


HR PARTNER'S ONBOARDING CHECKLIST

	Onboarding Steps	Helpful Information
	1. Obtain notification that a job offer has been accepted.	If there is a signed offer letter, send a copy to OHR to be included in the personnel file.
	2. Send the New Hire Welcome Email	Include link for obtaining Form I-9 , and instructions to return Form I-9 along with original documents to the HRP within 48 hours of the hire date.
	3. If hiring an American citizen, skip to step 6.	
	4. If hiring a foreign national who is not eligible to work:	
	<ul style="list-style-type: none"> • <i>The new employee must visit the Office of Global Engagement to determine the best immigration status to use for the hire.</i> • <i>After the work authorization documents have been received, submit an International Hire Request through PeopleSoft, and encourage the employee to schedule an appointment with OHR to complete employment and tax forms. .</i> • <i>OHR will send a notification email to the HRP when the CUBS entry can be completed.</i> 	The new faculty or staff member must complete employment and tax forms by visiting the Office of Human Resources, 108 Pearman Blvd, Administrative Services Building, 8 a.m. to 11:30 a.m. or 1:30 p.m. to 4 p.m., Monday through Friday. Directions to the Office of Human Resources.
	5. If hiring a foreign national who is eligible to work:	
	<ul style="list-style-type: none"> ○ <i>Submit an International Hire Request through PeopleSoft.</i> ○ <i>Encourage the new faculty or staff member to visit OHR to complete employment and tax forms. For tax residency purposes, the new hire should bring the <u>original</u> immigration documents.</i> ○ <i>OHR will send a notification email to the HRP when the CUBS entry can be completed.</i> 	<p>Original immigration documents include the following:</p> <ul style="list-style-type: none"> ○ A valid passport and one complete copy of it ○ FORM I-94 and one copy of it from HERE ○ All I-20's (if F1 visa) and one copy of each ○ All DS 2019's (if J1 visa) and one copy of each ○ One copy of each U.S. visa in your passport ○ U.S. social security card or social security card receipt letter indicating approved application for the card ○ Form I797 from DHS for H1B, TN, O1, E Visa ○ Employment Authorization Card (J2, F1/OPT, L2) <p>Note: If the new employee has an H1B from another institution, he or she must visit the Office of Global Engagement to initiate the transfer, bringing a USCIS receipt notice.</p>
	6. Obtain candidate's personal and job information, office phone number, and supervisor's information to complete the CUBS entry.	
	7. Enter the new-hire information into CUBS.	The username and email address will be established overnight, and a report will be sent to the HR partner the next day.
	8. Send New Employee Data Sheet and Hiring Manager Checklist to the hiring manager, business officer, and / or administrative personnel.	
	9. Conduct a departmental orientation for the new employee.	The departmental orientation can be part of the employee's first day of work, and should include introductions to team members, an overview of the department's role within the University, and information unique to the department. For departmental orientation suggestions, please click HERE .
	10. Encourage the employee to attend New Faculty and Staff Orientation.	Employees sign up via the Tigers at Work website. Sign-up is done prior to the employee's first day of work. If the employee has yet to obtain a TigerOne Card, ensure this is done during orientation.
	11. Ensure benefits-eligible employees attend a benefits counseling session.	Employees sign up via the Tiger at Work website. Sign-up is done prior to the employee's first day of work.
	12. If applicable for the position, ensure the new employee signs confidentiality agreement.	Each college or division has a unique confidentiality statement that should be used if this is applicable for the position.
	13. Meet with the new employee to explain how to enter and track time, and when to expect a first pay check.	For more information, please see http://www.clemson.edu/employment/payroll/
	14. Document equipment (laptop, iPad, tools, etc) and uniforms issued to new employee.	HRPs should maintain an excel spreadsheet with the employee's name, equipment issued, and the date issued.