system. You input the information & the system searches to see if the person you are hiring:

A. Has worked here or is currently working here and has current paperwork

B. Has worked here but needs updated paperwork, or

C. Has never worked here and needs all new paperwork.
Information you will need to complete the hiring verification:

• M# also know as Banner ID #. If they have worked in any capacity for MTSU and are a past or present student or enrolled but never attended, they have one. Please check Banner for the M#. If not, we will assign one when they bring paperwork to HR.

• T-org number and Home Department Org number for department they will be working for.

• Personal email for potential employee.
Log into Workflow via
https://www.mtsu.edu/bannerprod.html

**MTSU Banner and Related Systems**

<table>
<thead>
<tr>
<th>Internet Native Banner (INB) Production Database</th>
<th>ePrint</th>
<th>Argos</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Requires Java - see below for upgrade/install instructions</td>
<td>- Requires INB username/password</td>
<td>- Requires FSA username/password</td>
</tr>
<tr>
<td>- INB passwords expire every 60 days</td>
<td>- Change your expired INB password if you get the message &quot;Authorization Failed, please try again&quot;</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PipelineMT/RaidenNet</th>
<th>Workflow</th>
<th>EAB Student Success Collaborative</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Use RaidenNet to access Self-Service Banner (SSB)</td>
<td></td>
<td>- Requires full email address as username (e.g. Mary <a href="mailto:Smith@mtsu.edu">Smith@mtsu.edu</a>) and PipelineMT password</td>
</tr>
</tbody>
</table>

Enter username and password then select submit
Select HR Hiring Verification
Select “Start Workflow”

- These fields **do not** have to be filled in.
Select OK

The workflow was started successfully.
Select Worklist

• Click on Worklist. It may take a couple of minutes for the system to generate the information.
Select hiring check for...

- Click on your hiring check.
How to process when you have an M#:

- Enter M#, T-org#, Home Dept. Org# (*not budget index#*), select type of employee.
- **It is crucial that the T-org be correct.** The system will not process your request if it is not.
- Click on **Complete.** If you only Save & Close it will not run the process, it will just sit there. That is used only if you don’t have all the information that you need at this point and you want to close it and come back to it.

Make sure there is not a space between the M and the numbers and that it is 9 characters long!

Do not use a Social Security number or the last 4 digits. If you are not sure if they have an M#, check Banner.
INVALID T-ORG

- Notice the message under the “Activity” heading:

- Click on the workflow and enter the correct T-org number and complete. It will not process past this point until you do.
HR website for T-org codes by alpha order or numerical order
The Workflow will now go through the process of pulling up the M# for the originator to verify.

It may take a couple of minutes for the system to generate the information.
WARNING: YOU WILL BE ABLE TO SEE ALL HIRING CHECKS SUBMITTED ACROSS CAMPUS. IF YOU CLICK ON A HIRING CHECK OTHER THAN YOUR OWN, THAT PERSON WILL NO LONGER BE ABLE TO SEE IT IN WORKFLOW. IF THAT HAPPENS, OR IF YOU CANNOT FIND ONE OF YOURS, CONTACT HRS.
• Verify that the information in this screen is correct. If the employee has another email that is preferable, you can change it.
• Click on **Complete**.
• You are finished!!
Hiring a person who does not have an M#

Must have a valid T-org #
<table>
<thead>
<tr>
<th>Organization</th>
<th>Workflow</th>
<th>Activity</th>
<th>Priority</th>
<th>Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>Root</td>
<td>Hiring Check for NOT FOUND NOT FOUND Submitted by G. Barrett</td>
<td>OBTAIN EMPL DATA</td>
<td>Normal</td>
<td>12-Sep-2016 12:48:22 PM</td>
</tr>
</tbody>
</table>

Click on this hiring check
When you click on the hiring verification in Worklist, it opens up this screen and the fields are enterable. This is where you will enter the name and email address of the potential new employee as shown below. Then click COMPLETE.
If no updated paperwork is needed from the employee; the originator will receive an email with permission to proceed with the PAF.

NOTE: If this person has other current jobs, they will be listed in this email.

Email to originator:

hrnotification@mtsu.edu

Tue 2/16/2016 9:47 AM

IMPORTANT - Michele Kelley - Ready for Hiring

To: Gwen Barrett

Action Items

Michele Kelley has all the necessary documents to be hired in your department. Please proceed with the hiring process by completing a PAF (temporary hourly) or by logging into PipelineMT (student employees). Click on the Employee Tab, then click on the Employee Personnel Action Forms link, then click on New EPAF to begin the process to start the work assignment.

Employee information:
M#: M01161499
Name: Michele Kelley
TOrg: T2090B
Dept: Human Resource Services Benefits
Email Address of Employee: gwen.barrett@mtsu.edu

link for Campus Pipeline:
https://turn4prod.mtsu.edu/cp/home/displaylogin

Michele Kelley is currently employed in the following job(s):
If updated paperwork is needed from the employee, the employee and the originator will receive an email stating what paperwork is needed.

Email to employee:

From: hnotification@mtsu.edu
To: Gwen Barrett
Subject: IMPORTANT! MTSU EMPLOYMENT PAPERWORK NEEDED

Congratulations Mickey Mouse! You are being hired at MTSU in the following department: Art. Our records indicate that we already have on file some of the paperwork required. In order to begin work you must complete the paperwork listed below that has a ‘Y’ as needed. Please follow the links provided to access each form needed.

I-9 Documentation
Needed? Y
http://www.mtsu.edu/hr/docs/HR_New-Hire_Packet_I-9_ONLY.pdf
(must be completed in person in Human Resource Services - please bring acceptable documents with you as listed on page 9 of I-9 form)

W-4 Information
Needed? N
http://www.mtsu.edu/hr/docs/HR_New_Hire_Packet_W-4ONLY.pdf

Direct Deposit Info
Needed? N
http://www.mtsu.edu/hr/docs/HR_New_Hire_Packet_DIRECT_DEPOSIT_ONLY.pdf

Please return the completed forms to Human Resource Services as soon as possible so you can begin employment. You cannot begin work until the forms are completed.

For some positions, you will also be required to sign an employment contract which will be processed by your department. Please Note: If you are a prospective Graduate Assistant, you are eligible for hire pending approval from the College of Graduate Studies.

Our office is located in the Sam Ingram Building, 2nd Floor. If needed, the following is a link to the campus map: http://www.mtsu.edu/maps/docs/CampusMap.pdf

If you have questions please call Human Resources at 615-898-2929.

Welcome Back to MTSU!

Email to originator:

From: hnotification@mtsu.edu
To: Gwen Barrett
Subject: FYI - PAPERWORK NEEDED FOR EMPLOYEE

You are attempting to hire Mickey Mouse in the following department: Art. In order for this individual to begin work they must complete the paperwork listed below and return to Human Resource Services.

I-9 Documentation
Needed? Y
http://www.mtsu.edu/hr/docs/HR_New-Hire_Packet_I-9ONLY_04151777.pdf
(must be completed in person in Human Resource Services - please bring acceptable documents with you as listed on page 9 of I-9 form)

W-4 Information
Needed? N
http://www.mtsu.edu/hr/docs/HR_New_Hire_Packet_W-4ONLY.pdf

Direct Deposit Form
Needed? N
http://www.mtsu.edu/hr/docs/HR_New_Hire_Packet_DIRECT_DEPOSIT_ONLY.pdf

The individual has been sent an email with links to the forms that need to be completed. The individual MUST NOT begin work until you have received notification from HRS to complete the EPAF or Personnel Appointment Form.
If the employee has either never worked for the university OR has a terminated record; the employee and the originator will receive an email with instructions for completing the new hire packet.

Email to employee:

Congratulations Vann Tate! You are being hired/rehired at MTSU in the following department: Student Programming. A completed New Hire Packet and I-9 verification is required before you can begin work. Please click on the following link http://www.mtsu.edu/hr/hrdocs/New_Hire_Packet.pdf to access the required paperwork. To expedite completion of your paperwork, you can complete page 3 of the new hire packet (Personal Data Form), which in turn will auto fill the appropriate fields on all of the other forms. Once complete, you can print out the completed packet, sign and bring the packet, along with the required supporting documentation, to Human Resource Services (HRS).

Please follow the directions provided in the new hire packet carefully. You cannot begin work until the required forms are completed and submitted to HRS.

For some positions, you will also be required to sign an employment contract which will be processed by your department. Please Note: If you are a prospective Graduate Assistant, you are eligible for hire pending approval from the College of Graduate Studies.

Our office is located in the Sam Ingram Building, 2nd Floor. If needed, the following is a link to the campus map: http://www.mtsu.edu/maps/docs/CampusMap.pdf

MTSU welcomes you!

Email to originator:

You are attempting to hire Vann Tate in the following department: Student Programming. This person has either never worked for the university or their employment has been terminated. A completed New Hire Packet and I-9 verification is required before they can begin work. An email with the following New Hire Packet link http://www.mtsu.edu/hr/hrdocs/New_Hire_Packet.pdf has been sent to the individual for completion.

Once HRS has received the paperwork you will receive notification to either complete an EPAF or Personnel Appointment Form.

PLEASE NOTE: If you are required to enter an EPAF for this employee you cannot do so until you have received notification. The employee MUST NOT begin work until you have received notification.
New Hire Packet

This is a sample of the packet that a potential employee will fill out and bring to HR. Please note that information in these forms can be electronically generated.
New Hire Packet – Cont’d
New Hire Packet – Cont’d

### Temporary and Student

#### Form I-9: Employment Eligibility Verification

- **Employer:** Department of Homeland Security
- **Form Title:** Employment Eligibility Verification
- **Purpose:** Used to verify the identity and employment authorization of all employees.

#### Instructions
- **Role:** Review the instructions carefully before completing this form. The instructions must be followed during completion of this form.
- **Purpose:** To verify that the employee is authorized to work in the United States.

#### Section 1: Employee Information and Attestation

- **Employee:** Completes and signs this section on their first day of employment.
- **Manager:** Reviews and signs this section.

#### Section 2: Attestation

- **Employee:** Attestation confirms that the employee is authorized to work in the United States.
- **Manager:** Reviews and signs the attestation.

#### Section 3: List of Acceptable Documents

- **List A:** Documents that establish both identity and employment authorization.
- **List B:** Documents that establish identity.
- **List C:** Documents that establish only employment authorization.

#### List of Acceptable Documents

- **List A:**
  1. U.S. Passport or U.S. Permanent Resident Card
  2. Driver’s License or State ID
  3. Social Security Card
  4. Self-Employment Tax Return (Form 1040)
  5. Birth Certificate
  6. Military Veteran’s ID

- **List B:**
  1. Driver’s License or State ID
  2. Pay Stub
  3. Bank Statement
  4. Utility Bill
  5. Gun Permit
  6. School ID Card

- **List C:**
  1. State or Local Government Employee ID
  2. Pottery Made in Texas
  3. Army Birthday Card

#### Illustrations

- Illustrations of many of these documents appear in Part 6 of the Handbook for Employers (M-274).
- Refer to Section 2 of the instructions titled “Employer or Authorized Representative Review and Verification” for more information about acceptable receipts.

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**Form I-9:** 01/19/2017

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Once the requested paperwork has been received and entered into Banner by HRS, the originator will receive an email with permission to proceed with the PAF.

Also note, if this person did not have an M#, one was created and you will receive it in this email.

Email to originator:

From: hrnotification@mtsu.edu
To: Gwen Barrett
Subject: IMPORTANT - Mickey Mouse Ready for Hiring

Mickey Mouse has all the necessary documents to be hired in your department. Please proceed with the hiring process by completing a PAF (temporary hourly) or by logging into PipelineMT (student employees). Click on the Employee Tab, then click on the Employee Personnel Action Forms link, then click on New EPAF to begin the process to start the work assignment.

Employee information:
M#: M01234567
Name: Mickey Mouse
TOrg: T20900
Dept: Human Resource Services AVP
Email Address of Employee: mickm01@disney.com

link for Campus Pipeline:
https://lum4prod.mtsu.edu/cp/home/displaylogin

Mickey Mouse is currently employed in the following job(s):
To check & see if you have a workflow that has been started or completed...

Do a Workflow Status Search using the “wildcard” (% sign before and after) and first or last name of the initiator or the employee.
How Do I Get Access To HR Workflow and EPAF?

• You are doing it!!!

• You have to attend a training session before you can receive access and the roster you signed today gives us all the information needed to get you set-up and on your way to using this fast and easy electronic hiring system

• Enjoy!!!!!