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.
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 Pipeline

Select Workflow
Select My Processes

- **Home**
  - Worklist
  - Workflow Status Search
  - Workflow Alerts

- **User Profile**
  - My Processes
  - User Information
  - Change Password
Select HR Hiring Verification
Select “Start Workflow”

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

Start Workflow

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.
How to process when you have an M#:

- Enter M#, T-org#, Home Dept. Org# (not budget index # and does not have a T in front of it), 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 click on Save & Close it will save the info but not run the process. If you click on Cancel it will not save the info.

Default is Student Worker, click radio button for correct type.

**IT IS IMPERATIVE THAT THIS IS DONE CORRECTLY!! TEMP HOURLY EPAF CONTRACTS WILL NOT PROCESS IF YOU DO NOT SELECT TEMPORARY HOURLY.**

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.
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.

Click on **Complete**.

You are finished!!
It is very important to know the type of employee that you are hiring.

**Student**: someone taking classes at MTSU

**Temporary Hourly**: someone who is NOT taking classes at MTSU.

**Adjunct**: someone who is teaching classes but is not a full-time employee of MTSU.

**GA**: a student approved by Graduate Studies

**RA**: a student (residential) assistant for Housing
INVALID T-ORG

• Notice the message under the “Activity” heading:

  Hiring Check for Submitted by G. Barrett

  Ready

• 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
Hiring a person 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.

Must have a valid T-org #

Default is Student Worker, click radio button for correct type.

It is imperative that this is done correctly!! Temp hourly EPAF contracts will not process if you do not select temporary hourly.
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.
<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. It is vitally important that new employees provide a personal email address. Click on “Complete” and you are done!
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:

Tue 2/16/2016 9:47 AM
hrnotification@mtsu.edu

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: T20908
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 rehired 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.

I9 Documentation
Needed? Y
http://www.mtsu.edu/hrs/docs/HR_New-I9_ONLY_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)

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

Direct Deposit Info
Needed? N
http://www.mtsu.edu/hrs/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.

I9 Documentation
Needed? Y
http://www.mtsu.edu/hrs/docs/HR_New-I9_ONLY_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)

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

Direct Deposit Form
Needed? N
http://www.mtsu.edu/hrs/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:**

hrnotification@mtsu.edu

IMPORTANT: MTSU NEW HIRE/REHIRE INFORMATION

To: vjt2e@mtmail.mtsu.edu
Cc: HR Employment

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/docs/New_Hire_Packet.pdf](http://www.mtsu.edu/hr/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).

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](http://www.mtsu.edu/maps/docs/CampusMap.pdf)

MTSU welcomes you!

**Email to originator:**

hrnotification@mtsu.edu

FYI - NEW HIRE PAPERWORK NEEDED

To: Gwen Barrett

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/docs/New_Hire_Packet.pdf](http://www.mtsu.edu/hr/docs/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.
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: mickmol@disney.com

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

Mickey Mouse is currently employed in the following job(s):
Authorization Card

Once a New Hire Packet has been submitted, we give the new employee an authorization card. These are not meant to replace the email notification, just a means to let you know that this person is valid to begin working as of that date. PLEASE wait for the email notification before starting an EPAF or submitting a paper contract.

Human Resource Services
Gwen Barrett
Coordinator
Sam H. Ingram Building, Room 204
2269 Middle Tennessee Blvd.
Murfreesboro, TN 37132
Gwen.Barrett@mtsu.edu
o: 615-898-2250
f: 615-898-5444

 Authorized To Work

JUN 14 2017

Authorization valid for 3 business days. _____
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.*
RESULTS:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Workflow Specifics Name</th>
<th>Business Process Name</th>
<th>Status</th>
<th>Created</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Root</td>
<td>Hiring Check for Barrett Herzer Submitted by S. Hardebeck</td>
<td>HR Hiring</td>
<td>Completed</td>
<td>05-Sep-2013</td>
<td>10-Oct-2013</td>
</tr>
<tr>
<td>Root</td>
<td>Hiring Check for Michele Kelley Submitted by G. Barrett</td>
<td>HR Hiring</td>
<td>Completed</td>
<td>16-Feb-2016</td>
<td>10-Feb-2016</td>
</tr>
<tr>
<td>Root</td>
<td>Hiring Check for Dylan Wilks Submitted by G. Barrett</td>
<td>HR Hiring</td>
<td>Completed</td>
<td>09:40:51 AM</td>
<td>09:46:23 AM</td>
</tr>
<tr>
<td>Root</td>
<td>Hiring Check for Donald Barrett-Beckers Submitted by S. Partin</td>
<td>HR Hiring</td>
<td>Completed</td>
<td>08-Sep-2015</td>
<td>00-Sep-2015</td>
</tr>
<tr>
<td>Root</td>
<td>Hiring Check for Submitted by G. Barrett</td>
<td>HR Hiring</td>
<td>Stopped</td>
<td>18-Mar-2016</td>
<td>18-Mar-2016</td>
</tr>
<tr>
<td>Root</td>
<td>Hiring Check for Ndla Evans Submitted by G. Barrett</td>
<td>HR Hiring</td>
<td>Stopped</td>
<td>05-Apr-2016</td>
<td>05-Apr-2016</td>
</tr>
<tr>
<td>Root</td>
<td>Hiring Check for Gwendolyn Barrett Submitted by G. Barrett</td>
<td>HR Hiring</td>
<td>Ready</td>
<td>05-Apr-2016</td>
<td>10:51:34 AM</td>
</tr>
<tr>
<td>Root</td>
<td>Hiring Check for Holly Gleason Submitted by G. Barrett</td>
<td>HR Hiring</td>
<td>Stopped</td>
<td>10-Mar-2016</td>
<td>10-Mar-2016</td>
</tr>
<tr>
<td>Root</td>
<td>Hiring Check for Holly Gleason Submitted by G. Barrett</td>
<td>HR Hiring</td>
<td>Stopped</td>
<td>10-Mar-2016</td>
<td>10:40:14 AM</td>
</tr>
</tbody>
</table>
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?