

Part-Time New Hire Procedure:

1. The supervisor submits 2 documents to HR: (1) The new hire completes the [Background Consent Form](#) and (2) the supervisor turns it in with the [Letter of Appointment Request form](#) to HR as soon as possible (it normally takes about 72 hours for the background to clear). **To expedite computer access for the new hire, have them also include their two forms of ID (see [Employment Eligibility Verification Form I-9](#), below).**
2. While waiting for the background to clear, all candidates must complete the fillable forms and the supervisor must collect ALL of the documents before submitting them to HR in a complete packet. The onboarding packet can be accessed here [2024 Onboarding Documents Part Time](#)

All onboarding documents should be sent to HR at least 5 days before the first day of work. Documents can be uploaded to this Dropbox link: <https://www.dropbox.com/request/g6THmTJ1TQ4sZRPbAQW6>

Below is the Checklist that the supervisor needs to review to ensure that all documents have been completed before submitting them all together to HR at one time in a complete packet:

- ☐ [Employee Profile Form](#) (check for physical signature and date)
- ☐ [State Tax Withholding Form \(A-4\)](#) (check for physical signature and date)
- ☐ [Federal Tax Withholding Form \(W-4\)](#) (check for physical signature and date)
- ☐ [Employment Eligibility Verification \(Form I-9\)](#) (check for physical signature and date)
 - One picture ID (such as a driver's license or passport) **check expiration date of ID**
 - One other form of ID (such as SS card or birth certificate)
- ☐ [Direct Deposit Form](#) (attach voided check or bank confirmation on their letterhead)
- ☐ [Emergency Notification Form](#) (check for physical signature and date)
- ☐ [Family Relationship Disclosure Form](#) (check for physical signature and date)
- ☐ [Student Records Access Form](#) (check for physical signature and date)
- ☐ [Computer Usage Monitoring Form](#) (check for physical signature and date)
- ☐ [Harassment & Discrimination Signature Form](#) (check for physical signature and date)
- ☐ [Title IX Sexual Harassment Complaint Procedures](#) (new hire should read and review)
- ☐ [Conflict of Interest & Ethics Signature Form](#) (check for physical signature and date)
- ☐ [Information Security Awareness Form](#) (check for initials, physical signature, and date)
- ☐ [Values Commitment Form](#) (check for physical signature and date)
- ☐ [Ethics Training](#) (check for physical signature and date)

3. **After the new hire has begun working, HR will assign the [Sexual Harassment & Discrimination Training](#) to the candidate through NeoEd Learn.**
 - The candidate should complete training within 30 days of receiving the email from HR.
 - The training lasts one hour and should be completed on the clock. It does not all have to be completed in one sitting. The software will save the candidate's progress until the training is completed.
 - The candidate will need to achieve a score of 80% or higher on the final assessment. If the score is not achieved, the candidate may retake the assessment until they achieve an 80% score. **The candidate will need to click 'Complete the Course' after achieving the passing score in order for the training to be marked complete in the software.**
 - HR will print the certificate from NeoEd Learn after completion and add it to the personnel file.

Post-Test Results

You passed.

YOUR SCORE	80%
PASSING SCORE	80%

COMPLETE THE COURSE

REVIEW TEST

RETAKE TEST