HRS Onboarding Workflow

Students and Temporary/Hourly
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.
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</td>
<td></td>
</tr>
<tr>
<td></td>
<td>&quot;Authorization failed, please try again&quot;</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PipelineMT/RaiderNet</th>
<th>Workflow</th>
<th>FAB Student Success Collaborative</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Use RaiderNet 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 My Processes

- Worklist
- Workflow Status Search
- Workflow Alerts

User Profile
- My Processes
- User Information
- Change Password

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First  Previous  Next  Last  Go to page:  
Show Reserved Items

Powered by SUNGARD®
Higher Education
Select HR Hiring Verification
Select “Start Workflow”

- These fields do not have to be filled in. This is strictly for your notes.
Select OK

The workflow was started successfully.

OK
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.
Enter M#, T ORG, and Dept. Home Org

- If there are any spaces in the M# it will not find the information in Banner. If they don’t have an M#, that’s ok. Just put in the T-org, Dept. Org and select type.
- It is crucial that the T-org be correct. The system will not process your request if it is not, but you will not get a warning that it is not correct. So, you will be left wondering what happened to your process.
- If you do not know your T-org contact HR or go to our website, under WebTimeEntry for a list of T-org #’s.
- Select employee type.
- 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.
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.
Select Hiring Check for “employee”

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.
• If your prospective employee did not have an M#, these are enterable fields and at this point you can enter their email and name.
• Click on **Complete**.
Hiring a Temp Hourly Employee who does not have an M#

Must be a valid T-org

Clicking “Complete” sends it through for processing, “Save & Close” holds it in the queue for further input

**Input Data Below to Begin Workflow**

Please input the following information to start the verification of the data for the job applicant.

- **ID:** [Blank]
  - ID must be 9 characters long.
- **T Org Number:** T2090B
  - T Org Number must be valid and no longer than 6 characters in length.
- **Dept Home Org:** 20900

- **Type of Employee**
  - Student Employee
  - Work Study (Only checked by Financial Aid Office)
  - Temporary Hourly
  - Adjunct Faculty
  - Graduate Assistant
  - Resident Assistant

[Complete] [Save & Close] [Cancel]
<table>
<thead>
<tr>
<th>Organization</th>
<th>Workflow</th>
<th>Activity</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Root</td>
<td><strong>Hiring Check for NOT FOUND NOT FOUND Submitted by L. Batey</strong></td>
<td>OBTAIN EMPL DATA</td>
<td>Normal</td>
</tr>
</tbody>
</table>

Ready

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.

Email to originator:

Princess Jones 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#: M01024502
Name: Princess Jones
TOrg: 20900
Dept: Human Resource Services
Email Address of Employee: sonya.leak@mtsu.edu

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

Congratulations Briar Rose! You are being rehired at MTSU in the following department: Human Resource Services. 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
(must be completed in person in Human Resource Services.)

W4 Information
Needed? N
http://www.mtsu.edu/hr/docs/HR_New_Hire_Packet_W4_ONLY.pdf

Direct Deposit Info
Needed? Y
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. Our mailing address is Human Resource Services, MTSU, 1301 East Main Street, Murfreesboro, TN 37132 or our office is located in the Sam Ingram Building, 2nd Floor, 2269 Middle Tennessee Boulevard, Murfreesboro, Tennessee.

Welcome Back to MTSU!

Email to originator:

You are attempting to hire Briar Rose. 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
(must be completed in person in Human Resource Services)

W4 Information
Needed? N
http://www.mtsu.edu/hr/docs/HR_New_Hire_Packet_W4_ONLY.pdf

Direct Deposit Form
Needed? Y
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.
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:

From: hrnotification@mtsu.edu [mailto:hrnotification@mtsu.edu]
Cc: HR Employment
Subject: IMPORTANT: MTSU NEW HIRE INFORMATION

Congratulations Latavius Mulzac! You are being hired/rehired at MTSU in the following department: Athletics-Fund Raiser/BRAA. 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/hrs/docs/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). HRS is located in the Sam Ingram Building, 2nd floor, 2269 Middle Tennessee Boulevard, Murfreesboro, Tennessee.

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.

MTSU welcomes you!

Email to originator:

From: hrnotification@mtsu.edu
To: Sonya M. Leak
Cc: 
Subject: FVI - NEW HIRE PAPERWORK NEEDED

You are attempting to hire Mickey Mouse. 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/hrs/docs/New_Hire_Packet.pdf has been sent to the individual for completion.

Once HRS has received the paperwork you will be sent notification to complete the EPAF and the individual may begin their work assignment.
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.
Payroll Direct Deposit Authorization Form

Complete form online, print, sign, and deliver or mail to Human Resource Services, 204 Sam S. Ingram Building, Murfreesboro, TN 37132.

For questions regarding direct deposit, please call (615) 903-2629.

If attaching voided check, please staple here.

MIDDLE TENNESSEE STATE UNIVERSITY

For questions regarding direct deposit, please call (615) 903-2629.

If attaching voided check, please staple here.

New Hire Packet – Cont’d
New Hire Packet – Cont’d

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPEDITED

LIST A
Documents That Establish Both Identity and Employment Authorization

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-515 printed notation on a machine-readable immigrant visa page in the passport
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
   a. Foreign passport and
   b. Form I-766 or I-9(Rev 04/19) that contains the following:
      (1) The same name as the passport and
      (2) An endorsement of the alien’s nonimmigrant status as long as that period of endorsement has not expired and the employer’s employment is not in conflict with any restrictions or limitations identified on the form
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant status under the Compact of Free Association between the United States and the FSM or RMI
7. Alien Registration number, of an alien who is a citizen of a country whose laws provide for the issuing of official identification cards
8. Driver's license or identification card issued under laws of a state, the District of Columbia, or the United States
9. Social Security card and evidence of qualifications for alien workers, issued under the authority of the Secretary of Labor
10. Immigration status document issued by the Department of Homeland Security

LIST B
Documents That Establish Identity

1. A fiscal Security Authority Number (SSN) card, unless the card includes one of the following restrictions:
   a. Not valid for employment
   b. Not valid for work only
   c. Single assertion

2. Certification of Birth Alish issued by the Department of State
3. Certification of Birth issued by the Department of State
4. Original or certified copy of birth certificate issued by a state, territory, or local authority in the United States
5. Native American identification card
6. U.S. Citizen ID Card
7. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
8. Employment authorization document issued by the Department of Homeland Security

LIST C
Documents That Establish Employment Authorization

1. Employee Completion Form 1-9 (I-9 Form)

For persons under age 18 who are unable to present a document listed above:
10. School record or report card
11. Clinic, doctor, or hospital record
12. Daycare or nursery school record

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.

State University
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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.

Email to originator:

From: hrnotification@mtsu.edu
To: Sonya M. Leak
Cc: 
Subject: IMPORTANT - PAPERWORK COMPLETE PROCESS EPAF

The following individual has completed all necessary paperwork to be hired at MTSU.

Mickey Mouse   M00023782

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.
To delete a workflow that has been started...

Select the magnifying glass to the right of the workflow you would like to delete.

Select “Stop Workflow Request”.
Once selected, it will take you back to the Worklist.

Note: If the workflow you deleted still appears in your Worklist; refresh the page and it will clear.
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!!!!!!
QUESTIONS?