

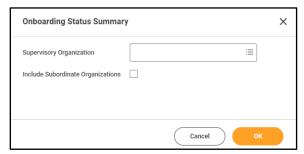


Onboarding Status Summary – for Managers and HR Partners

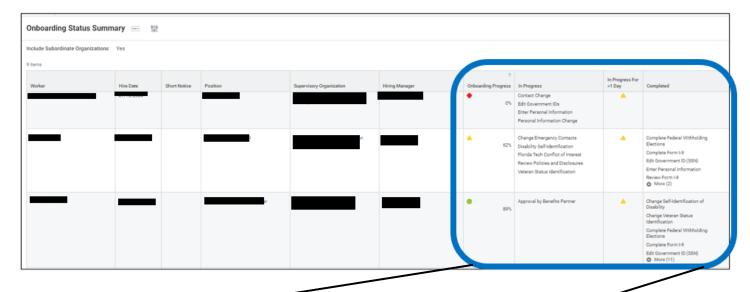
Workday's Onboarding Status Summary report is a tool to review onboarding status for newly hired employees.

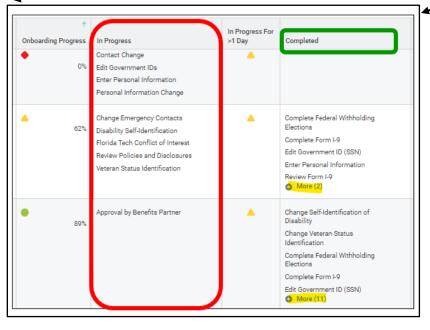
Report Process

- 1. Search for Onboarding Status Summary
- 2. Enter parameters
 - a. Organization select supervisor organization(s) to review
 - i. Managers and HR Partners can both run the report
 - ii. To run for a hierarchy, the user must have access to all applicable subordinate supervisory organizations
 - 1. Select Include Subordinate Organizations
- 3. Click OK to run



Results:





- **1. Onboarding Progress** indicates the percentage of completed tasks
- 2. Review *In Progress* and *Completed* tasks
 - Ensure time sensitive items are processed before training or job activity occurs



Florida Tech Workday Job Aid



- 3. Tasks launch in four sets. Frequent WD inbox monitoring is recommended
 - a. Items returned for correction will include comments
 - b. A new set will appear as the previous set is successfully processed
- 4. *Important:* Sets 1 and 2 are time sensitive. <u>Managers are to verify each new hire employee's completion of these items before training or job duties begin</u>. The start date may be revised at the department's request if the employee has not been active in the position

Set 1-	Enter Personal Information – includes <i>Contact Change</i> and <i>Personal Information Change</i> Edit Government IDs
Set 2 -	- time sensitive Complete Federal Withholding Elections Complete Form I-9
	Present original, unexpired Form I9 identification to Human Resources in the RA Work Building
Set 3 -	complete within 1 week of hire date Change Emergency Contacts Review Policies & Disclosures Disability Self-Identification Veteran Status Identification Florida Tech Conflict of Interest
Set 4	Payment Elections (FT employees) Benefit Elections (hard deadline - 30 days from start date)

- 5. *Note:* After completing onboarding task Sets 1 and 2, an international student without a Social Security (SS) number is permitted to work up to 90 days as an SS card application is submitted to the SS Administration
 - a. The Review Form 19 task will remain pending until the assigned SS number is reported in Workday
 - b. *Important*: The student will receive the Social Security application and instructions as s/he visits HR to present Form I9 identification
 - i. The document requires the manager's authorization. If the student has not provided this to the manager, s/he most likely has not presented IDs to Human Resources